

The Equality Impact Assessment (EIA) Guidance and Glossary explain how to complete this form.

Please complete the form below. Where the term 'item' is used in this document it includes policy, service, process, function, project and strategy.

Section I: Screening

Part A: Item Details			
1	Department/School/Institute	Human Resources	
2	What is the type of the item undergoing assessment?	Policy <input checked="" type="checkbox"/>	Procedure <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other <input type="checkbox"/> (Specify)
3	Name of item	Breastfeeding, /Expressing Milk statement	
4	Reference Code (if any)		
5	Is the item existing, new or an amendment?	Existing <input type="checkbox"/>	Amendment <input type="checkbox"/> New <input checked="" type="checkbox"/>
6	<p>Aims and purpose of item: Section 25(4) of the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004) requires employers to provide suitable and sufficient facilities for workers who are pregnant or breastfeeding to rest. The HSE advises that it is good practice to provide a safe and healthy environment for nursing mothers to express and store milk, or to enable infants to be breastfed at or near the workplace and that this may significantly protect the health of both the mother and the child. The Equality Act 2010 introduces new protection from discrimination for students during pregnancy and maternity. Higher Education Institutions now have a duty to provide suitable facilities for women (both staff and students) wishing to breastfeed or express milk.</p> <p>The breastfeeding/expressing milk statement provides information for women on how they can access facilities on each campus to either breastfeed or express milk.</p>		

Part B: Screening			
1 Will the item impact directly or indirectly on any of the following impact groups:			
Students <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Suppliers <input type="checkbox"/>
Organisational Partners <input type="checkbox"/>	Others <input type="checkbox"/> (please specify)		
Please give details for choices made above and provide any evidence The facilities will be available on a booking basis for staff and students and if requested for visitors.			
2 Does or could the item have an adverse effect, directly or indirectly on members of an equality group – Age, Disability, Gender, Race, Religion/Belief, Sexual Orientation, Gender Reassignment, Pregnancy/ Maternity? (please give details) No, the facilities will be available to all women who wish to breastfeed or express milk. The Statement aims to make it easier for new mothers to return to work and care for their baby			

Part B: Screening

whilst being retained in employment.

3 Could the item have a significant positive impact on equality by reducing inequalities that already exist? (please give details)

The item will have a positive impact in reducing the barriers to pregnant women remaining in employment having given birth.

4 Should a full impact assessment be carried out? YES NO

Please provide justification for answer to the above

The item will contribute to advancement of equality of opportunities.


The item does not have a negative impact.

The policy was agreed at the Equality and Diversity Steering Group meeting in January 2011.

Advertisement of new provisions is planned.

Outcomes analysis of the policy should be undertaken within 1 year of existence.

Part C: Details of Assessor Completing Form

1 Name	Bertille Calinaud	2 Phone number	020 7882 5585
3 e-mail address	b.calinaud@qmul.ac.uk		
4 Signature		5 Date of signature	23 January 2010
6 Name of Head of School/Department Susanne Byrne	7 Signature of Head of School/Department		

Next Step:

(i) If you need to carry out a full impact assessment, please read Section 2 of the guidance (page 7) and complete Section 2 of this form below.

(ii) If you do **not** need to carry out a full impact assessment:

- Are there any further steps you can take to promote equal opportunities and eliminate discrimination?
- Arrange for the proper approval authority to “sign-off” a statement (usually Head of School, Department or Institute), supported by the evidence of this screening EIA that the policy isn’t “relevant to Equality & Diversity” or does not have any negative impacts
- Set a review date in three years’ time.
- File the screening report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud at b.calinaud@qmul.ac.uk

Section 2: Full Equalities Impact Assessment

Full EIA

1 What data has been examined in order to form a judgement about the impact of the item on protected characteristics? Are there any gaps in the available data?

The item was in part introduced to help achieve legislative compliance purpose. There is no data available on the proportion of employee new mothers who choose to breastfeed or express milk at work. It is planned in the next student equality survey to collect data on number of student who have caring responsibilities.

2 What methods of consultation/involvement have been employed to ensure full information sharing and participation?

Consultation on the content of policy has been undertaken with ARCS, Health and Safety, Student and Campus Services and the Head of Organisation Development in Human Resources.

3 What steps were taken to ensure that involvement in the engagement process was far-reaching?

n/a

4 What are the results of the consultation/involvement? How are these fed back into the process?

Policies was agreed by stakeholders detailed below. The policy was agreed by the Equality and Diversity Steering Group at the January 2011 meeting.

5 Explain the likely differential impact (whether intended or unintended, positive or negative) of the item on individual service users.

See below.

6 Is the item directly or indirectly discriminatory?

No

7 Are there any barriers that may inhibit access to the service or benefits of the item?

The Diversity Specialist and relevant stakeholders will need to ensure the policy is widely disseminated.

8 Explain how the item is intended to increase equality of opportunity.

The item is intended to increase equality of opportunity by ensuring women have adequate facilities if they wish to breastfeed/express milk at work or whilst at College. This could have a positive impact on both women retention and satisfaction.

9 Explain how the item is likely to promote good relations between different groups.

n/a

10 How will the implementation of the item be monitored and by whom?

Full EIA

The implementation will be monitored by the Diversity Specialist

11 What can be done to improve the item in order to reduce or remove any adverse impact or effects identified?

n/a

12 Complete Action Plan Form

Next Steps


- Arrange for the proper approval authority to “sign-off” the report.
- File the report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud, at b.calinaud@qmul.ac.uk

Equalities Impact Assessment Action Plan



Impact Identified	Action Identified	Timescale	Resources Required	Performance Indicators	Action Owner	Review Date
Furthering Equality of opportunities for pregnant women and new mothers	Ensure the policy is widely advertised in the College for both staff and student	March 2011	None		Bertille Calinaud Diversity Specialist Human Resources	January 2012
Furthering Equality of opportunities for pregnant women and new mothers	Review usage of the policy and the facilities available. If possible collect feedback	January 2012	None	Policy is known among relevant staff and student. Rooms are used. Feedback is analysed	Bertille Calinaud Diversity Specialist Human Resources	January 2012

Details of Assessor Completing Form

1 Name	Bertille Calinaud	2 Phone number	020 7882 5585
3 e-mail address	b.calinaud@qmul.ac.uk		
4 Signature		5 Date of signature	31/01/2011

