



## 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](http://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 :** Development of new Signage Protocol Document and University Pictogram Icon Suite

**B. Reason for Equality Impact Assessment:**

- Proposed new policy/practice to ensure Designers, Building Managers and Project Managers specify and install consistent and inclusive signage on University property.

**C. Person responsible for the policy area or practice:**

Name: Adrian Cavaye

Job title: Interior Designer

School/service/unit: Corporate Services/Estates Department/Small Projects and Minor Works

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

- It is one which interested parties could reasonably expect the University to have carried out an EqIA?  
The signage protocol document has been completed and been designed to be of relevance to all staff, students and visitors to the University.

**E. Equality Groups**

To which equality groups is the policy/practice relevant and why?:

- Age
- Disability
- sexual orientation
- gender reassignment

All University signage has been designed in accordance with Equality Act 2010, and should communicate effectively with the diverse audience, who range in age, nationality, and physical and cognitive ability. The signage design standards we have introduced to aid with legibility and clarity will benefit all users.

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups:
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity<sup>1</sup>
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant? The protocol will be published on the Estates Department website within Design guidelines.
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? Groups have been involved in the development of the protocol through a wide consultation exercise.
- 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:

#### **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 robust.

The University appointed Studio LR as a consultant to develop the signage protocol document. They have extensive experiential and signage knowledge and the document has been produced to ensure inclusivity for all. There is no evidence of potentially unlawful discrimination.

#### **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).

See F – Option 1 above.

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

The protocol will be reviewed for effectiveness through initial feedback from users in the first six months, then fully reviewed after 1 year in practice.

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<sup>1</sup> This question does not apply to the protected characteristic of marriage or civil partnership

**H. Publication of EqIA**

Can this EqIA be published in full, now? Yes

**I. Sign-off**

EqIA undertaken by (name(s) and job title(s)): Adrian Cavaye, Interior Designer

Accepted by (name): Tommy Angus, Estates Development Manager

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: 1<sup>st</sup> December 2015

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)