



**Equality Impact Assessment Form (updated April 2011)**

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the "protected characteristics" listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

<b>Service Area:</b> Regeneration & Regulatory Services	<b>Head of Service:</b> Susan Bolter	<b>Person responsible for the assessment:</b> Gary Boston	<b>Date of Assessment</b> January 2013	<b>Is this a new, existing or policy/practice under review?</b> New
<b>Name of the policy/practice to be assessed:</b> The practice of Fire Evacuation (Fire Safety)		<b>1. Briefly describe the purpose of the policy/practice</b> To deliver a safe environment for employees and members of the general public. To inform employees, councillors and General Public visiting council offices of safe fire evacuation on Council premises. Note employee covers agency workers, volunteers, fixed and temporary contract staff.		
<b>If the policy/practice is under review, please list any options under consideration</b>		To promote a safe working environment with regard to Fire Evacuation		

<p><b>2. Name any associated policy, legislation, corporate objective etc.</b></p>	<p>Legislation: The Fire Precautions (Work Place) Regulations 2001 The Regulatory Reform (Fire Safety) Order 2005</p>
<p><b>3. Who are the main stakeholders in relation to the policy/practice?</b></p>	<p>All employees of Newport City Council (NCC), councillors and members of the public who visit Council buildings</p>
<p><b>4. Who performs the service?</b></p>	<p>Property Services Team NCC</p>
<p><b>5. What outcomes are wanted from this policy/practice?</b></p>	<p>To protect employees and the general public and to assist in the smooth evacuation of Council Buildings in the event of a fire. <b>SMART</b> Specific – To minimise risk of injury or death to employees and the general public with regards to Fire Evacuation Measurable – No injuries or deaths to employees or public – amount of drills completed, measured by monthly checks / KPI Achievable – Safe evacuation within injuries Relevant – Statutory and legal obligation to provide a safe working environment Time Frame – 6 Monthly KPI</p>
<p><b>6. What factors could contribute to/detract from the outcomes (risks/opportunities)?</b></p>	<p>Limited budgets, co-operation of employees, lack of communication to the general public and employees regarding our evacuation procedures. Agile working due to employees working in buildings they are not familiar with.</p>
<p><b>7. Describe the steps you have taken to carry out this assessment e.g. consultation and Involvement</b></p>	<p>Internal consultation with Property Services Strategic and Facilities teams. Regular statutory tests – testing within the working day to increase familiarity with the alarm system Monitor key performance indicators</p>

<p><b>8. Give a summary of the information the council has taken into account for this assessment</b></p>	<p>Regular training of NCC staff – volunteer fire evacuation staff and general employees through video and face to face training</p> <p>Regular meetings with the Property Services Strategic and Facilities teams.</p> <p>Fire Brigade visits.</p> <p>The Regulatory Reform Order, Policies and guidance notes published on intranet and circulated to staff through Core Brief and ebulletins</p>
<p><b>9. Does the policy /practice eliminate discrimination and promote equality and good community relations due to:</b></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Disability</li> <li>• Race</li> <li>• Religion/belief</li> <li>• Welsh language</li> <li>• Gender reassignment</li> <li>• Marriage/civil partnership</li> <li>• Sexual orientation</li> </ul>	<p>The Regulatory Reform Order gives Guidance to all NCC employees and members of the public equally</p> <ul style="list-style-type: none"> <li>• <b>Age</b> – We are responsible for all NCC properties. Incidents of disability increase with age. Older people tend to take longer to evacuate a building in the event of a fire alarm. There are different policies and procedures on fire evacuation to take this into account in a building that caters exclusively to older people such as care homes</li> <li>• <b>Gender</b> – The Regulatory Reform Order policies and guidance cover all NCC properties, which a wide variety of NCC staff and members of the public use.</li> <li>• <b>Disability</b> – We oversee properties with staff and users of different types abilities. There are different policies/procedures for fire evacuation from council buildings that support people with disabilities to enable them to leave a building promptly. We also have fire wardens to assist the smooth evacuation of people with disabilities such as deaf people or partially sighted could work on a buddy system within their work place. Having trained staff in the use of evac chairs</li> <li>• <b>Race</b> - We oversee properties with staff and users of different race.</li> <li>• <b>Religion/belief</b> - We oversee properties with staff and users of different religion and beliefs</li> <li>• <b>Welsh language</b> – All policies are in English, no request for them has been made to be published in Welsh but this could be arranged if necessary</li> <li>• <b>Gender reassignment</b> - We oversee properties with staff and users of all genders</li> <li>• <b>Marriage/civil partnership</b> We oversee properties with staff and users of both types partnership, e.g. Registry Office</li> <li>• <b>Sexual orientation</b> - We oversee properties with staff and users of all types of sexual orientation.</li> </ul>

**10. Summary of the impact of the policy/practice on the general equality duty**

The Regulatory Reform Order 2005 (Fire Safety) Legislation and our policies have a good impact on the general equality duty, because we ensure NCC buildings are operating in a safe way for the benefit of staff, councillors and public who visit.

Equality Action Plan --		Lead Officer(s)
Key Actions	Actions (with dates) Any associated performance measures	
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age Gender Etc	Monitoring KPIs, regular monitoring and meetings. We need to check our procedures in regard to specific policies regarding disabilities.	Facilities Services Officer
If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken	No	
How will the policy/practice be: • Monitored • Performance assessed • reported	Monitoring KPIs, regular monitoring and meetings. Fire drills are carried out and are recorded in the Fire Safety Log book all corrective action is logged	Facilities Services Officer
Does the EIA need to be revisited in 6 months/a year?	When policies are due to be reviewed but no longer than 3 years	Facilities Services Officer

Signed (lead officer)



Signed (Head of Service)



Date 1/2/13