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): Main Library opening hours change to 24/7
B. Reason for Equality Impact Asessment (delete as applicable): Proposed change to an existing policy/practice
C. Person responsible for the policy area or practice: Name: Jeremy Upton Job title: Director School/service/unit: Library and University Collections, Information Services
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 **Overview** The University of Edinburgh Students Association have championed moving to 24-hour opening hours. The University of Edinburgh management team fully supports the move to 24-hour opening to provide consistent access to a key building with appropriate student facilities in the central area. Current (2017) opening hours of the Main Library in semester two are: Mon to Sun 07:30 to 02:30.

Planned (2017) opening hours would be Mon to Sun open 24 hours. The only exception to 24-hour opening would be the four holiday days when the University closes down (Christmas Day, Boxing Day, New Years Eve and New Years Day).

The change to opening hours has been discussed at two Estates Committees in 2016 (14/9/16 and 7/12/16). The decision to move to 24-hour opening was endorsed at the University Estates Committee in Dec 2016. Additionally, the Library Committee and Information Services is committed to achieving this change to improve facilities available to students.

Current status of the change in practice

There have been a number of planning meetings involving Information Services (IS) and Estates colleagues to review how this new practice will be implemented. The go live date is not yet confirmed but is likely to be sometime in Mar 2017.

What facilities would be available in the Main Library

The current number of users in the Main Library at any given day or time is available via the entrance gates statistics. The current usage of the Main Library after midnight (00:00 – 02:00) and early morning (07.30 - 08.30) is relatively low (no more than 300 at peak times). But it is anticipated the usage figures will increase when 24-hour opening is launched and users become aware of the facility and that this is a year round change.

It is planned that when we move to 24-hour opening a number of levels of the Main Library will be closed down between 00:00 and 07:30. There will be three levels of the Main Library open during these night-time hours. The upper levels will be cleared of users and will be locked at 00:00. This ensures the building is run efficiently and sustainably (reducing the energy usage of having the whole building lit and heated when the usage is relatively low), while ensuring that a suitable range of facilities are available for all users.

During exam periods all floors of the Main Library will be available this should not make any difference to the impact on any of the nine protected characteristics other than that discussed in this document i.e. disabled users will be allowed access to all floors with full egress provision provided, accessible toilets (left and right hand side transfer) are available on all floors.

The planned scheme has been developed to ensure as many facilities as possible are available, particularly with consideration to any users who would be considered as one of the protected characteristics.

The three levels of the Main library that will be available during night-time hours (00:00 – 07:30) are: lower ground floor (LGF), ground floor (GF) and level one (L1). The table below shows what facilities will be available.

Floor	Study spaces	Resources and facilities	General Info
LGF	**Quiet study** Desks with PC x72 Desks with USB and power x72 Study rooms x7 rooms (capacity 4-6 users each)) Total LGF spaces = 182	Multi-function devices (MFD) – print, scan, copy Toilets (male, female, accessible)	

GF	**Quiet study** Study pods x18 with max capacity of 6 users Desks with PC (in café) x28 Desks with PC x30 Quick use PCs x14 Desks without PCs x32 Total GF spaces = 212	High-use books (HUB) Self-service book issue facility Self-service book return Multi-function devices (MFD) – print, scan, copy Toilets (male, female, accessible)	The Library café area will remain open 24/7 but the café will not be available (the counter will be closed with a shutter). However, vending machines will be available.
L1	**Quiet study** Study pods x12 with max capacity of 6 users Desks with PCs x84 Desks without PCs x163 Accessible study rooms x15 (capacity 1) Total L1 spaces = 334	Multi-function devices (MFD) – print, scan, copy Toilets (male, female, accessible)	
Total	728 study spaces		

There are resources on Level 2 and above of the Main Library, which form part of the general collections of the Main Library. These collections would not be available during the night-time hours and the Main Library currently runs a self-service (i.e. there are no helpdesk staff) from early evening to 08:30 each day. Therefore, no staff would be able to access the collections on the upper floors (level 2 and above) for any users.

Staff presence in the Main Library during evening and night-time hours

Emergency evacuation

The Main Library is staffed by IS Facilities and Estates staff throughout the day. There is a core team of four people in the Main Library building at all times who are responsible for leading the emergency evacuation of the building. This team will operate the fire evacuation lift and aid any users who need to evacuate via evacuation chairs from the areas of the Main Library open at any particular time.

First aid

There is always a first aider in the Main Library. During helpdesk hours assistance can be found at the reception or the helpdesk on the ground floor. There is a defibrillator in the Main Library it is located behind the reception desk.

Security and safety

The reception in the Main Library will be staffed at all times. These staff monitor the front entrance gates and make regular patrols of all areas of the Main Library. Additionally, this team monitor the panel behind the front reception desk that links to the alarm system in the accessible toilets. Therefore if there are any incidents in the Main Library this team would be able to deal with it or get urgent assistance from the University of Edinburgh security section. A number of areas of the Main Library are covered by CCTV cameras.

Which equality group/s is the policy/practice relevant to and why

The change of policy is relevant to all equality groups.

The protected characteristics under the Equality Act are (delete any that are not relevant):
☐ Age
☐ Disability
☐ race (including ethnicity and nationality)
☐ religion or belief
☐ sex
☐ sexual orientation
☐ gender reassignment
☐ pregnancy and maternity

Assessment of the impact of the policy on users of the building

As the Main Library is used by the staff and students of the University, as well as a wide variety of other users such as the general public, the change of opening hours is relevant to all equality groups but particularly to disability, sex and pregnancy and maternity. The extended opening hours will make the facility more available to all users. In particular, there should be a positive impact on any students or staff who are working during the day, or users who have caring responsibilities during the day.

Users with specific requirements related to their race or religion / belief may find the extended opening hours beneficial, as may staff or students who have caring responsibilities, disabilities or other protected characteristics. All of these users may have problems accessing the building during normal working hours.

Disabled users have access to the accessible study rooms on the first floor. There are accessible toilets on all three floors that are open during the night-time period (00:00 – 07:30). All of the lifts (including the fire evacuation lift) will be amended to only operate between the three available floors. Access to the Main Library will remain via the front door. All emergency exits on the GF and LGF will be available during an emergency evacuation. The panel that alerts if any user has activated the alarm in the accessible toilets will be monitored by the reception staff at all times. The emergency evacuation team will aid any disabled users to evacuate the building (via fire evacuation lift or evacuation chair) as required.

Users who are part of the pregnancy and maternity category will have no major change. The Main Library has a standard policy for children in the building (30 mins max) and this would not change. Access to the baby changing facilities will be maintained over the increased opening hours.

The resources and facilities in the Main Library do change during night-time hours as shown in the table in the overview section. However, the implementation of the 24-hour opening hours has been planned to maximise the resources and facilities that are available to all users during the night-time hours, while acknowledging that the full resources of the Main

Library will not be available during these hours. The current opening hours allow users to access all floors until 00:00 when staff ask users to move down the building. This in effect means that users are encouraged not to re-enter the upper levels of the building after 00:00. The new policy means it will not be possible to enter the upper floors (level 2 and above). This aspect of the change of policy will be monitored to ensure no serious loss of amenity to users.

Assessment of the Impact of the policy on University staff

There will be eight additional staff employed by Estates to fulfil the staffing requirements of this change of policy. These staff will be employed to work on a rotating shift rota (working 5 days out of 8 days). For some staff this new policy will have a positive impact, in particular those who cannot work during the daytime due to caring responsibilities or other protected characteristics. There may be a negative impact on some staff with protected characteristics who are unable to work the rotating shift pattern. Potential staff with caring responsibilities or religion / beliefs who would not be able to work any five days of the week would not be able to take these roles. However, the daytime shift in the Main Library has standard working hours (Mon-Friday 8am to 5pm) and those people would be able to apply for roles in that team (similar role but standard regular working hours). These roles can be applied for by anyone.

What evidence is available about the needs of relevant equality groups?

Feedback about opening hours comes from individual students, from Student Representatives through the Students' Association, from surveys and from Academic Staff. This has indicated that students wish to have the Library open for longer hours, because of factors such as child care, working hours, distance from home, difficulties studying in a student flat etc, as well as the specific reason of the PG dissertation hand-in and UG exam resits. This evidence was not specifically targeted at individual equality groups but we would expect a wide variety of users with a range of different protected characteristics to be included in these data gathering exercises.

Where are the gaps in evidence?

We did not identify any potential gaps in the evidence but will monitor any feedback from users and staff with particular regard to any equality issues this may raise Estates & Buildings staff are already contracted to work the hours required and IS staff are aware that any additional out of hour work is voluntary and will be given the opportunity to discuss with their line managers as required.

Might the application of this policy/practice lead to discrimination, harassment or victimisation?

Extending the opening hours should not result in any of the above. Staff with caring responsibilities, disabled staff or staff with other protected characteristics may be unable to work the extended hours. All overtime for IS staff is voluntary and staff unable to work additional out of hours shifts will be offered the chance to earn overtime by additional standard time shifts. Estates & Buildings staff are already contracted to work the hours required. As there are three shifts of staff who will cover the full 24 hours this should enable potential staff to choose the shift that suits them best, whenever a vacancy is available.

Are reasonable adjustments built in where they may be needed?

The reasonable adjustments which operate for staff and students during all other opening hours will also be extended to operate during the extended opening hours for instance access to the accessible study rooms. Communication of extended hours has involved a wide

range of media channels and formats in order to be accessible to all users. The information is available in alternative formats upon request.

6.   Does the policy/practice contribute to advancing equality of opportunity? Will it help to:
•   remove or minimise disadvantage
•   meet the needs of different equality groups
•   encourage increased participation of particular groups
•   take account of disabled people's impairments?

The practice contributes to advancing equality of opportunity as indicated in the preceding statements, summarised below:
•   By increasing opening hours we enable users to attend at any time that is convenient to them which we hope will enable increased participation especially from those who have parental/caring responsibilities and may find it harder to access the library during current opening hours.
•   existing staff will not be asked to change their current working hours if this would clash with caring responsibilities, religious obligation etc.
•   The Main Library is fully accessible with full egress and access at all times of opening. Accessible toilets are located on each floor (both left and right hand side transfer) and staff will be present to facilitate disabled evacuation/respond to accessible toilet alarm cords etc.

7.   Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not? Will it help to tackle prejudice and/or promote understanding?

This practice may assist to foster good relations with certain equality groups by responding directly to user requests for longer opening periods and by ensuring access to facilities for disabled users are maintained during this period. It may make it easier for some individuals who have parental or caring responsibilities to access the building alongside other commitments. This will show to students that the University considers Equality and Diversity in its processes and takes Equality and Diversity issues seriously.

8.   Is there evidence (or an expectation) that people from different equality groups have different needs or experiences in relation to the policy/practice? If so, what are they?

There is no expectation of different equality groups having different expectations or requirements other than those already discussed above.

9.   Is there evidence (or an expectation) of higher or lower uptake by any equality group(s)? If so, give details of the differences and the reasons for these (if known)?

We have no expectation of a higher or lower uptake by any equality groups. Although some disabled users or those with caring responsibilities may find the increase in hours beneficial to enable them to gain access to the library around other commitments.

10.   Is any equality group excluded from participating in or accessing the service or functions? If so, why?

 No all equality groups will have access to the service. The building is fully accessible in terms of both access and egress and facilities such as the accessible toilets and the accessible study rooms will remain open for use by disabled users.

11.   Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income? Is the communication of the policy/practice accessible to all groups?

The new practice should not create any barriers for any other groups.

12.   How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?

The Disability Information Officer for Information Services was consulted about any potential issues that might affect disabled users. The practice will be monitored and reviewed and equality groups consulted when any specific issues arise. We also consulted with the Student Disability Service, chaplaincy and the international office and asked the Students' Association Reps (predominantly Student Associations President 15-16) to advise on any issues we may have missed.

13.   Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here.

No other issues other than those mentioned 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. (Delete the options that do not apply):

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

For the reasons states 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).

We will continue to monitor feedback and complaints for any indication of any impacts positive or negative on any of the nine protected characteristics.

We will ensure disabled students with the adjustment for accessible study rooms receive additional communication about the policy to ensure they are aware that these rooms will be available during the 24/7 opening period

We will ensure staff are aware of the need to make reasonable adjustments and to provide information on the change in policy in alternative formats upon request.
New staff recruited to cover the extended opening hours will receive training on disabled evacuation including use of the fire evacuation lift and fire evacuation chairs and on how to respond to the alarms in the accessible toilets. They will also be encouraged to undertake the University online Equality and Diversity training and attend Disability Awareness Training.

2. When will the policy/practice next be reviewed?

The policy will be reviewed annually or if there are impacts arise that are positive or negative on any of the nine protected characteristics. In addition, if any critical issues arise then

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Sarah Gormley, Facilities Manager, IS

Accepted by (name): Jeremy Upton, Director of Library and University Collections

Date:27/2/17

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