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| **Equality Analysis Template***Please refer to the* [*Equality Analysis Guidance*](https://www.sgul.ac.uk/about/our-professional-services/human-resources/equality-and-diversity/documents/Equality-Analysis-Guidance-2021.pdf) *when completing this form* |
| **Name of policy/procedure/area of work:**  |
| **Assessment conducted by:**  | **Date of Equality Analysis:**  |
| **Institute/Department:**  |
| 1. **Purpose and aim of work**

*What is the policy/procedure or area of work aiming to achieve? Is this a new policy/procedure or an update?*  |
| 1. **Does the policy/procedure/area of work impact on staff, students or visitors?**

*List which groups will be impacted, try to be as specific as possible here* |
| 1. **Evidence and evaluation**

*What evaluation have you undertaken to understand the impact of this policy, procedure or change project might have on different groups? This may include analysis or review of data, collection of qualitative feedback, consideration of sector-wide issues. What were your findings and what are the key issues to consider?* |
| 1. **Consultation**

*Who have you consulted regarding this piece of work? Have you engaged with representatives from protected groups? What were your findings?*  |
| 1. **Equality**

*Does your proposed activity have a positive of negative impact on equality? If there is any potential negative impact, what action do you plan to take to address this? What data have you considered and what consultation have you undertaken?* *Use the table below to guide your assessment of potential impact on the following protected groups (please consider intersectionality between these groups):* |
| **Protected Group** | **Evidence of impact identified***What impact might these groups experience in relation to your piece of work?* *Refer to data findings and to outcomes of consultation undertaken* | **Justification of impact identified***Is their justification for negative impact for business reasons?* | **Proposed Action / Action Taken***How will you address negative impact? How will you promote positive impact?**Provide information of action planned, including who is responsible* |
| **Age:** people of a particular age or in a particular age range |  |  |  |
| **Disability:** People with a disability or multiple disabilities. This includes long term health conditions including mental health |  |  |  |
| **Race and ethnicity:** People racialised as Black, Asian or minority ethnic.This also includes nationality. |  |  |  |
| **Sex:** A person’s legal sex However, sex is more commonly referred to as gender identity, which includes non-binary/gender queer |  |  |  |
| **Gender reassignment:** a process through which a person can change their gender. This may be a social change and does not have to involve a medical change  |  |  |  |
| **Sexual orientation:** Lesbian, gay men, bisexual people and those who identify with additional sexual orientations e.g. asexual |  |  |  |
| **Pregnancy and Maternity:** Women who are pregnant, on maternity leave, women who are breastfeeding |  |  |  |
| **Marriage and Civil Partnerships:** People who are married or in a civil partnership |  |  |  |
| **Religion and Belief:** those with religious or philosophical beliefs and those with no religion or belief |  |  |  |
| **Socioeconomic status or background:** this considers class, economic security, educational background*(not formally currently recognised under the Equality Act 2010, but should be considered here)* |  |  |  |
| 1. **Action**

*Outline the action you will take following this equality analysis* |
| 1. **Monitoring**

*How will you monitor impact after implementation? Best practice is to review this equality analysis after one year.**How will you ensure you continue to promote and progress equality, diversity and inclusion in this particular area of work?* |

When you have completed this form, please send it to Liz Grand, Diversity and Inclusion Adviser lgrand@sgul.ac.uk

Where further action is needed, an action plan may be drawn up with guidance from D&I Adviser.

**Appendix 1 – Examples of previous equality analysis**

*Please note, previous examples may use earlier versions of the equality analysis template*

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| **Equality Analysis Template** |
| **Name of policy/procedure/area of work:** Set up and delivery of Asymptomatic Testing Centre (ATC) for students |
| **Assessment conducted by:** Liz Grand (Diversity and Inclusion Adviser) and Jenny Winters (Director of HR and OD) | **Date of Equality Analysis:** 24/11/2020 |
| **Institute/Department**: HR |
| 1. **Purpose and aim of work**

*What is the policy/procedure or area of work aiming to achieve? Is this a new policy/procedure or an update?* St George’s is required to provide asymptomatic testing for all students who wish to be tested, as directed by the Government, prior to them travelling home or elsewhere for the Christmas break. Students are required to travel during a travel window of 3-9 December. This does not apply to students on placement/doing essential teaching after 9 Dec. This testing is also being provided to any staff members who wish to be tested. It is anticipated that this will only be taken up by staff currently working onsite.The testing is voluntary for both staff and student groups. St George’s is setting up an asymptomatic testing centre (ATC) in the Robert Lowe Sports Centre to provide the testing. The testing will be administered and managed by St George’s staff and student volunteers during 12:00 and 18:00 on set days (30 November – 9 December and 11 and 14 December).  |
| 1. **Does the policy/procedure/area of work impact on staff, students or visitors?**

*List which groups will be impacted, try to be as specific as possible here** St George’s students (Undergraduate, Postgraduate and PhD)
	+ Student volunteers will be supporting the operation of the ACT
	+ Testing is being provided to all students (testing is voluntary, not mandatory)
* All St George’s staff (including Joint Faculty)
	+ Staff volunteers will be supporting the operation of the ACT
	+ Testing is being provided to staff, most likely those who are currently working on site (testing is voluntary, not mandatory)
 |
| 1. **Evidence and evaluation**

*What evaluation have you undertaken to understand the impact of this policy, procedure or change project might have on different groups? This may include analysis or review of data, collection of qualitative feedback, consideration of sector-wide issues. What were your findings and what are the key issues to consider?*Staff and student volunteers will be providing administration and delivery of the testing centre. Demographic data on volunteers has not been collected but it is assumed that as this is voluntary, those individuals who are at risk or unable or uncomfortable being involved in the testing centre will not feel the need to do so. Contextual demographic data and information is provided below. StudentsFor the current academic year 2020/21:* 58% of our students identify as BAME
* 13% of our students have declared a disability (including mental health conditions)

Staff overall As at 31 July 2020:* 5% of our staff have declared a disability (including mental health conditions)
* 28% of our staff identify as BAME
* 34% of our staff are aged 50 or over

Staff on siteTesting is being provided to staff. Those who are currently working on site are most likely to wish to be tested. Data collected on staff required to return to site as part of Phase 3 return (8th June – 1st September) showed the following demographics:* 20% of staff were aged 45-54
* 7% of staff were aged 55-64
* 39% of staff identified as BAME
* 6% of staff identified having a disability

This shows a higher percentage representation of BAME and disabled staff than our overall staff demographics (39% vs 28% BAME, and 6% vs 5% disability), both of these characteristics have been linked to higher vulnerabilities to Covid-19. The data also show a significant proportion of staff aged above 50, at which the NHS guidelines determines higher risk.  |
| 1. **Consultation**

*Who have you consulted regarding this piece of work? Have you engaged with representatives from protected groups? What were your findings?* Communication has been ongoing with staff and students about the plans for the ATC and a call made for volunteers to help run it. In addition, the staff unions have been informed of the plans for the ATC and invited to comment/ask questions as required. It has been made clear to the unions that no staff members will be required to support the ATC and come onsite if they do not feel comfortable doing so. Planning for the asymptomatic testing centre and delivery has been managed by the Asymptomatic Testing Group. This group has consulted with senior management and includes representatives from the Communications and HR teams. |
| 1. **Equality**

*Does your proposed activity have a positive impact on equality? Is there any potential negative impact, if so, what action do you plan to take? Use the table below to examine potential impact on the following protected groups:**Please consider intersectionality between these groups.* |
| **Protected Group** | **Potential impact** | **Information on impact identified***What impact might these groups experience in relation to your piece of work? What data is known on existing inequalities?* | **Proposed Action / Action Taken***How will you address negative impact? How will you promote positive impact?**Can you justify negative impact?* |
|  | Positive | Neutral / None | Negative |  |  |
| **Age:** |[x] [x] [ ]  Data shows that people aged 50+ are more likely to contract Covid-19 and are subsequently more likely to experience symptoms and may take longer to recover. Furthermore, their experience of Covid-19 may be more severe and may have longer or more serious impacts. The intersection of age and existing health conditions may also affect people’s vulnerability and risk in relation to Covid-19. Those who are within this age bracket may therefore feel more anxious about being within the testing centre among large numbers of other people. Data has shown that younger people who do not have underlying health conditions tend to be asymptomatic when contracting Covid-19 and therefore may not know that they have it and are less likely to experience severe symptoms. Students and staff in younger age groups will likely feel comfortable and able to both undergo testing and volunteer to support the operation of the ATC. | As the testing is on a voluntary basis (for both those being tested and those supporting the ATC), it is expected that individuals within the age bracket who are vulnerable or at risk, or who do not feel comfortable attending the testing centre, will choose not to do so. Despite this, Government guidelines in relation to social distancing and preventative measures will be followed in all areas of the ATC and PPE will be used as appropriate. |
| **Disability:** People with a disability/disabilities. This includes long term health conditions including mental health |[ ] [x] [ ]  Staff and students with disabilities may be vulnerable and/or shielding during the pandemic due to the health risk Covid-19 poses to them. They will likely not be able to, or be comfortable, returning to site for testing. Individuals who have physical accessibility requirements, such as step free access, need to be able to enter and move through the testing centre, should they wish to be tested. Individuals with visual impairments or who are neurodiverse will require accessible signage and information to ensure they can use the testing booking system and access the testing site. Individuals with mental health conditions may experience triggers and an increase in symptoms due to Covid-19. Individuals may have also developed mental health conditions during this time. This is particularly relevant in relation to anxiety, including health anxiety, when it comes to on-site testing. Some individuals may wish to have a test but may be worried about the risks in doing so. They may require additional reassurance and support provision for those who choose to be tested.Some individuals are exempt from wearing a face covering due to age, health or disability reasons. Some individuals may have a badge or lanyard to indicate this, but not everyone. Instances have occurred where these individuals have been mistakenly told to put a face covering on and also incidents where these individuals have been verbally reprimanded or abused for not wearing a face covering. | As the testing is on a voluntary basis (for both those being tested and those supporting the ATC), it is expected that individuals with a disability/disabilities who are vulnerable or at risk, or who do not feel comfortable attending the testing centre will choose not to do so. Despite this, Government guidelines in relation to social distancing and preventative measures will be followed in all areas of the ATC and PPE will be used as appropriate.The booking system being used has been designed in line with accessibility guidelines. Our MS365 agreement accessibility statement is available here: [Accessibility statements (sgul.ac.uk)](https://www.sgul.ac.uk/about/accessibility-statements)Signage for the testing centre will be made accessible e.g. using a minimum 14 point test size (guidance here: <https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats>) . A ramp is available for wheelchair users.Individuals operating the ATC will be briefed to understand that some individuals may be anxious or may face challenges visiting the testing centre, and to be aware and supportive of those that may need reassurance or additional guidance. At least one person on site will be DBS checked and able to assist vulnerable adults as required.Communication and signage will recognise that some individuals are exempt from wearing a face covering and all volunteers will be briefed prior to the opening of the ATC. |
| **Race and ethnicity:** People racialised as Black, Asian or minority ethnic.This also includes nationality |[ ] [x] [ ]  Evidence has shown that individuals from black, Asian and minority ethnic backgrounds (BAME) are being impacted by Covid-19 at a higher rate than those from white backgrounds. This is in relation to various and intersecting issues such as higher proportions of BAME individuals in frontline employment and pre-existing economic inequalities which impact on housing, public transport usage, for example.In addition, data finds that BAME individuals are more likely to live in multi-generational, multiple-occupancy households, including with older relatives who may be vulnerable to Covid-19.Data also finds that, due to structural inequalities, BAME people have a higher rate of conditions such as obesity, diabetes and cardiovascular disease, which make individuals vulnerable to Covid-19.It is important to emphasise that these disparities were not created with Covid-19, rather Covid-19 has exacerbated longstanding inequalities affecting BAME groups in the UK. These issues may result in BAME individuals having a higher interest in having an asymptomatic test, particularly if they will be travelling to visit family or guardians for the Christmas break. Alternatively, some BAME individuals may feel uncertain about visiting the testing centre due to potential risk on themselves and their families or those they live with. Our data shows that a significant proportion of staff who returned to work on-site in Phase 3 identify as being from a BAME background. These staff are being offered testing and may likely take up the opportunity due to working on site. These staff may be frontline staff and subsequently more vulnerable to exposure to Covid-19. It is therefore important that they are able to access the testing centre should they wish to. | Testing will be available to all students and staff working onsite and volunteers briefed to support individuals who may feel anxious about undertaking a test.The ATC will be open 12-6pm on 30 November – 9 December and 11 and 14 December to ensure all those who wish to take a test have opportunity to do so.Communication has been sent to line managers to ensure that staff are given the time away from their duties to undertake a test should they wish to. Government guidelines in relation to social distancing and preventative measures will be followed in all areas of the ATC and PPE will be used as appropriate. |
| **Sex:** A person’s legal sex However, sex is more commonly referred to as gender identity, which includes non-binary/gender queer |[ ] [x] [ ]  Due to the Covid-19 pandemic and its impact on schools and childcare facilities, parents have been required to manage childcare at home alongside working. Data shows this has fallen disproportionately on mothers and single parents. Individuals who are eligible for a test at the ATC may also be juggling childcare commitments which may present challenges in relation to their ability to attend the ATC. | We have ensured that the provision of testing offers a sufficient range of dates and times that staff and students can be tested, to fit around commitments. The ATC will be open 12-6pm on 30 November – 9 December and 11 and 14 December.Consideration will be given to additional support if necessary to enable a parent/carer to attend the ATC, for example if an individual needs to bring a child with them (subject to social distancing requirements being met).Volunteers are not expected to support the ATC if it creates childcare concerns. |
| **Gender reassignment:** a process through which a person can change their gender. This may be a social change and does not have to involve a medical change  |[ ] [x] [ ]  No impact identified  |  |
| **Sexual orientation:** Lesbian, gay men, bisexual people and those who identify with additional sexual orientations e.g. asexual |[ ] [x] [ ]  No impact identified  |  |
| **Pregnancy and Maternity:** Women who are pregnant, on maternity leave, women who are breastfeeding |[ ] [x] [ ]  Pregnant people are listed as at risk from Covid-19. Black pregnant women are eight times more likely to be admitted to hospital with COVID-19, while Asian women are four times as likely. For some pregnant individuals, they may wish to have an asymptomatic test, but may be cautious and anxious to visit the testing centre. For other pregnant individuals they may choose not to attend the centre for testing. | As the testing is on a voluntary basis (for both those being tested and those supporting the ATC), it is expected that individuals who are pregnant will only choose to attend the testing centre if they are comfortable doing so.Despite this, Government guidelines in relation to social distancing and preventative measures will be followed in all areas of the ATC and PPE will be used as appropriate. |
| **Marriage and Civil Partnerships:** People who are married or in a civil partnership |[ ] [x] [ ]  No impact identified  |  |
| **Religion and Belief:** those with religious or philosophical beliefs and those with no religion or belief |[ ] [x] [ ]  It is acknowledged that some individuals will prefer not to examine an individual of another sex, or be examined by an individual of another sex due to religious reasons. St George’s also recognises this in its [Religion and Belief Code of Practice](https://www.sgul.ac.uk/about/governance/policies/documents/religion-belief-code-of-practice.pdf). Whilst this may not be of concern in relation to asymptomatic testing, it should be considered for any individual who wishes to be tested and holds these religious beliefs.   | As the testing is on a voluntary basis (for both those being tested and those administering), it is expected that individuals with religious objections to testing will choose not to do so.Testing will be self-administered. Nevertheless, volunteers will be made aware of the need for sensitivity if an individual holds these religious beliefs. In an individual needs support in administering their test, options will be given where an individual prefers to be supported by a member of the same sex as themselves for religious reasons. Government guidelines in relation to social distancing and preventative measures will be followed in all areas of the ATC and PPE will be used as appropriate. |
| **Socioeconomic status or background:** this considers class, economic security, educational background |[ ] [x] [ ]  Research finds that 26% of students have a part-time job alongside studying. For those students who have part-time employment alongside studying, they may face challenges in attending the ATC alongside the hours they are required to be in work.Research also finds that students from BAME backgrounds are more likely than White students to work alongside studying. As mentioned above, due to the disproportionate impact of Covid-19 on those from BAME backgrounds, BAME individuals may have an increased interest in having an asymptomatic test, particularly where they are returning home to family or guardians.  | We have ensured that the provision of testing offers a sufficient range of dates and times that staff and students can be tested, to fit around work commitments, this is particularly important for students who are working whilst studying.The ATC will be open 12-6pm on 30 November – 9 December and 11 and 14 December. |
| 1. **Action**

*Outline the action you will take following this equality analysis?* Regardless of the different characteristics and the different levels of impact and risk, those supporting the operation of the ATC must ensure that all members follow Government guidelines in relation to social distancing and preventative measures throughout their time in the ATC. Specific actions are listed in the column above. Training modules are being made available for staff and student volunteers and checks will be in place prior to opening the testing centre to ensure these actions have been addressed and any negative impact mitigated.  |
| 1. **Monitoring**

*How will you monitor impact after implementation? When do you plan to review this equality analysis? Best practice is to review impact, using this same form, after 1 year.*Ongoing monitoring of the ATC will occur while it is operational and at the end of the period of operation and adaptations made as required. In addition, it is anticipated that the ATC may need to be utilised again in 2021 and any learning will be brought forward to that period. |