



EQUALITY IMPACT ASSESSMENT (EIA) PRO-FORMA

This pro-forma is to be used to determine whether an Equality Impact Assessment (EIA) is required for a proposed policy, strategy or significant decision relating to service provision; and for recording details and outcomes of an impact assessment.

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| Title of policy / strategy, or brief description of the decision relating to service provision | Fire Safety Maintenance Policy |
| Lead EIA Officer and Job Title (The EIA lead must be a manager) | Peter Coombs - Project Manager (Asset Management) |
| EIA Team Members | Terry Bird - Director of Asset Management Nick Kyprianou – Head of Asset Management |
| Director and Head of Service | Terry Bird - Director of Asset Management |
| Does the EIA relate to an existing policy? (Yes / No) | Yes (This EIA was originally completed in March 2010 but has been refreshed using the new EIA pro-forma agreed in June 2010). |
| Who implements the Policy? | Asset Management |
| Date that the Policy / strategy is due for review (if applicable) | January 2013 |

This pro-forma should be used to:

- Determine and record whether an Equality Impact Assessment (EIA) is required
- Determine and record the focus of an EIA if one is required
- Record the evidence considered
- Record the outcome of the impact assessment
- Record mitigating actions to be taken and measurable targets to assess progress.

Equality Impact Assessments are required to be undertaken on all proposed policies, strategies and significant decisions that could potentially have an adverse or disproportionate impact on any of the diverse communities for which Swan provides services. An EIA should address potential impact in respect of ethnicity / race, gender, transgender, disability, age, sexual orientation and religion or belief where relevant. This pro-forma also asks you to consider socio-economic status and community cohesion and have due regard for the protected characteristics introduced by the new Equality Act.

It is essential that officers refer to the **Equality Impact Assessment Guidance** when completing this pro-forma. The pro-forma is in two parts.

Part A: This part helps you determine and record whether an EIA is necessary and is essential documentary evidence to show that the Swan considers equality in respect of all significant policy and function decisions it makes. Part A must be completed in respect of all proposed policies, strategies or significant decisions that have an impact on service functions. Part A also helps you determine and record the focus of the EIA, if one is required. Part A covers steps 1 and 2.

Part A should be completed by a manager, with support from staff in the relevant service area (forming an EIA Team). Part A must be authorised by the manager responsible for the policy, strategy, or function before proceeding to Part B of the Impact Assessment. Housing managers should also ensure that drafts of both Part A and Part B are sent to the Housing Diversity Manager for comments before they are finalised.

Part B: Proceed to Part B if it is determined in Part A that a full EIA is required and once the focus of the EIA has been determined and agreed. This part of the pro-forma covers steps 3 to 6 as described in the Guidance.

Please remember that the completion of an EIA and the actions identified within it are the responsibility of the relevant service manager.

Equality Impact Assessment Part A:

Reason and context for the new policy, strategy, proposal or decision

Please set out the aims and objectives of and contextual reasons for the proposed policy, strategy or decision. Contextual reasons may include changes in legislation, demographic changes or budgetary considerations. Alternatively, if this information is provided in another document, please append to this form.

The Fire Safety Maintenance Policy details key aims for Swan in order to meet its obligations in its exercising its Duty of Care to residents, staff, contractors and visitors to its property portfolio.

The Regulatory Reform (Fire Safety) Order 2005 specifically changed the nature of regulation from local Fire Authority approval to onus on the employer, owner or controller of premises having responsibility for managing fire safety. This policy has now been produced and agreed at the Housing Service Improvement Meeting and with Senior Managers and Executive Team members.

The Policy in conjunction with the Procedure document incorporates Swan's approach and practices for carrying out its obligations under the Regulatory Reform (Fire Safety) Order 2005 to ideally eliminate risk to health and safety or otherwise reduce the level of risk so far as is reasonably practicable.

The policy supports The Key Aims of integration of health and safety into the management of the projects undertaken under the direction of the Asset Management team and to encourage everyone involved to work together to mitigate risk.

In essence to:

- Appoint a person to be managerially responsible
- Identify and assess sources of fire risk
- Maintain and update a Register of installed fire safety systems and equipment

- Implement and maintain cyclical inspection and testing regimes for equipment installed to detect, prevent or control fire risk
- Manage and monitor the cyclical inspection and testing regimes
- Ensure that only competent properly trained persons will carry out works or safety checks.

STEP ONE: Relevance - Is there potential for the policy, strategy or decision to have an impact on equality?

An EIA should be undertaken if the policy, strategy or decision is *relevant* to the promotion of equality i.e. there is potential for it to have an impact in respect of the equality strands and protected characteristics listed. Please use the box below to identify how your policy or strategy might be relevant to these strands. Please note you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.

Ethnicity / Race

Fire safety is relevant and important to all. There is very limited to no potential for equality impact due to the prescriptive nature of regulatory requirements provided the points below are implemented. For this reason a full EIA will not be undertaken on this policy. However, the considerations listed below will be built into the application of the Fire Safety Maintenance Policy.

- Across all equality strands / protected characteristics the application of the policy will be in accordance with Swan’s Equality and Diversity Policy and Equality and Diversity Service Standards.
- Operatives entering the homes of residents when undertaking activities outlined in this policy will be sensitive to cultural differences.
- Swan will ensure that appropriate translation and interpretation services are used when necessary and / or requested to communicate with residents who have limited English language skills.

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| Disability | <p>As above, and:</p> <ul style="list-style-type: none"> Operatives entering the homes of residents when undertaking activities outlined in this policy will check the specific needs of residents with disabilities and address them accordingly. |
| Gender (including pregnancy and maternity) | <p>As above, and:</p> <ul style="list-style-type: none"> Operatives entering the homes of residents when undertaking activities outlined in this policy will be sensitive to the needs of residents related to gender. For example, some women may prefer to arrange for another person to be present if a male operative is going to be entering the home, they may need adequate notice to be able to organise this. |
| Transgender (including gender reassignment) | <p>As above, and:</p> <ul style="list-style-type: none"> All staff and operatives are required to ensure that transgender residents receive equal access to services and are treated with respect, as with all other equality groups. |
| Age | <p>As above and:</p> <ul style="list-style-type: none"> Operatives entering the homes of residents when undertaking activities outlined in this policy will be sensitive to the needs of residents related to age. This may be particularly important when dealing with older residents. Some older residents may be more vulnerable than those of other ages. The prevalence of disability also increases amongst older people. |
| Sexual Orientation | <p>As above and:</p> <ul style="list-style-type: none"> All staff and operatives are required to ensure that the LGB (Lesbian, Gay, Bisexual) community receive equal access to services and are treated with respect, as with all other equality groups. |

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| Religion/Belief | <p>As above and:</p> <ul style="list-style-type: none"> • Operatives entering the homes of residents when undertaking activities outlined in this policy will be sensitive to religious differences (referring to Swan's Faith Guide if needed). • Operatives entering the homes of residents when undertaking activities outlined in this policy will be sensitive to religious festivals and worship patterns. For example, arranging an appointment to visit a Muslim household on a Friday may be inconvenient because of Friday Prayers. |
| Marriage and Civil Partnership | <p>As above and:</p> <ul style="list-style-type: none"> • All staff and operatives are required to ensure that all residents receive equal access to services and are treated with respect, irrespective of their marital or relationship status. These considerations are also linked to the points expressed above in relation to sexual orientation. |

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| <p>If you think that your policy / strategy or significant decision has relevance to socio-economic status or community cohesion then please use the box below to describe how it might be relevant. Please note that you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.</p> | |
| Socio-economic Status | No relevance. |
| Community Cohesion | No relevance. |

If there is no relevance across ALL equality strands or in relation to socio-economic status or community cohesion, a full EIA will not be required. Please go to page 8 and record this.

Please note: Step 2 of the EIA Pro-forma has been removed for this Part A Equality Impact Assessment, as it is not applicable. A full EIA will not be undertaken.

Record whether or not an EIA is required:

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| Is an EIA required? <i>Please tick either yes or no</i> | Yes | No <div style="text-align: center;">√</div> |
| If yes, add target date for completion: | Signature of Manager | |
| | Print Name: Peter Coombs | |
| | Date: 12.08.2010 | |

Please note that:

- 1) **Housing Managers** should send their completed PART A to the Housing Diversity Manager for comments before it is finalised.
- 2) A copy should be passed to the Diversity Action Forum (DAF) once completed.
- 3) Managers should keep a signed copy for their records.
- 4) All other Swan managers should send a copy of the PART A pro-forma to Central Services for the corporate EIA Log (this will be done for Housing Managers by the Housing Diversity Manager once EIA's are agreed).