



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): Redevelopment of the Main Library Exhibition Space
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">Other (please state): Building Project - redevelopment of existing space
C. Person responsible for the policy area or practice: Name: Jeremy Upton Job title: Director of Library and University Collections School/service/unit: Library & University Collections (Information Services)
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 - YESis relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? - YESIt is one which interested parties could reasonably expect the University to have carried out an EqIA? - YES
E. Equality Groups To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) <ul style="list-style-type: none">AgeDisabilityrace (including ethnicity and nationality)religion or beliefsexsexual orientationgender reassignmentpregnancy and maternity

- marriage or civil partnership¹

This building project is a minor redevelopment of an exhibition space which is open to University staff and students as well as members of the general public, so has the potential to impact on all the protected characteristics. The project is particularly relevant to disabled users in terms of accessibility. The project makes specific provision for disabled users with regards to access and egress. There are disabled parking bays close to the entrance on George Square. In addition the library building in which the exhibition hall is situated has 2 accessible toilets on each floor offering left and right hand side transfer, and there is a hoist provision in one of the accessible toilets on the ground floor where the exhibition hall is situated. This hoist provision is located within the security controlled section of the ground floor, however a special provision can be made for any visitors who require access.

Publically accessible toilets are available in the café area of the ground floor, close to the exhibition space.

The exhibition space also has guidelines to be considered for each exhibition on how to make the content accessible and information about each exhibition will be available in alternative formats upon request.

Regarding pregnancy and maternity, access is available for those with pushchairs/prams, and baby changing facilities are provided within the publically accessible ground floor café toilets.

The exhibition spaces will be fully accessible to the public during daytime opening hours. This is changed from the exhibition gallery being open only to those with access to the Library which will make the gallery more accessible for all users. (Monday to Saturday 10-5) No ID is needed to be shown to access the library.

There is potential impact on race, as signage and information will be in English, however there is the potential for online information to be in different languages and information to be made available in alternative languages if this was appropriate.

At present there are no gender neutral toilets in the library but this is being considered and in response to requests sanitary bins are now provided in the gents toilets as well.

Access to the exhibition spaces will be free and visitors will be able to 'walk in' during a range of opening hours (including evenings and weekends) without the need to make a booking nor meet any entry requirements.

All content of individual exhibitions will be considered in order to ensure no content is included which is offensive or discriminatory regarding any of the 9 protected characteristics.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

The project was initiated by the need to improve public access to the exhibitions. Information about the needs of various users has been gathered from feedback and comments from across all the University gallery and exhibition spaces. The Disability Information Officer, Information Services has reviewed the

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.

redevelopment plans with regard to accessibility and the University Fire Safety Department has been consulted regarding disabled egress provision. The project will improve physical presence and access to the exhibition spaces in the building. This is intended to benefit all Library users and general public visitors.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
At present we feel we have sufficient information to proceed however the Museums staff will continue to conduct consultation with equality and diversity groups regularly throughout the lifetime of the spaces.
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
We do not anticipate that the redevelopment will lead to any form of prohibited conduct for the reasons detailed in this document.
- If the policy/practice contributes to advancing equality of opportunity²
The exhibition spaces will now offer open access to all user groups and members of the public, instead of being limited to those with access to the Library. This will continue to advance the equality of opportunity. The spaces will be fully accessible for users with limited mobility, walking aids or wheelchairs/prams.
- If there is an opportunity in applying this policy/practice to foster good relations:
In improving accessibility to the Exhibition Spaces, it is intended that this Project will foster good relations with people in all protected groups. It is hoped that open access for all will have a positive impact on community engagement with the University.
- If the policy/practice create any barriers for any other groups?
The project will not create any barriers for any other groups – all exhibitions are offered free of charge so there will be no barrier for low income groups in accessing the exhibition.
- How the communication of the policy/practice is made accessible to all groups, if relevant?
Direct and indirect marketing for the Exhibition Spaces will communicate all aspects of activity including opening hours, events, etc. Marketing will include information on the changes to accessibility, and all information will be available in alternative formats upon request. Information about the exhibitions will be available on the University website which has undergone and regularly undergoes accessibility testing in order to meet the Universities Accessibility Website Policy.
<http://www.ed.ac.uk/information-services/library-museum-gallery/crc/events-exhibitions/exhibitions>
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
Continued consultation will be undertaken with all Stakeholders (University staff, Students, general public etc) to ensure the exhibition hall continues to be an example of good practice in the area of equality and diversity. Monitoring will continue when the exhibition spaces open and all feedback and comments will be analysed for any issues relating to Equality and Diversity.

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

- 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:
Nothing further at this time.

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).
 - **we will remind staff of the need to provide information in alternative formats upon request and to make reasonable adjustments as required**
 - **we will monitor all feedback and comments for any comments (positive or negative relating to any of the 9 protected characteristics**
 - **We will remind staff involved in organising exhibitions of the guidance available on ensuring exhibitions are accessible to disabled users.**
2. When will the policy/practice next be reviewed?

We will next review this policy when any further changes are made to the exhibition space or when we receive any positive or negative feedback relating to any of the 9 protected characteristics.

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: **Gillian Scott, Project Manager, Estates.**

Accepted by (name): **Jeremy Upton, Director of Library and University Collections**
[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: to be added. **11th September 2017**

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

