



Equality Impact Assessment – Health and Safety Department

EqlA 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): Staff Disability Advice Service
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice Yes• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice• Other (please state):
C. Person responsible for the policy area or practice: Name: Naomi Waite Job title: Staff Disability and Wellbeing Adviser School/service/unit: Health and Safety Department
D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it: <ul style="list-style-type: none">• affects primary or high level functions of the University No• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? No• It is one which interested parties could reasonably expect the University to have carried out an EqlA? Yes
E. Equality Groups To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) – The service has been designed to be accessible to all staff, with online as well as printable referral forms. All online materials will conform to accessibility standards as only UoE systems will be utilised. The most relevant protected characteristic is Disability, but there may be intersectional links with other equality groups: <ul style="list-style-type: none">• Age: The University has a wide range of age groups in its staff demographic. This service will be available to all age groups as required. People are more likely to become disabled as they get older therefore the service will be relevant to older staff age groups. The option of printable forms will ensure that older staff who may be less digitally confident will be able to access the service.

- Disability: Staff Disability Advice Service will provide specialist advice and information to staff and support line managers with the provision of advice on the potential adjustments for consideration in the workplace. This advice will be available to all neurodivergent and disabled (including Deaf) staff, to enable staff to participate fully in work, as far as reasonably practicable, and contribute to a positive staff experience in their work environment. Staff can request alternative text versions if required such as plain text.
- Sex: women be able to access the service to discuss adjustments for menopause symptoms such as adjustments such as fans, rest breaks, uniform adaptations

No specific impacts have currently been identified on the basis of the following characteristics:

- race (including ethnicity and nationality)
- religion or belief
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
Disabled staff may require alternative formats to be able to access the forms. We have made the form available both online and in a printable version to ensure it can be read by screen reader, enlarged, printed on different kinds of paper, etc. as required.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
The University has limited knowledge regarding disabled staff. However, the most recent data published by EDMARC (<https://www.ed.ac.uk/equality-diversity/about/reports/edmarc>) shows that 3.1% of staff declared a disability in 2019/20, which equates to c 500 staff members. This is broadly in line with HE sector benchmarking (3.8%). However, this data is based upon self-reporting and may under-represent the actual number of staff who could be considered disabled under the Equality Act. It is estimated that the SDAS will be able to support c 150 cases per year, under current staffing levels. Referrals will be closely monitored and additional capacity will be explored if required.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
The service aims to support disabled staff to achieve a better working environment: it is possible that by using the service, staff who have not previously told their line manager they have a disability, may receive less favourable treatment in their workplace. If these situations should occur, the SDAS will alert senior management and HR to ensure that early intervention is taken to alleviate any concerns or issues. This would also contravene the University's dignity and respect policy and there are appropriate procedures in place to address this.

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.

- If the policy/practice contributes to advancing equality of opportunity² :
This practice will provide specialist advice and information to staff and support line managers with the provision of advice on the potential adjustments for consideration in the workplace, advancing equality of opportunity for disabled staff at the University of Edinburgh.

- If there is an opportunity in applying this policy/practice to foster good relations:
As this service is based upon a pro-active approach to allow staff and their line managers to receive support (financial as well as advisory on work practices etc.), this should support the fostering of good support with the disabled community. The Staff Disability and Wellbeing Adviser is already in touch with the Disabled Staff Network to build an ongoing, positive relationship.

- If the policy/practice create any barriers for any other groups? :
None over and above any restrictions which may be related to health and safety restrictions, which are covered by the University Health and Safety Policy

- How the communication of the policy/practice is made accessible to all groups, if relevant? :
Will be disseminated via email, website, TEAMS messages, BLOGS

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? :
This service will report annually to the University Health and Wellbeing Committee, a subcommittee of the University Safety, Health and Wellbeing, to ensure oversight and review progress, challenges and barriers. As above, the SDAS is already engaging with a number of staff groups, such as the Disabled Staff Network, senior HR staff, CSG EDI co-ordinator and the British Sign Language (BSL) Development Officer.

- 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:
The SDAS is part of the University's staff wellbeing strategy which will be over seen by the University Health and Wellbeing Committee, a subcommittee of the University Safety, Health and Wellbeing Committee. There will also be suitable cross-reference with the Staff Committee as required, which manages staff experience.

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.
Yes

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).
2. When will the policy/practice next be reviewed? **Annually, January 2024**

² 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**

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)): Naomi Waite, Staff Disability and Wellbeing Adviser

Accepted by (name): Suzanne Thompson, Director of Health and Safety Department

Date: 28/ 04/ 2023

Document version

Version number	Summary of change	Date and by whom
V1.0	New	Naomi Waite 28/04/2023

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255