

SQA EQUALITY IMPACT ASSESSMENT

Please read the [Equality and Human Rights Commission Guidance on assessing impact.](#)

1. Name of policy/procedure/proposal/project/decision*

*Referred to as 'policy' hereafter.

POLICY NAME	Health and Safety Policy
VERSION NUMBER	5.0
POLICY AUTHOR	Allan Dunbar
POLICY OWNER	Jacqui Faulds
BUSINESS AREA OWNER	Facilities Management
POLICY EFFECTIVE FROM	31/05/2021
POLICY REVIEW DATE	31/05/2024
NEW/REVISED POLICY	Revised

2. What is main purpose of the policy?

The policy exists to outline health and safety responsibilities and to improve the health and safety awareness of our staff.

The policy will help to ensure compliance with current health and safety legislation and minimise the number of workplace accidents.

The policy applies to all staff, and visitors and contractors on SQA premises.

3. What information, and evidence, is being used to evaluate the impact of this policy on people who share protected characteristics?

Lessons learned from existing processes, and feedback and from SQA's Union representatives and Equality Steering Group.

PUBLIC SECTOR EQUALITY DUTY

SQA is required to have ‘due regard’ to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

This section provides the opportunity to capture how the policy will contribute towards the three aims of the general equality duty, and to consider if there is anything more we need to do to meet our responsibilities.

4. How might this policy impact on people who share protected characteristics? Please consider positive or negative impact. (At the beginning of the process you may want to record perceived impact – ongoing monitoring of the policy will allow you to measure the actual impact of the policy)

Protected Characteristic	Neutral impact	Positive impact	Negative impact	Please provide more information
Age			✓	Insurance restrictions on younger drivers using SQA fleet vehicles.
Disability		✓		Special evacuation arrangements for those with mobility issues or other requirements.
Marriage/civil partnership	✓			
Race	✓			
Religion/belief/non-belief	✓			
Sexual orientation	✓			
Gender re-assignment (gender identity and transgender)	✓			
Pregnancy/maternity		✓		Arrangements in place to carry out specific risk assessment for new/expectant mothers.
Sex	✓			
Care experience (where relevant)	✓			

5. What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?

Where line manager states business requirement, permission to drive vehicles can be obtained.

General Equality Duty: eliminate discrimination, advance equality; foster good relations

6. If you are proceeding with a decision that may have a negative impact despite the mitigatory arrangements identified in Step 5, are you satisfied that this is objectively justified, ie a proportionate means of achieving a legitimate aim? Please provide explanatory details.

Mitigatory measures remove negative impact.

7. Could this policy be revised or changed to better meet the general equality duty?

No

8. Has there been consultation/is consultation planned with people who will be affected by this policy/procedure/project/decision? Please detail below how this has affected your decision making.

Unions have been consulted and feedback incorporated into review of policy.

9. How will this policy be monitored and evaluated?

Any instances raised where the policy negatively impacts on protected characteristics will be recorded and considered for the next review.