

Glasgow Kelvin College

Equality Impact Assessment

No Smoking (Smoke Free) Policy - 2018



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Practitioners conducting assessment		
Name	Designation	Date
Geoff Lawson	Health & Safety Manager	
Doreen Shiels	Director of HR	

Step 1 – Identification and Scope

Brief description of the decision, policy or practice being assessed

This policy aims to protect staff, learners, Members of the Board of Management, Contractors, consultants, agency workers, partnership organisations and visitors to the College from exposure to second hand smoke.

Aims of the decision, policy or practice?

The Smoking, Health and Social Care (Scotland) Act 2005 and Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 require workplaces and vehicles for business purposes to be smoke free. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

This Policy seeks to guarantee the right to work and learn in an environment free from tobacco smoke, whilst taking account of the needs of those who continue to wish to smoke.

Who is affected by the decision, policy or practice?

- Learners
- Staff
- Members of the public/Stakeholders

Step 2 – Research and Consultation

Outline evidence / research

The Health and Safety at Work Act 1974 etc.
 The Management of Health and Safety at Work Regulations 1999
 The Smoking, Health and Social Care (Scotland) Act 2005
 Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
 Workplace (Health, Safety and Welfare) Regulations 1992
 Safety and Health of Pregnant Workers Directive (92/85/EEC)

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

Senior Management
 Human Resources
 Trades Unions
 Safety Representatives
 HSE
 Ash Scotland
 Healthy Working Lives
 Short-life Work Group – staff and learners

Research Key Findings

The Policy meets the criteria for Healthy Working Lives and the guidelines laid down by legislation and HSE.

Feedback has resulted in a review of designated smoking areas. A short-life work groups has been established and will consider further the support which could be provided to assist smoking cessation.

The Policy considers the needs of both smokers and non-smokers.

Is there any evidence that different groups have, or may have, different needs, experiences and priorities in relation to this policy or practice?

Protected Characteristic	Yes (+ or -)	Potentially (+ or -)	Neutral (no impact)	Not known
Age			X	
Disability			X	
Gender			X	

Gender reassignment			X	
Marriage and Civil partnership			X	
Pregnancy and Maternity			X	
Racial group			X	
Religion or belief			X	
Sexual orientation			X	

Step 3 – Assessing the Impact

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 – state why impact is positive, negative and/or neutral
Age	No impact
Disability	No impact
Gender	No impact
Gender reassignment	No impact
Marriage and Civil partnership	No impact
Pregnancy and Maternity	No impact
Racial group	No impact
Religion or belief	No impact
Sexual orientation	No impact

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;
 Short-life work group to consider smoking cessation;
 Health and Wellbeing Workgroup;
 Appropriate signage; and
 Designated smoking areas in place.

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 which informs number of staff who smoke and who would like to give up smoking.

Estates staff monitor to ensure use of designated smoking areas
Feedback from Trades Unions through JNC/C

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

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

Approved	Yes/No
*Not Approved and Requires Further Information	

**Please add Comments*

Person(s) responsible

Name	Designation	Date

Signed Date

Signed Date

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.