

Full equalities impact assessment

Directorate: Service:

Piece of work being assessed:

Aims of this piece of work:

Name of lead person: Other partners/stakeholders involved:

Date of assessment:

Who is intended to benefit from this piece of work?

Single Equality Scheme strand	Baseline data and research on the population that this piece of work will affect What is available? What does it show? Are there any gaps? Use both quantitative and qualitative research and user data Include consultation with users if available	Is there likely to be a differential impact?
Gender	The variable temperature in the building is disproportionately impacting on women going through the menopause. It is controlled by landlord. There are a number of zones on each floor. The temperature should be at 23°C +/-2. The air comes through vents at side of building by the windows. Security of car park – could someone just walk in? Is lighting adequate? Breast feeding – where should people go? Confusion on the part of some staff as to which toilets trans staff and visitors should use.	Yes
Race	No issues have been raised regarding race	Unknown

Disability	<p>No lift signage for visually impaired people Doors – too heavy for wheelchair users and others to open No fire refuge or evacuation chairs available for disabled staff and visitors Disabled toilet on ground floor is reported as unsuitable by wheelchair users Dropped curb frequently blocked Interview room on ground floor . Upstairs rooms not suitable for wheelchair users. Staff area not suitable for wheelchair or other disabled staff Insufficient loop facilities Hearing aids – noise of traffic overwhelms; so don't wear aid, then can't hear. Difficulty speaking to members of the public calling in who are hard of hearing due to open plan nature of office People who have a visual impairment but who can drive are having problems seeing the slot in the car park card swipe machine Knobbly paving? General lack of signage Cars illegally parking in disabled spaces Door handles too high for wheelchair users to open Stairs are poorly marked for people with visual impairments to be able to distinguish where the treads are Seating in reception is not suitable for elderly people or those with physical disabilities It is not known what happens when the alarm is pulled in the disabled toilet – where does it ring, who will come? Will person's dignity be preserved?</p>	Yes
Sexual orientation	No issues have been raised regarding sexual orientation	Unknown
Age	See temperature! Do not change nappies in quiet room – use toilet	Yes
Religion/belief	Reflection room - Needs to be emphasised that this room is available for all staff who need quiet and/or privacy No way of knowing if someone is in there One room is not enough at times One person has given negative feedback regarding facilities for Muslim staff to	Yes

	<p>perform their ablutions prior to prayer There is no mark in the room to indicate the direction of prayer for Muslims No prayer mats are provided for Muslims</p>	
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Equalities Impact Assessment Action Plan

Strand	Issue	Action required	How will you measure the impact/outcome?	Timescale	Lead
Gender	Fluctuating temperature	Monitoring heat. Get floor plan of building and bring thermometer in and check.	Fewer complaints		IK
Gender	Car park security	Debra to check. Personal alarms are available.	Cameras in place Advertise availability		IK
Gender	Nappy change facilities	Nappy changing table in disabled toilet and additional signage	Table and signage installed		IK
Disability	No signage in lift for visually impaired staff or visitors	Install signage and audible floor announcement	Signage and audio installed		IK
Disability	Main doors are too heavy to open Door handles too high for wheelchair users to open	Install automatic door opening system on first floor that opens with ID badge or green button.	Door modified		IK
Disability	No refuge for disabled people in case of fire	Designated areas and signage agreed	Areas marked	December 2008	IK
Disability	No 'chairs' for carrying disabled people in case of fire	Chairs to be purchased by landlord and available	Chairs in designated areas	December 2008	IK
Disability	Both disabled toilets are unsuitable for use by wheelchair users: Mirror too high Handle on wrong side of cistern Cistern too high Grab rail too high to close door Wheelchair sign on door too high Paper towels on ground floor are not beside the sink	Discussions with landlords as they are their responsibility	Toilets adapted		IK

	Additionally, on the ground floor any disabled member of staff wanting to use the disabled toilet would have to go through two sets of heavy doors before reaching the toilet.				
Disability	Dropped kerb for access by wheelchair users is often blocked by delivery vans	Security staff to ensure that dropped kerb be kept clear	Memo sent Area clear		IK
Disability	Dropped kerb for access by wheelchair users is often blocked by delivery vans	Put in a second dropped kerb nearer car parking bays	New dropped kerb built		IK
Disability	The confidential interview room on the ground floor is unsuitable for wheelchair users as there is insufficient space	Adapt the largest POD room with blinds and a panic alarm to enable it to be used	Room adapted		IK
Disability	Except for the boardroom, all meeting rooms are unsuitable for wheelchair users due to insufficient space	Check needs of attendees and book boardroom if required			IK
Disability	Staff kitchen not suitable for wheelchair users or staff with other disabilities eg unable to use sink, microwave, hot water dispenser, plugs, mug cabinets	Make reasonable adjustments to facilities	Adjustments made		IK
Disability	Insufficient loop facilities in meeting rooms except for boardroom. Loop system in boardroom amplifies all noise, including passing traffic, not just speech	Check needs of attendees and book boardroom if required A portable loop is available Make inquires about cost of installing loops in other meeting rooms.			IK
Disability	Have to shout to speak to hearing impaired members of	Install phones in pods and take calls there.			IK

	the public who phone in				
Disability	There is no way for hearing impaired members of the public to phone us	Install typetalk phone and/or minicom	Systems installed		IK
Disability	Lack of suitable signage	Install signage	Signage installed		IK
Disability	Cars which do not have blue badges being parked in the disabled bays	Alert security staff to check compliance	Memo sent		IK
Disability	No makings on stairs	Discuss with landlord	Stair makings installed		IK
Disability	Seating in reception not suitable for all	Introduce some higher seating with arms	Seating installed		IK
Disability	Not known what happens when alarm is activated in disabled toilet	Check where alarm is signalled Check protocol to ensure person's dignity is respected			IK
Religion/ belief	Staff unsure about who can and can't use the reflection room	Send out information via facilities brief to inform staff	Information available		IK
Religion/ belief	There is no way of knowing if the room is in use	Put sign on door	Sign installed		IK
Religion/ belief	One room is insufficient at times	Install blinds in second room on ground floor	Room available		IK
Religion/ belief	Facilities for ablutions not ideal	Discuss issue with other Muslim staff as only one negative comment received	Discussions held Further actions agreed as necessary		IK
Religion/ belief	There is no marker indicating the direction of prayer for Muslims	Place marker on door stop	Marker installed		IK
Religion/ belief	No prayer mats are available	Purchase 2 prayer mats	Mats available		IK

The following came to the meeting:

Sue Laing

Phil Kitchen

Jo Birkenshaw

Sarah Neil

Brian Hodges (patient representative)

Debra Canning

Liz Faulkener

Jan Appleby

Lynda Liddement

Other comments were returned by email.