

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	VDU Eye Test and Reimbursement Procedure
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	March 18 th 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
<p>This procedure links to the Colleges Health and Safety policy and takes into consideration current Health and Safety Legislation including the Health and Safety (Display Screen Equipment) Regulations 1992.</p> <p>Certain employees are eligible for an eye and eye sight test on a regular basis.</p> <p>To qualify the employee, whether full time, part time or hourly paid, will be a user of Display Screen Equipment (DSE).</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>This procedure is adopted from the Easton campus procedure. Such a procedure has been in place for three years and has been very well received. No complaints have ensued, but clarification has been required on what the College can fund in regards to ‘appliances’.</p> <p>Therefore in adopting this procedure for the new College the College has sought to provide further clarity within.</p>	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	This procedure is not anticipated to have an impact adversely or overtly positively on any specific protected characteristic. However should an issue ever arise such will be thoroughly reviewed.
Language	Employees with English as a second language, will, should such be required, be supported in the facilitation of this procedure.
Disability	The College would be willing to provide more regular checks (than the annual

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	<p>check advised in the procedure) for those with a relevant disability.</p> <p>This procedure can be provided in differing formats to meet the needs of staff should such be required.</p>
Gender	<p>This procedure is not anticipated to have an impact adversely or overtly positively on any specific protected characteristic. However should an issue ever arise such will be thoroughly reviewed.</p> <p>It is believed that this procedure is gender neutral.</p>
Religion	<p>This procedure is not anticipated to have an impact adversely or overtly positively on any specific protected characteristic. However should an issue ever arise such will be thoroughly reviewed.</p>
Age	<p>It is anticipated that some employees may require glasses as they become older. This is a potential statistic. The College believes the annual checks will be sufficient in the majority of cases, and should more be required, upon the advice of the Optician such would be given due consideration by the College.</p>
Sexuality	<p>This procedure is not anticipated to have an impact adversely or overtly positively on any specific protected characteristic. However should an issue ever arise such will be thoroughly reviewed.</p>
Full impact assessment required?	<p>YES <input type="radio"/> (please circle)</p> <p><input checked="" type="radio"/> NO</p>
<p>This will be conducted by: _____ (date)</p>	
<p>A copy of this form should be sent to the holder of the policy, procedure or event organiser</p>	

This EIA was completed post review by the Policy Review Group 18th March 2013.