



THE UNIVERSITY *of* EDINBURGH

Equality Impact Assessment

A. Key Information	
Policy/practice name:	RETAIN electronic system – https://www.retain.is.ed.ac.uk/
General background/aims of policy/practice:	RETAIN is our online inventory and usage recording system, to comply with various legislation on managing hazardous substances.
School/Dept:	Health and Safety Department
Assessed by: (name & job title)	Susan Woodman, Business Operations Manager
Sign off by: (name & job title)	Candice Schmid, Deputy Director (Ops Man and Core)
Sign off date:	04/09/2024
Review date:	04/09/2027

B. Reason for EqIA	(check one)
New policy/ practice is proposed	<input type="checkbox"/>
Change to existing policy/practice is proposed	<input type="checkbox"/>
Other (describe in Section D below)	<input checked="" type="checkbox"/>

C. Who will most impacted by this proposal?

Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

Age	<input type="checkbox"/>	Race (including ethnicity and nationality)	<input type="checkbox"/>	Marriage and civil partnership¹	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief (including no religion or belief)	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Pregnancy and maternity	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Other characteristics	<input type="checkbox"/>				

D. Consideration of Impact

Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?
- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?
- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?
- How can communication of the policy/practice be made accessible to all relevant groups?

RETAIN has been in place since 2013, and is currently going through a redevelopment into a new computer language and functionality will remain the same. However, as part of the redevelopment, accessibility is a high consideration to ensure that staff who may have disabilities and require IT support, can still easily use the system. The ISG developers are aware of the requirements and are writing the system with this in mind. The aim is to have the system as accessible as possible to all UoE users.

In addition, the system will be tested for accessibility with an accessibility statement also produced.

E. 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.

(check one)

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

Outcome 1: No change required – the assessment is that the policy/practice is/will be robust.	<input checked="" type="checkbox"/>
Outcome 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	<input type="checkbox"/>
Outcome 3: Continue the policy or practice despite the potential for adverse impact, and which can be justified.	<input type="checkbox"/>
Outcome 4: Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.	<input type="checkbox"/>

F. Action and Monitoring

Describe any actions you will take to address the findings of this EqIA.

- How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice?

Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above.

We encourage all users to report any issues and we will engage with ISG Applications Management to update any issues that are reported, as much as is technically possible. Since its release in 2013, we have had no reports of issues but will continue to monitor this going forward.

G. Publish

Send your completed EqIA to the HR EDI team (equalitydiversity@ed.ac.uk) to published, and keep a copy for your own records.