

EQIA

Please refer to the guidance document to support the completion of this EQIA.
This EQIA has five sections A, B, C, D & E

Section A: Planning Process

Information Required	Response
EQIA Owner	Health & Safety Manager
Policy, practice, process, project/activity or delivery change being assessed.	Driving at Work Policy
Purpose and anticipated outcomes.	• Ensure fairness and inclusion Make sure all contractors and visitors are treated equally and without discrimination • Identify potential barriers Highlight any aspects of the policy that may disadvantage certain groups (e.g. disability, language needs) • Promote accessibility Ensure access arrangements (entry, facilities, communication) are suitable for everyone • Meet legal responsibilities Support compliance with equality legislation such as the Equality Act 2010 • Improve safety for all Ensure health and safety procedures are appropriate for diverse needs • Support good practice and reputation Demonstrate commitment to equality, diversity, and inclusion
Is this a new or existing policy, practice, process, project/activity or delivery change being assessed?	Review and update of an existing document to specifically include enhanced details of Staff personal car insurance requirements if travelling on behalf of the College
List of participants and who will be consulted in EQIA <i>e.g. staff, stakeholders, students, etc.</i>	Health, Safety and Safeguarding Committee
Who is likely to be affected? <i>e.g. employees, visitors, contractors, women, men, young people, older people,</i>	• Employees may have different needs (e.g. PPE sizing, language barriers) • Visitors – including parents, guests, and external professionals



<i>people with disabilities etc.</i>	• Staff – responsible for managing access and ensuring procedures are followed • Students – may be impacted by contractor presence or restricted areas Protected or vulnerable groups • People with disabilities (mobility, hearing, visual impairments) • People with medical conditions • Different age groups • Different religions or beliefs (e.g. dress requirements) • Different genders • Pregnant individuals • People with language or communication needs Anyone accessing or affected by the premises could be impacted, especially those with additional needs or protected characteristics under the Equality Act 2010.
What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups? <i>Evidence could be data, research, gaps consultation etc</i>	Completed Equality Impact Assessment (EIA) document Shows the policy has been formally reviewed for equality impacts Policy review records Evidence that equality considerations were included during development Consultation feedback Input from staff, students, or stakeholders (e.g. surveys, meetings) Risk assessments Demonstrating consideration of different needs (e.g. access, safety) Accessible information Policies available in clear formats (e.g. simple language, alternative formats if needed) Training records Staff trained in equality, diversity, and inclusion Incident/complaint records Evidence of monitoring and addressing any equality-related issues Adjustments made



	Examples of reasonable adjustments (e.g. access arrangements, signage) Monitoring and review process Records showing the policy is regularly reviewed and updated
Are there any other policies, practices etc. that may be affected?	NO
Date EQIA started	16 th April 2026
Completion date	20th April 2026

Section B: Meeting the Public Sector Equality Duty (PSED)

Please state in the column of 'Information Provided' how this policy, practice, process, project/activity or delivery change will comply with each/any element of the PSED listed in the first column.

PSED	Information Provided
Eliminating discrimination, harassment, and victimisation	○ Ensures fair and consistent treatment for all, reducing discrimination ○ Identifies and removes barriers through equality impact assessment ○ Sets clear behaviour standards to prevent harassment ○ Provides a process for reporting and addressing concerns ○ Supports reasonable adjustments for inclusive access ○ Meets legal duties under the Equality Act 2010 ○ Promotes fairness, inclusion, and zero tolerance of discrimination, harassment, and victimisation.
Advance equality of opportunity between people who share a protected characteristic and those who do not • Removing disadvantage • Meeting different needs • Encouraging participation	Advance equality of opportunity A contractor policy can support fairness between people who share a protected characteristic (such as pregnancy, disability, age, etc.) and those who do not, in line with the Equality Act 2010, by: • Removing disadvantage • Ensuring contractors are not excluded due to unnecessary barriers (e.g., rigid working conditions or access rules) • Providing reasonable adjustments where needed (e.g., flexible schedules, accessible workspaces)

	• Making sure requirements are proportionate and do not indirectly disadvantage certain groups • Meeting different needs • Recognising that some individuals (e.g., pregnant people or those with disabilities) may require different arrangements • Allowing flexibility in how work is carried out, where possible • Including health and safety considerations tailored to individual circumstances • Encouraging participation • Promoting inclusive recruitment and engagement of contractors from diverse backgrounds • Ensuring policies are transparent and accessible to all • Creating an environment where contractors feel supported and able to raise needs without disadvantage
	Summary Overall, a well-designed contractor policy should be inclusive, flexible, and proportionate, ensuring that no group is unfairly disadvantaged while supporting equal access and participation for all.
Foster good relations between people who share a protected characteristic and those who do not. • Tackling prejudice • Promoting understanding	A contractor policy can help foster positive relationships between people who share a protected characteristic and those who do not, in line with the Equality Act 2010, by: • Tackling prejudice • Setting clear expectations for respectful and professional behaviour among contractors, staff, and visitors • Promoting a zero-tolerance approach to discrimination, harassment, or inappropriate conduct • Ensuring any concerns or complaints are addressed promptly and fairly • Promoting understanding • Encouraging awareness of equality, diversity, and inclusion principles • Supporting communication and collaboration between diverse groups • Ensuring policies are applied consistently, helping build trust and mutual respect
	Summary Overall, the contractor policy should promote a respectful, inclusive environment where differences are understood and valued, helping to build positive working relationships for everyone.

Section C: Assessing Impact

Please consider the impact this policy, practice, process, project/activity or delivery change will have on equality groups. Place 'X' in relevant impact box and provide further details. Further information on Equality groups can be found in Appendix 1.

Equality Group	Positive Impact	Negative Impact	No Impact	Describe the changes or actions (if any) you plan to take to mitigate or maximise impact.
Age			x	Younger staff (e.g. under 25) may face higher insurance restrictions; older staff may have age-related health considerations. Considerations: • Age restrictions as per Insurance Policy • Ensure assessments are based on competence, not age Mitigation: Individual risk assessments and occupational health input where required
Disability			x	Staff with physical, sensory, or cognitive disabilities may face barriers to driving or vehicle use. Considerations: • Need for reasonable adjustments (adapted vehicles, alternative duties) • Medical fitness to drive requirements Mitigation: • Occupational health assessments • Provision of adjustments in line with legal duties
Race			x	Staff whose first language is not English may have difficulty understanding policy or road regulations ◦ Differences in driving licence origin/recognition Considerations: ◦ Clarity of communication Mitigation: ◦ Provide clear, accessible guidance ◦ Verify licence validity fairly and consistently
Sex			x	No inherent impact identified. Considerations: • Avoid gender assumptions regarding

				driving roles Mitigation: • Equal opportunity and fair allocation of duties
Gender Reassignment			x	No direct impact identified. Considerations: ◦ Ensure respectful and inclusive implementation of policy Mitigation: ◦ Apply policy consistently without discrimination
Sexual Orientation			x	No direct impact identified. Considerations: • Ensure inclusive and respectful working environment Mitigation: • Apply policy consistently
Religion or Belief			x	Driving duties may conflict with religious observance times (e.g. prayer, fasting fatigue) Considerations: • Flexibility where operationally possible Mitigation: • Consider scheduling adjustments
Pregnancy or Maternity			x	Pregnant staff may face increased fatigue or medical restrictions affecting driving Considerations: • Risk assessments required during pregnancy Mitigation: • Temporary adjustments (reduced travel, alternative duties) • Compliance with health and safety requirements Expectant individuals must drive in accordance with medical professional advice
Marriage or civil Partnership			X	No direct impact identified. Considerations: • Policy should remain neutral and not assume personal circumstances Mitigation:

				• Equal access to driving roles and responsibilities
Additional Characteristics				
Corporate Parenting / Care Experienced		x		Individuals with care experience may have had disrupted access to opportunities such as driving lessons, licences, or financial support for vehicle access. Consideration: ○ Risk of indirect disadvantage where driving is a requirement Mitigation: ○ Consider alternative role options where possible ○ Provide support pathways (e.g. training or signposting to funding opportunities)
Poverty or Social Deprivation			x	Financial barriers may limit access to: ○ Driving licences ○ Vehicle ownership ○ Insurance Considerations: ○ Policies requiring use of personal vehicles may disproportionately affect lower-income individuals Mitigation: ○ Avoid unnecessary “essential driver” requirements ○ Provide pool vehicles or mileage support where appropriate
Past Criminals Convictions			x	Individuals with convictions (e.g. driving-related offences) may be restricted from driving roles. Considerations: ○ Risk of exclusion without fair assessment Mitigation: ○ Apply fair and proportionate risk assessment ○ Consider relevance, recency, and rehabilitation

Employment or Trade Union Members			x	No direct adverse impact identified. Considerations: - Policy changes may require consultation with recognised unions Mitigation: - Engage with trade union representatives during policy development and review
Armed Forces Community			x	Some individuals may have relevant driving experience (e.g. military vehicles) not directly transferable - Reservists may have availability constraints Considerations: - Recognition of transferable skills Mitigation: - Assess competency fairly - Provide flexibility for reservist commitments where possible
Those with experience of Trauma			x	Individuals who have experienced trauma (e.g. accidents, PTSD) may: - Experience anxiety related to driving - Be adversely affected by certain driving conditions Considerations: - Driving requirements may impact wellbeing Mitigation: - Sensitive management approach - Occupational health referral where appropriate - Consider alternative duties if required

Section D: Acting on the result of the EQIA

Before submitting this, please choose one of the outcomes listed below to show the final decision as a result of this EQIA.

No barriers identified – the assessment is that the policy, practice, process, project/activity or delivery change is/will be robust and can proceed.	x
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Adapt, adjust or change the policy, practice, process, project/activity or delivery change – this involves taking steps to remove bias and any barriers, to better advance equality and/or to foster good relations.	
Barriers and impact identified however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy, practice, process, project/activity or delivery change. Therefore, you are going to proceed with caution knowing that it may favour some people less than others, providing justification for this decision.	
Stop the policy, practice, process, project/activity or delivery change as there are adverse effects cannot be prevented/mitigated against.	

Section E: Monitoring and Sign Off

Monitoring

When will the policy, practice, process, project/activity or delivery change be reviewed?	March 2026 – in practice May 2026 once approved by Health, Safety & Safeguarding Committee
Can this EQIA be published in full now? (yes or no) If 'no' please specify when it may be published or indicate restrictions that apply e.g. committee schedule process	Yes

Sign off

EQIA Owner	Katrina J Fitzgerald
Date	20th April 2026
EDI Officer	<i>Hilary Broatch</i>
Date	20.04.26

Please send the completed EQIA to the Equality, Diversity & Inclusion Officer
hbroatch@borderscollege.ac.uk