

Newbattle Abbey College

Equality Impact Assessments Register

| Policy | EIA Undertaken | By Whom | Actions |
|---|-----------------------|-------------------------------------|----------------------------|
| Learning and Teaching: | | | |
| Student Disciplinary Policy and procedure | 02.11.2012 | S. Marshall - Equalities Consultant | No actions |
| Approaches to Learning and Teaching | 19.08.2014 | S. Marshall – Equalities Consultant | Adjustments to be made |
| Assessment and Moderation | 19.08.2014 | S. Marshall – Equalities Consultant | No actions |
| Student Appeals Procedure | 19.08.2014 | S. Marshall – Equalities Consultant | No actions |
| Peer Evaluation of Learning and Teaching | 19.08.2014 | S. Marshall – Equalities Consultant | Adjustments to be made |
| Student Admissions Policy | 19.08.2014 | S. Marshall – Equalities Consultant | Adjustments to be made |
| Student Attendance and Progress Policy | 19.08.2014 | S. Marshall – Equalities Consultant | Adjustments made to policy |
| Core Skills and Learning Support | 19.08.2014 | S. Marshall – Equalities Consultant | No actions |
| Student Complaints – Academic Matters | 19.08.2014 | S. Marshall – Equalities Consultant | No actions |

| Policy | EIA Undertaken | By Whom | Actions |
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| Employment | | | |
| Absence from Work | 02.11.2012 | S. Marshall - Equalities Consultant | Policy adjusted to deal with requests for leave in relation to religious or cultural needs. |
| Staff Disciplinary Policy and Procedure | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |
| Travel Policy and Procedure | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |
| Staff Grievance Policy and Procedure | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |
| Smoke Free Policy | 29.07.2013 | S. Marshall - | No actions |

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| | | Equalities Consultant | |
| Absence from Work Guidelines for Managers | 20.03.2014 | S. Marshall - Equalities Consultant | No actions |
| Absence from Work – Ill Health Policy | 20.03.2014 | S. Marshall - Equalities Consultant | No actions |
| Capability Policy | 20.03.2014 | S. Marshall - Equalities Consultant | Policy adjusted to Include a discussion on reasonable adjustments in paragraph 12 of policy |
| Stress Management Policy | 20.03.2014 | S. Marshall - Equalities Consultant | No actions |
| Staff Personal Development Review Procedure | 28.08.2014 | S. Marshall - Equalities Consultant | No actions |
| Staff Development Policy | 28.08.2014 | S. Marshall - Equalities Consultant | No actions |
| Staff Recruitment Policy | 28.08.2014 | S. Marshall - Equalities Consultant | No actions |
| Flexible Working Policy and Procedure | 13.04.2015 | S. Marshall – Equalities Consultant | Policy adjusted to consider care responsibilities |
| Staff Induction Handbook | 21.11.2015 | S. Marshall – Equalities Consultant | Policy adjusted to include reasonable adjustments |
| Flexitime Policy and Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | No actions |

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| Organisational | | | |
| Disclosure of Criminal Records | 02.11.2012 | S. Marshall - Equalities Consultant | No actions |
| Student Complaints Procedure: Non-academic matters | 02.11.2012 | S. Marshall - Equalities Consultant | No actions |
| Data protection Policy | 02.11.2012 | S. Marshall - Equalities Consultant | No actions |
| FOI Policy and Procedure | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |
| Telephone Usage Policy | 09.04.2013 | S. Marshall - | No actions |

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| | | Equalities Consultant | |
| Guidance for staff handling data | 29.07.2013 | S. Marshall - Equalities Consultant | No actions |
| Redundancy Policy | 08.05.2014 | S. Marshall - Equalities Consultant | No actions |
| Alcohol and Drugs Policy | 08.05.2014 | S. Marshall - Equalities Consultant | No actions |
| CCTV Policy and Procedure | 13.04.2015 | S. Marshall – Equalities Consultant | No actions |
| Child Safeguarding and Adults at Risk Policy and Procedure | 29.07.2015 | S. Marshall – Equalities Consultant | Adjustments made under section 3 “How to respond” |
| Communication Policy and Corporate Identity Guidelines | 29.07.2015 | S. Marshall – Equalities Consultant | Adjustments made regarding alternative formats |
| Committee and Group Remits | 29.07.2015 | S. Marshall – Equalities Consultant | No actions |
| Bomb Threat Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | Adjustment made regarding personal evacuation plans |
| Leaving the Job Interview | 27.02.2017 | S. Marshall – Equalities Consultant | Adjustment made to include Equality and Diversity statement |
| Disaster Recovery and Business Continuity Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | Adjustment made to include consultation and planning with disabled staff and students |

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| ICT | | | |
| Email Policy | 02.11.2012 | S. Marshall - Equalities Consultant | No actions |
| Internet Usage Policy | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |
| Computer User Agreement | 09.04.2013 | S. Marshall - Equalities Consultant | No actions |

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| Sustainability | | | |
| Energy Policy | 09.04.2013 | S. Marshall - | No actions |

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| | | Equalities Consultant | |
| Sustainability Policy | 29.07.2013 | S. Marshall - Equalities Consultant | No actions |

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| Health and Safety | | | |
| Asbestos Policy and Procedure | 29.07.2013 | S. Marshall - Equalities Consultant | No actions |
| Accident and Incident Reporting Policy | 20.03.2014 | S. Marshall - Equalities Consultant | No actions |
| Sharps Policy | 20.03.2014 | S. Marshall - Equalities Consultant | Policy adjusted to add an alternative to 6.1 for haemophiliacs |
| Employee Health and Safety Handbook | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |
| Student Health and Safety Handbook | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |
| Fire Safety and Evacuation Policy and Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | No actions |
| First aid Policy and Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | No actions |
| Abrasive Wheels Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Manual Handling Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Risk Assessment Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Display Screen Equipment Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Noise Control Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Working at Heights Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
| Lone Working Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |

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| Personal Protective Equipment Policy | 09.03.2017 | S. Marshall – Equalities Consultant | No actions |
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| Finance | | | |
| Purchasing Policy and Procedure | 29.07.2013 | S. Marshall - Equalities Consultant | No actions |
| Value for Money Policy | 29.07.2013 | S. Marshall - Equalities Consultant | No actions |
| FE Bursary Appeals Procedure | 27.08.2014 | S. Marshall - Equalities Consultant | No actions |
| Fee Waiver Policy | 27.08.2014 | S. Marshall - Equalities Consultant | No actions |
| Financial Regulations | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |
| Public Money Handling | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |
| Procurement Policy & Procedure | 27.02.2017 | S. Marshall – Equalities Consultant | No actions |

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| Risk Management | | | |
| Code of Public Interest Disclosure | 27.11.15 | S. Marshall - Equalities Consultant | No actions |
| Risk Management | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |

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| Equalities | | | |
| Equality and Diversity Policy | 27.11.2015 | S. Marshall - Equalities Consultant | No actions |

Full Equality Impact Assessments for above are available from office@newbattleabbeycollege.ac.uk

Newbattle Abbey College is committed to the pursuit of equality of opportunity, promoting diversity and challenging discrimination