

Glasgow Kelvin College

# **Equality Impact Assessment**

Alcohol, Drugs and Substance Misuse Policy



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Practitioners conducting assessment		
Name	Designation	Date
Doreen Shiels	Director of HR	17.05.19

## **Step 1 – Identification and Scope**

Brief description of the decision, policy or practice being assessed

This Policy explains the responsibilities and principle behind the College's approach to managing the misuse of drugs, alcohol and other substances by employees.

Aims of the decision, policy or practice?

Prevent accidents and impaired performance at work safeguarding the safety and welfare of staff and stakeholders. Actively promote awareness and understanding of the effects of alcohol and drug related problems within the workplace, and to emphasise the potential dangers of such misuse for both the individuals' health and work performance and to encourage those with a problem to seek help.

Who is affected by the decision, policy or practice?

- Students
- Staff
- Members of the public/Stakeholders

## **Step 2 – Research and Consultation**

### **Outline evidence / research**

Relevant legislation:

- Misuse of Drugs Act 1971
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- General Data Protection Regulations 2018 and the Data Protection Act 1998
- Human Rights Act 1998 (Article 8)
- Road Traffic Act 1988
- Transport and Work Act 1992
- The Equality Act 2010

Benchmarked against Health Working Lives Alcohol and Drugs Policy Assessment Tool  
ACAS – Health, Work and Wellbeing  
NHS – Websites  
Drink Wise – Age Well – website  
FRANK - website

### **What consultation has been undertaken on this policy or practices, including consultation with those affected?**

Senior Management  
Human Resources  
Trades Unions  
Safety Representatives  
HSE  
Healthy Working Lives  
HR Committee – 29<sup>th</sup> May 2019

### **Research Key Findings**

Policy considered by stakeholders and comments considered and incorporated where appropriate.

**What impact could the proposal have on people who share protected characteristics (positive, negative and/or neutral?) Please provide details below.**

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age.
Disability	The policy applies to all regardless of disability.
Gender	The policy applies to all regardless of gender.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status.
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant. The particular impact of substance misuse on pregnancy will be highlighted as part of the College's ongoing campaigns.
Racial group	The policy applies to all regardless of race.
Religion or belief	The policy applies to all regardless of religion or belief.
Sexual orientation	The policy applies to all regardless of sexual orientation.

**Step 4 – Taking Action**

**Detail the actions you would take to remove or minimise any actual or potential negative impacts identified, and to build positive impacts.**

Policy issued to all existing staff to raise awareness  
 Policy issued to all new staff as part of induction process  
 Policy available on the intranet and internet  
 Health and Wellbeing Sub Committee – organise and run awareness campaigns

**Step 5 – Monitoring and Evaluation**

**Identify how this policy will be monitored and any areas of concern reported.**

Routine staff surveys in line with Healthy Working Lives and monitoring of discipline and management of concerns

Please present your EIA with recommendations for endorsement. All EIAs will be published on the Portal and added to the current record of EIAs.

## **Step 6 – Approval**

### **Identify outcome**

<p>A. Proceed –</p> <ul style="list-style-type: none"> <li>• no potential identified for discrimination or adverse impact, and:</li> <li>• all opportunities to advance equality have been taken.</li> </ul>	
<p>B. Proceed with adjustments to:</p> <ul style="list-style-type: none"> <li>• remove barriers identified or</li> <li>• better advance equality.</li> </ul>	
<p>C. Stop and rethink as actual or potential unlawful discrimination has been identified.</p>	

Approved	Yes/No
*Not Approved and Requires Further Information	

\*Please add Comments

### **Person(s) responsible**

Name	Designation	Date
PATRICIA CURRIE	GDS MANAGER	4th June 19.
Ailene Sweeney	Learner Engagement Officer	4/6/19.

Signed ..... Date 4/6/19

Signed ..... Date 4/6/19

### **Central Monitoring**

Once your EIA is complete:

1. add it to the EIA monitor on the Equalities Section of the Intranet
2. In Col A. Insert Title **and** Hyperlink Doc

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

## **Appendix**

**Equality Act General Duty** requires colleges to have **due regard** to the need to:

- 1. Eliminate**
  - a) discrimination,
  - b) harassment,
  - c) victimization; or
  - d) any other prohibited conduct
  
- 2. Advance** equality of opportunity by
  - a) removing or minimising disadvantage
  - b) meeting the needs of particular groups that are different from the needs of others
  - c) encouraging participation in public life
  
- 3. Foster** good relations – tackle prejudice, promote understanding

### **Protected Characteristics:**

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in employment, not to students)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.

