



Equality Impact Assessment (EIA)

Name of policy, procedure or activity:

FIRE SAFETY PROCEDURE

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|-------------------|---------------------------------------|
| Document Version: | Relates to issue 3 of Force Procedure |
| Date: | August 2011 |

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What is an EIA?

An EIA is an evidence based assessment of how a policy or activity will positively support Gwent Police’s general equality duties, as well as identify any potential negative disproportionate impact on people or groups of people.

The EIA will also outline any steps to redress this.

For ease of reference, within this document the term ‘policy or activity’ will be used, but must be taken to mean any functions, activities or decisions that may affect external communities or internal personnel.

1.0 Identification section

Title: FIRE SAFETY

Reference: 508-1 B ISSUE 3

Chief Officer Lead: DCC

Service Area: ESTATES MANAGER

Document Written by: HEALTH AND SAFETY OFFICER/ESTATES
MANAGER

Department Responsible: ESTATES

Document Lead: ESTATES MANAGER

Review Date: August 14

2.0 Purpose

Please answer all of the following questions, using guidance information in section 6 to help you with your responses.

2.1 Aims

What are the aims of the policy or activity and how do they fit with the wider aims of the organisation?

This document sets out the procedure to be followed for Fire Safety.

2.2 Motivators

What are the motivators or driving forces in the development of this policy or activity?

This procedure has been drafted in order to ensure compliance with current legislation and is a revision of existing Force procedure.

2.3 Equality duties

This section outlines if and how this policy or activity helps support Gwent Police's equality duties. Protected characteristics are listed in the Guidance document in sections 3.1 to 3.10.

2.3.1 How does this policy or activity help to eliminate discrimination, harassment and victimisation?

This procedure will aim at being accessible and responsive to individuals with protected characteristics such as disabled persons. This procedure also is aimed at being inclusive and supportive. However it acknowledges the following:-

The Best of Physical Fire Precautions will be of only limited value unless complemented by full understanding and acceptance on the part of all personnel of their responsibilities in the field of fire safety and fire safety training. The responsibilities expected should be outlined in the induction process given by line managers. If there is any doubt as to what these responsibilities are contact should be made with the Business Support Officer or the Force Health and Safety Adviser.

NOT PROTECTIVELY MARKED

These responsibilities must be exercised in order to ensure the safety of all personnel, visitors and those in police custody in the event of a fire. Visitors attention should be drawn to the information contained on their signing in pass on arrival at all police premises and any relevant information with regard to fire safety should be brought to their attention by the person authorising their visit or work. This will ensure they know what is expected of them in the event of a fire. Custody officers are given the required training as laid down by the Force Operational Safety/ Health and Safety Procedure. The custody units have fire safety procedures, which are customised for that particular environment.

Specifically all personnel must:

(a) Have a basic understanding of fire safety and containment.

(b) Know what to do in the event of a fire.

(c) Participate regularly in fire drills and other fire training prescribed.

(d) Know to whom fire hazards should be reported and suggestions made, as identified in local fire procedures.

2.3.2 How does this policy or activity help to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it?

The organisation has a strategic committee that oversees this procedure and will encourage participation by representative associations within the organisation. Steps will be taken to ensure that staff are aware of the procedure as outlined above.

2.3.3 How does this policy or activity help to foster good relations between persons who share a relevant protected characteristic and persons who do not share it?

Anyone attending any premises within Gwent Police needs to be able to do so in safety. Clearly as a public organisation we need to foster good relations with the community by providing a safe environment to attend Police Stations and buildings.

3.0 Assessment

This section assesses whether there any aspects of the policy or activity, including how it is delivered, or accessed, that could contribute to inequality or discrimination. Please answer all of the following questions, using guidance information in section 6 to help you with your responses. You should provide evidence in this section for your answers.

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3.1 Age

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

- Adequate provision needs to be made for vulnerable people such as the old and the young.

Must before you employ a child, provide a parent with clear and relevant information on the risk to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

- It emphasises the importance of identifying those people who may be at significant risk should a fire occur – can their escape routes be improved; are additional doors required?

See evacuation guide.

3.2 Disability

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

- This procedure aims to make adequate provision for disabled persons ensuring access to buildings .
- It emphasises the importance of identifying those people who may be at significant risk should a fire occur – can their escape routes be improved; are additional doors required?

This should be continually monitored by supervisors, business support officers and Estates Department.

3.3 Gender reassignment

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

There is nothing in this procedure that aims to treat transgender people less favourably than others.

3.4 Marriage and civil partnership

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure should not have a negative disproportionate impact on persons who are married or in a civil partnership.

3.5 Pregnancy and maternity

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

- **Appropriate risk assessments need to be undertaken particularly for pregnant police personnel.**
- **It emphasises the importance of identifying those people who may be at significant risk should a fire occur – can their escape routes be improved; are additional doors required?
See evacuation guide for further information.**

3.6 Race

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure should not have a negative disproportionate impact on people of different races, ethnic or national origin. Although in relation to individuals whose first language is not English provision is made in the Fire Evacuation Guide.

3.7 Religion or belief

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure should not have a negative disproportionate impact on people that have different religions or beliefs.

3.8 Sex

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure should not have a negative disproportionate impact on people of different sex.

3.9 Sexual orientation

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure should not have a negative disproportionate impact on people due to their sexual orientation.

3.10 Welsh Language

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

This procedure will comply with the organisation's Welsh language scheme. This is particularly relevant to ensuring bilingual signage as mentioned in section 10.3 in the Forces Welsh Language Scheme 2011-2014.

4.0 Actions and outcomes

This section lists any actions that will need to be taken in order to address any adverse impact that has been identified. Please complete all the sections below and see the guidance information in section 6 for a more detailed explanation.

4.1 Action Plan

Impact identified: Clearly any fire risk raises a potential high impact which is why the procedure outlines a clear structure to be adopted.

Action : Ensure that staff are made aware of this procedure. Initially through publication through general orders and through line managers.

Rationale: To ensure that staff do not become complacent about the dangers presented by the risk of fire to life and property.

Completion date: Ongoing

Review date: Ongoing

5.2 Outcomes

This section summarises the outcome of the policy or activity following this assessment. (Delete as appropriate and see section 6 on outcomes for a more detailed explanation).

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| Major change needed to the policy or activity | No |
| The policy or activity has been adjusted to mitigate adverse impact | No |
| The policy or activity continues despite potential for impact | Yes |
| The policy or activity has been removed due to actual or potential unlawful discrimination | No |

5.3 Review

This assessment and the policy or activity will be reviewed by August 2014