Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):

USE OF A SIGNINAPP SYSTEM FOR THE QUEEN'S MEDICAL RESEARCH INSTITUTE

To enter the Queens Medical Research Institute you currently require a white swipe card that contains a contactless chip, issued to you by QMRI reception. The card is used on contactless pads to open entry and exit doors. Additional to this during COVID restrictions we introduced a powerapps online application that asked staff students and visitors to log their entry and exit, to note their location in the building and supply the contact detail of a 'buddy in the event that they did not report their exit. This was completed using either a mobile phone device or a computer. We are replacing this current virtual only powerapp module logging application with a new application that involves physical sign in hardware (an ipad in a case with a contactless sensor on the side) as well as an associated virtual software application. The hardware is supplied by a company called www.signinapp.com. This change will affect all users of the building ie visitors, staff - both academic and professional, and students.

Upon first registration the repeat visitor supplies their name email address and taps their QMRI access card to the hardware to link it. Thereafter they just touch their card to the hardware on the way in and on the way out of the building. The units are in reception in QMRI, a fully accessible location. There is the additional option to link to a mobile phone companion app to allow building entry and exit logging via mobile phone. This additional mobile option will not be used on a regular basis as the touch in and touch out process is so simple. Visitors (not staff) are asked to provide a photo for security purposes (taken by ipad with option to retake), their contact phone number (for track and trace) and car registration (optional) and company name. We no-longer require nor collect buddy information for either visitors or staff and students.

B. Reason for Equality Impact Asessment

Proposed change to an existing policy/practice

C. Person(s) responsible for the policy area or practice:

Name: Dr Paul Fitch and Dr Sharon Hannah

Job title: Centre for Inflammation Research Manager (PF) and Bioquarter Campus Manager (SH)

School/service/unit: Queens Medical Research Institute, MVM

D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:

- affects primary or high level functions of the University -YES
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? -YES
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? -YES

E. Equality Groups

This policy affects all staff, students and visitors and therefore has the possibility to affect all of the characteristics listed below as well as other groups.

- Age
  We do not collect data on date of birth. No information on start or end of contract that could imply age is collected. There are no age restrictive elements to this policy.
- Disability
  The login screens are at a fixed height of 953mm in height, at this height this is accessible to all those currently using the building on a regular basis. In the event that a staff member requires a lower access point an additional flexible wall mounted unit will be procured. Visitors attending site in a wheelchair where a photo is procured (not procured for staff and students) might be out of range of the camera, this would not be an issue as wheelchair visitors would need to have a full induction on refuge and lift use within the building so would be fully identifiable by reception and security. The text has been made large font for those with visual difficulty and the screen is only required for first registration, thereafter all that is required is a tap in and tap out with a card. The pads are located in a fully accessible location
- race (including ethnicity and nationality)
  The system is in English as the main language of the building is in English. We have not provided an alternative language version, however we can prepare one with the app developers if required.
- religion or belief
  A photograph is a compulsory step in the registration of visitors. However the software does not detect if the person was in shot when it is taken so a text message indicates this to the individual, that they can step out of shot if they object to the capture of a photo. The message also indicates how the photo is used and for how long it is stored. The message requires the person to notify reception if they have not had their photo taken.
- Sex
  There is no Gender discrimination in the process and this information is not captured
- sexual orientation
  This information is not captured nor identifiable
- gender reassignment
  This information is not captured nor identifiable
- pregnancy and maternity
  This process is quick and easy and does not necessitate standing for long periods. This information is not captured nor identifiable.
- marriage or civil partnership[1]
  This information is not captured nor identifiable

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[1] Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

- On any available information about the needs of relevant equality groups:
  We trial ran the application for several days prior to launch with staff and visitors from various backgrounds and with varied characteristics and have overlapped with the previous application to allow us to adapt to feedback prior to the previous application being removed. We will continually take feedback from the various onsite committees and open source comments to ensure that this process remains fair and equitable.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
  We have sufficient evidence at this point to proceed

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
  Reasonable adjustment to ensure that there is no discrimination
  We believe that this process will not lead to any prohibited conduct

- If the policy/practice contributes to advancing equality of opportunity[2]
  This new application is more accessible, the present application for logging that the person is on-site necessitates access to a smartphone or on site computer. The new system as it provides hardware to register that the person is on-site touch the same card that is required

- If there is an opportunity in applying this policy/practice to foster good relations:
  The new application emails a photo of the visitor to the person they are visiting. When the person then greets them at reception it removes any potential confusion when there are multiple visitors waiting.

- If the policy/practice create any barriers for any other groups?
  There will no-longer be a perceivable advantage to owning mobile phones for the entry app as we are providing the infrastructure of a tap pad and the building entry card in order for people to register that they are on site.

- How the communication of the policy/practice is made accessible to all groups, if relevant?
  Instructions on how to use the access app and touch pads will be given by instruction PDF document emailed to all staff and students and by instruction from reception to visitors. In the event that staff and students do not receive the instructions via email, it can be resent and/or a copy of the instructions will be available from reception and reception can provide physical demonstration and aid for those with difficulty on first and regular use in normal working hours. We can provide translation and braille upon request

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
  Problems and difficulties of access are most likely to be witnessed by reception staff who will be able to update the instructions and distribute accordingly. This application and hardware provision will be kept under constant review and adjusted accordingly.

- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

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[2] This question does not apply to the protected characteristic of marriage or civil partnership

Nothing other than that stated above

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

Option 1: No change required – the assessment is that the policy/practice is/will be robust. For the reasons detailed above

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
   Monitor feedback
   Advise staff reasonable adjustment
   Advise staff of alternative availability of instructions and guidance

2. When will the policy/practice next be reviewed?
   Continuous and on going

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

I. Sign-off

EqIA undertaken by

Dr Paul Fitch - Centre Manager – Centre for Inflammation Research

Accepted by (name):

Dr Sharon Hannah – Bioquarter Campus Manager

Date: 22/07/2021

Retain a copy of this form for your own records and send a copy to
equalitydiversity@ed.ac.uk