



Equality Impact Assessment (EIA).

As part of the University's commitments in relation to the Equality Act 2010, we are legally bound to show "due regard" to the aims of the Public Sector Equality Duty (PSED) when making decisions and setting policies. This duty focuses on the need to pay due regard to:

- Eliminate discrimination, harassment and victimization
- Advance equality of opportunity between different groups, and
- Foster good relations between different groups.

It is therefore essential that consideration is given to the 9 protected characteristics identified in the Equality Act 2010 in regards to any change, with positive and negative impact identified. Change in this context refers to, but is not limited to the following: strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure. Evidence of consideration should be logged accordingly, to be referred to in response to any potential legal challenge, whereby the university would be expected to justify their actions and decisions.

An Equality Impact Assessment (EIA) is a process designed to ensure that policies, practices and initiatives are fair, meet the needs of our staff and students and that they do not unlawfully discriminate against any protected characteristic.

An EIA should form part of any decision-making process and not be seen as an add-on at the final stage. Assessing impact early avoids wasted time and resource, as changes and mitigations can be applied at the outset of the journey, using reliable data and/or engagement with key groups to inform and guide the change. The Equality and Human Rights Commission (EHRC) are clear that engagement should be proportionate and relevant to the size of the organisation and the significance of decision.

It is imperative that the EIA is completed by the lead colleague responsible for the change in the university, to draw on their specialist knowledge and take ownership from the moment of conception, to the final decision and in regards to future monitoring. Further development will be required to record and measure original expectation, alongside possible further equality action.

The form on page 2 will enable you to reflect on the proposed change and assess the potential positive and negative impact from an equalities perspective on our university community.

Title of EIA:	Provision of Personal Emergency Evacuation Plan (PEEP) Policy
Lead colleague and contact details:	Oluwatosin Odipe oluwatosin.odipe@cumbria.ac.uk
Date	10.11.23

Step 1: Identify the proposed change e.g. strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure
Policy Review

Step 2: Please reference sources of data/information, consultation, or individuals/groups you have identified to explore equalities impact
<p>Estates Operations Manager Disability Services Team <i>Disability/SPLD Manager</i> UCSU Welfare Officer Timetabling Officer Student Liaison Admin Assistant/ Unison Steward Payment Assistant / Unison Steward Specialist Learning Advisor Head of Student Support Fire Wardens Specialist Learning Adviser Residential Services Manager <i>Estates Manager South and North</i> Director of Student Services HR Business Partner Campus Services Manager Wider consultation completed on 28th September</p> <p>Guidance reviewed</p> <ul style="list-style-type: none"> - Fire Safety Act 2021 - Regulatory Reform (Fire Safety) Order 2005 HM Government Fire Risk Assessment in Educational Premises - Fire safety in new and existing school buildings Protecting Against Terrorism

	Acknowledge Potential Positive, Negative or Neutral Impact on Groups (please include relevant data if possible)				
		Action required	Person responsible	Target date	Progress to date
Age (consider older people, younger people, early-career researchers etc.)	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Disability (including mental health and non-visible disability)	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Gender reassignment (including Trans and non-binary people, gender	Positive – ensured gender neutral language throughout.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	

identity and gender expression)					
Marriage and civil partnership	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Pregnancy and maternity (including adoption)	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Race	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Religion and belief (including those without religion or belief)	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Sex	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	
Sexual orientation	Positive – policy is applicable to all staff,	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	

	students and Visitors.				
Other International	Positive – policy is applicable to all staff, students and Visitors.	no negative impact identified now, to re-evaluate at next policy review	Policy owner	November 2026	

Step 4: Next steps. Please consider:

- Is further monitoring/engagement required?
- How will you measure mitigation in regards to potential negative impact?
- How will you measure maximizing potential positive impact?
- When will you review this EIA?

Internal onward reporting. Promote to our staff and student community via comms once complete version is finalised. Add the policy to staffhub as well as replacing the existing policy in current locations, including related signposting e.g. Disability and Accommodation services Review in 3 years (so note as 2.5 for review to begin) – add date once set for release

Step 5: Final review. Please confirm the lead colleague has reviewed this EIA and is satisfied it can be considered for final consultation/sign-off.

Name:	Joanne Smith and Gail Howes	Date:	07/09/2023
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Step 6: Institutional approval confirming that this EIA is satisfactory in terms of analysis, consultation and mitigation, acknowledging that future monitoring and review will be undertaken to assess actual impact.

Chair of Committee/Director of Institute/Head of Service:	EDIW Monitoring Group
Date:	27/11/23