

**GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT**

Date of Assessment:	<b>15/02/2021</b>	
School or Executive Group Area:	Health and Safety Team	
Department:	Estates Department	
Lead member of staff: e-mail:	Ian Hackford i.hackford@gsa.ac.uk	
Area of decision making/title of policy, procedure, programme or relevant practice:	Display Screen Equipment Policy Appendix 1 DSE assessment workflow. Appendix 2 DSE Self Assessment. Appendix 3 DSE Code of Practice. Appendix 4 Health and Safety advice for computer and home work.	
Please indicate if this is:	New:	<input type="checkbox"/>
	Existing/Reviewed:	<input checked="" type="checkbox"/>
<p><b>1.Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</b>                  The PSED has been considered as an integral part of reviewing and monitoring the effectiveness of these documents, with due regard given to all protected characteristic groups.</p> <p>The purpose of the Display Screen Equipment Policy and guidance is to provide assistance to users and their managers in order to help protect the health of those involved and to ensure that workstations comply with the relevant Health and Safety Regulations.                  The regulations require an assessment of the work station to be carried out and controls put in place to prevent harm to the user.                  The DSE regulations along with the GSA DSE policy applies to GSA staff defined as “DSE users”. However, the GSA has general duties under the Health and Safety at Work etc. Act 1974 and related legislation. Therefore, those responsible for students should still consider the advice and controls for use of DSE equipment when assessing risks to students                  Additional equipment and eye tests may be required for those with specific physical or cognitive impairments. These will be identified in the assessment.                  Help and advice on specific issues is available from line management, supervisor, the health and safety team and from Human Resources.                  The policy specifically takes into account disability, that is, visual, physical or cognitive impairment and mental health, and the policy notes clear mitigations.                  No negative distinction is made on any protected characteristic group.</p>		
<p><b>2.Evidence used to make your assessment:</b></p> <p>The policy is aligned with sector guidance and regulatory requirements.</p> <p>The Health and Safety Display Screen Equipment Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires the Glasgow School of Art (GSA) to:</p> <ol style="list-style-type: none"> <li>1. Conduct DSE workstation assessments to identify hazards and reduce risks. This assessment should consider the findings of any assessment made under the Equalities Act 2010 to remove or reduce the effects of an employee’s disability.</li> <li>2. Make sure controls are in place including providing additional equipment to DSE users.</li> </ol>		

3. Provide an eye test if a worker asks for one.
4. Provide training and information for workers
5. Review the assessment when the use or DSE changes.

The regulations and this policy also applies to home DSE workers. Please refer to the following guidance.

The Health and Safety Team will continuously monitor this policy and take action if required.

At the time of the policy review there were no differential impacts identified.

These responsibilities apply regardless of any protected characteristics.

Other research includes:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

**3. Outline any positive or negative impacts you have identified:**

**Positive Impacts:**

- The procedure and supporting documentation defines the responsibilities of all GSA employees and students
- The procedure and supporting documentation offers clear information to staff and students about available support, irrespective of any protected characteristics
- The Policy acknowledges that the DSE assessment should consider the findings of any assessment made under the Equalities Act 2010 to remove or reduce the effects of an employee’s disability.

**Negative Impacts:**

None.

**4. Actions you have taken or planned as a result of your findings:**

(Please complete the action plan in this section)

Action	Equality Impact	Person responsible	Time frame
Monitor this procedure and its effectiveness on an ongoing basis to embed equality consideration	Ensuring the environment is accessible and inclusive to all GSA staff and students	Health and Safety Team	Review in line with Policy and procedure review dates

**5. Where/when will progress and the outcomes of your actions be reported and reviewed:**

These guidance documents will be reviewed as part of the annual Health and Safety plan. Following review, the guidance documents will be presented at the Occupational Health and Safety Management Committee, the Board Occupational Health and Safety Management Committee and the Board of Governors for approval. Any updates will then be published on the GSA website and made available to staff/students.

The actions also aim to embed equality in all health and safety perspectives throughout GSA.

**6. How will your actions and intended outcomes contribute to the delivery of GSA's equality outcomes:**

Actions support the delivery of equality outcomes by ensuring the environment is accessible and inclusive, and that staff and students are able to access support if they require it, regardless of their protected characteristic. The actions also aim to enable all staff and students to understand and positively engage with equality perspectives of Health and Safety in the workplace

**The outcome of your assessment:**


No action (no potential for negative or positive impact)

Action to remove barriers/mitigate negative impact


Action to promote positive impact

**Sign-off, authorisation and publishing**


**Review Lead**

Name	Ian Hackford
Position	Interim Health and Safety Manager
Signature	
Date	15/02/2021

**Executive Lead**

Name	Eleanor Magennis
Position	Director of Estates
Signature	
Date	25.02.21

**Equality Lead (Head of Student Support and Development)**

Signature	
Date	15.03.2021