(v2 9/9/20)

Equality Impact Assessment on returning staff to campus September 2020

The EqIA process aims to identify where a policy, procedural document, service, service developments or organisational change may have a negative impact on particular groups of people and then to develop action plans to address them.

The process has been applied to the Covid-19 High Level Risk Assessment for returning to the workplace, and to the documented approach we have for the safe return of staff to campus in order to identify in terms of equality the impact on people with protected characteristics.

Protected Characteristic	Description - **See related notes on interpretation**
Age	A person belonging to a particular age (e.g. 21 year olds) or a range of ages (e.g. 18-30 year olds)
Sex	Being or perceived to be of a particular sex, defined as male or female within the Equality Act 2010. The protected characteristic of sex (ie. being male or female) needs to be considered in conjunction with recognition of self-identified gender (ie. being a man, woman, non-binary or other gender identity). For most practical purposes Sex, as a category of description and inquiry, should be replaced with Gender, with the exception of clinical or medical research or evidence based on biological determinants.
Race	A group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins
Sexual Orientation	Whether a person feels generally attracted to people of the same gender, people of a different gender, or to more than one gender (whether someone is heterosexual, lesbian, gay or bisexual)
Religion or Belief	A group of people defined by their religious and philosophical beliefs including lack of belief (e.g. atheism). Generally a belief should affect an individual's life choices or the way in which they live
Disability	A person has a disability if they have a physical, hearing, visual or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities
Gender Reassignment/Transgender and diverse gender identity	Where a person has proposed, started or completed a process to transition to affirm their gender identity as different from the sex assigned at birth. This process may or may not involve medical intervention. This recognises a spectrum of gender identities beyond the binary of man and woman.

Marriage and Civil Partnership	A person who is married or in a civil partnership
Pregnancy and Maternity	A person protected against discrimination on the grounds of pregnancy and maternity. With regard to employment, the person is protected during the period of their pregnancy and any statutory maternity leave to which they are entitled

Equality Impact Assessment Form

Equality Impact Assessment (EqIA) Form

Under assessment	Safe Return of Staff to Work following Covid-19 lockdown
Lead Assessor & other person(s) undertaking assessment	Ruth Davies, Director of HR Gary Taylor, Deputy Director of HR Jane Butcher, Staff Equality, Diversity and Inclusion Adviser
What is being assessed? (is it existing or new)	Dealing with a lockdown and phased return to work due to a global pandemic is a novel situation. Procedures have been developed to aid a safe return to work
Date of assessment and Time scale for implementation	August 2020 for phased return from 2 September 2020
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process	Occupational Health Trade Unions via Covid-SECURE H&S Working Group H,S&W Committee (tbc) OBU Student EDI Manager --- e.g. Faith/Communities National organisations Staff Support Network/s Student Union/Societies & Member group/s Voluntary/Community group/s Other (Inc. internal/external orgs)

Protected Characteristic Groups	Known impact of Covid-19	Comments
Age	Younger age groups while not immune appear to be less affected by the Covid-19 virus. People over 70 are likely to experience more serious consequences if they contract the virus	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning
Sex	Current sex disaggregated data suggest more serious consequences from contracting the virus for those identified as male sex	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning
Race (all ethnic groups)	Evidence indicates markedly higher risk of exposure to and impacts of Covid-19 among Black, Asian and Minority Ethnic (BAME) groups, but deaths are not consistent across BAME groups with black African and Caribbean and south Asian groups most affected. The Public Health England Report 'Beyond the Data- Understanding the Impact of Covid-19 on BAME Communities' (June 2020) highlights the concerns arising from clinical data, the surrounding socio-economic factors and ongoing impacts on BAME communities, and the extent to which the pandemic and response have exacerbated existing inequalities. A further report from the Runnymede Trust 'Over-Exposed and Under-Protected' (August 2020) discusses the wider socio-economic consequences and related vulnerabilities to financial and employment insecurity for BAME individuals and households. Specific to the HE sector, Krishna Kaur, OBU Student EDI Manager, produced a report: 'The Impact of Covid-19 on Black, Asian and Minority Ethnic Students', drawing on a paper by Dr Gurnam Singh and a related paper focused on staff has been produced by University of Bristol.	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning Mental wellbeing is a concern both as a result of staying at home (isolation) and anxiety about returning.

Disability (Including physical and mental impairments)	The National Association of Disabled Staff Networks has developed a paper focused on disabled staff in HEIs which highlights the wider social and non-medicalised impacts of the pandemic on disabled staff. ONS Survey data (May 2020) highlights increased levels of worry, anxiety and loneliness among disabled people compared to non-disabled people.	Mental wellbeing is a concern both as a result of staying at home (isolation) and anxiety about returning. Underlying health conditions including disability is included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning. Some staff may have concerns about the need to disclose information on health conditions which they have not previously shared.
Sexual Orientation	ILGA Europe have produced a summary paper on Covid-19 and specific impact on LGBTI people and what authorities should be doing to mitigate impact. (Resource provided by Stonewall Account Manager)	Depending on home circumstances some staff may be experiencing being stuck in a hostile environment and be isolated from usual support groups
Religion/Belief & Culture	ONS Data shows that the risk of death varies across religious groups with evidence of higher rates of death among those identifying as Muslim, Jewish, Hindu and Sikh compared to Christians. For the most part this is explained by geographic, socio-economic factors and risks associated with ethnicity.	Reported increase in hate crime and tensions and stigma linked to actual or perceived religion and ethnicity may be adding to anxieties and stress for staff in some religious groups.
Gender Reassignment/ Transgender and diverse gender identity	Lack of data on specific Covid impacts within Trans communities. Wider effects of pandemic affecting access to transitioning support, treatment and increasing stress and isolation.	Depending on home circumstances some staff may be experiencing being stuck in a hostile environment and be isolated from usual support groups
Marriage & Civil Partnership	None known	Not specific to the status of the relationship, however there has been an increase in domestic violence in the context of lockdown and related Covid constraints. Stress and anxiety arising from health concerns, financial insecurities and enforced proximity may place strain on relationships.

Pregnancy & Maternity	Medical advice is to take precautionary approach with pregnant women	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning
Parent or Carers	None known	Have lacked access to the usual support network during lockdown period and ongoing restrictions which have impacted on ability to fully contribute while working from home and increased stress levels.
Intersectionality		The ALAMA Tool used to calculate Covid age which underpins the individual risk assessment takes all of the characteristics marked * into account.

Assessment of the Approach to Returning to Work on campus on the protected characteristics:

Positive:	Negative:	Neutral:
☐ Advance Equality of Opportunity ☐ Foster good relations between different groups ☐ Address explicit needs of target protected characteristic groups	☐ Unlawful discrimination, harassment and victimisation ☐ Failure to address explicit needs of target protected characteristic groups	☐ It is quite acceptable for the assessment to come out as Neutral Impact. ☐ Be sure you can justify this decision with clear reasons and evidence if you are challenged

Protected Characteristic Groups	Impact Positive/Negative/Neutral	Comments Provide a brief description of the positive/negative impact identified benefits to the protected characteristic group. Is any impact identified intended or legal?
Age*	Positive (on grounds that the university's approach addresses the explicit needs of the target group)	The individual risk assessment approach using the ALAMA tool allows for age considerations and as Occupational Health speaks to individuals in older age groups with underlying health conditions, if an individual wishes to return to the workplace this may be possible with appropriate adjustments in place. Younger staff may be less likely to have suitable home workspace for continued home working and therefore consideration needs to be given to their ability to deliver full contract hours if cannot return to site.
Sex*	Positive (on grounds that the approach addresses the explicit needs of the target group)	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning
Race * (all ethnic groups)	Positive (on grounds that the approach addresses the explicit needs of the target group)	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning. In addition, advice and support is available for any concerned member of staff through HR and OH and by September an Employee Assistance Programme will be in place which will be able to offer further support. Director of Human Resources and PVC Student and Staff Experience are engaged in active discussion with the BAME Staff Network (BSN) on issues

		arising from a **Survey of BSN** members (July 2020). This provides a live channel for feedback on concerns relating to return to working on campus and Covid recovery plans more generally. The survey also covers recommendations for improved routes and safe space to report incidents of discrimination and harassment.
Disability* (Including physical and mental impairments)	Positive (on grounds that the approach addresses the explicit needs of the target group)	Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning. In addition, advice and support is available for any concerned member of staff through HR and OH and by September an Employee Assistance Programme will be in place which will be able to offer further support. For disabled staff and those with health conditions who are expected to continue to work from home, where remote/online working requirements have exacerbated symptoms, the ability to return to campus will be considered where safe working conditions can be provided. Special permission may be granted for any staff that OH believe need to be able to park on campus even if they do not usually qualify for a permit.
Sexual Orientation	Neutral	Advice and support is available for any concerned member of staff through HR and OH and by September an Employee Assistance Programme will be in place which will be able to offer further support. A **short survey** of views and experiences of LGBTQ+ Staff Forum members has been initiated to gather feedback on Covid impacts and the

		approach to returning to campus and continued homeworking. We will consider an approach to accommodating the preference for some staff to return to work when not 'required' on site, but who cannot work effectively at home, if requested.
Religion/Belief & Culture	Neutral	Ensure access to Chaplaincy support is maintained for staff. Recognise the intersecting impacts of race/ethnicity and religion in relation to impact of negative social attitudes
Gender Reassignment/ Transgender and diverse gender identity	Neutral	We have acknowledged that the biological binary sex based risk assessment within the ALAMA tool, based on current evidence of Covid-19 risks and impacts, is not trans inclusive and does not recognise non-binary identities. Communication has been undertaken with the LGBTQ+ Staff Forum to explain the rationale for the current approach. We will continue to monitor best practice and emerging evidence of specific impacts. A **short survey** of views and experiences of LGBTQ+ Staff Forum members has been initiated to gather feedback on Covid impacts and the approach to returning to campus and continued homeworking. In addition, advice and support is available for any concerned member of staff through HR and OH and by September an Employee Assistance Programme will be in place which will be able to offer further support.

Marriage & Civil Partnership	Neutral	There is potential for domestic violence, relationship strain and breakdown affecting staff in any type of relationship.

This may lead to desire/need to return to working on campus.

We will consider an approach to accommodating the preference for some staff to return to work when not 'required' on site, but who cannot work effectively at home, if requested.

The Employee Assistance Programme will provide support on these issues, along with our OH service.. |
| Pregnancy & Maternity * | Positive

(on grounds that the approach addresses the explicit needs of the target group) | Included in ALAMA Tool for calculating Covid age which underpins the individual risk assessment completed before returning |
| Parent or Carers | Neutral* | *On the basis that schools fully reopen from September.

Ongoing caring responsibilities may nevertheless impact ability to deliver full contract hours and consideration needs to be given to staff members struggling with caring responsibilities. Line Managers and HR can provide guidance and support and the Employee Assistance Programme is available to provide additional resources and advice. |
| Intersectionality | Positive | The ALAMA Tool used to calculate Covid age which underpins the individual risk assessment takes all of the characteristics marked * into account and an individual assessment is done and individual support is available through HR, OH and the Employee Assistance Programme. |

Stage 2) In what ways does any impact identified contribute to or hinder promoting diversity, equality and inclusion across the organisation?	The High Level Risk Assessment makes provision for a range of mitigations which will apply to all staff. There is a general issue of increased anxiety as a result of people returning to a new environment. Support is being made available through the Employee Assistance Programme and through OH who can also provide access to counselling. Confidential reports to OH/Director of Human Resources from Brookes' Counsellors will identify key themes and hotspots of concern. We will also set up diversity monitoring of referrals and usage of Brookes' counselling services according to protected characteristics. Similar data and feedback will also be requested from the Employee Assistance Programme provider.

Stage 3) If your assessment identifies a negative impact on Protected Characteristic Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting diversity, inclusion and equality are maximised.**
  ☐ This should include where it has been identified that further work will be undertaken to further explore the impact on protected characteristic groups.
  ☐ This should be reviewed annually

Action Plan Summary: See below

Action	Lead	Timescale
Ongoing liaison with Staff Diversity Networks - BAME Staff Network, LGBTQ+ Staff Forum and Staff Disability Network to gather feedback and concerns arising from the Return to Campus and related recovery plans.	Jane Butcher	September 2020 and ongoing

Ensure the phased approach addresses the needs of staff who are unable to work effectively from home for reasons related to protected characteristics and equality issues and therefore wish to return to campus. Departmental and Line Manager briefings to show recognition of flexibility and sensitivity to individual needs/ circumstances in relation to need to return to campus, and issues which may not be picked up in the formal Risk Assessment.	Human Resources Business Partners and Line Managers	August 2020 to February 2021
Confidential reports to OH/Director of Human Resources from Brookes' Counsellors will identify key themes and hotspots of concern. We will also set up diversity monitoring of referrals and usage of Brookes' counselling services according to protected characteristics. Similar data and feedback will also be requested from the Employee Assistance Programme provider.	Director of Human Resources/OH and EAP Provider	From October 2020

Stage 4) Describe how you will monitor the impact of your project once it has been put into action?

Discussion in Human Resources Business Partners meetings.

Reporting to H,S&W Committee and ongoing Covid Recovery Groups and JSC?

High level report to Equality Diversity and Inclusion Advisory Group

Stage 6 Approval

Approved by Oxford Brookes MIT - September 2020

………………………………………………………………………………………………………..

Appendix: Notes on Staff Diversity Data in relation to the return to campus working

The first stage of return to working on campus in September 2020 will involve regular academic staff and those professional services staff who are needed to support teaching and student facing activity.

The requirements for **Associate Lecturers** and **Professional Services Casual Staff** are not known at the time of undertaking this assessment. Diversity data on these staff groups is not routinely analysed and therefore this would need to be compiled to enable review of the potential differential impacts for requirements for working on campus according to their distribution in the relevant areas of the University.

Staff providing contracted services have not been specifically considered in this assessment. Human Resources does not hold diversity data on the staff employed by contractors.

For the purpose of this assessment the assumption is that **all regular academic staff** are therefore required for the first phase of reopening campus, along with **professional services staff** in the faculties. **Professional Services Staff in Estates and Campus Services, Learning Resources, Academic and Student Affairs and some IT Services staff** are assumed to be the priority groups for the first phase of return to working on campus.

Ethnicity

Data in the EDI Annual Report 2018-19 (as at 31 July 2019) show that staff who identify as BAME comprise 12.6% of regular staff (270/2147). Within this 123 Academics identify as BAME out of 882 (13.9%) and 147 Professional Services Staff out of 1,265 (11.6%). Among the Directorates where staff will be returning to work on campus in the first phase, the representation of BAME staff broadly follows the University average. However, for ECS this does not take account of the ethnicity of casual and contracted staff as part of the wider team.

Marketing and Communications (19%) and Finance and Legal Services (20%) have relatively higher levels of representation of BAME staff, while Human Resources (7%) and Learning Resources (3%) have lower than average representation. These patterns should be considered in

relation both to the specific risks in relation to returning to working on-site and effects of isolation and lack of connection/community related to continued working from home.

Sex and Gender

The EDI Annual Report 2018-19 data show that women make up 60% of the overall regular workforce and men comprise 40%. The proportion of women in the Faculties is slightly lower than in the directorates. Therefore relatively more men than women will be returning to campus in the first phase. Also the Directorates of Estates and Campus Services (56% male) and IT Services (76% male) have higher proportions of men, while Academic and Students Affairs and Learning Resources are predominantly made up of female staff (ASA 22% men and LR 25% men).

Overall this indicates that the profile of the workforce returning to work on campus in the first phase is likely to include a higher representation of men than the overall workforce average. Given the ALAMA Risk Assessment provide a higher risk rating for male sex, this may lead to a greater level of demand and adjustments arising from the Risk Assessment process for these workers. There may relatedly be greater levels of anxiety and stress among the men returning to work on campus due to known risk factors specifically for older and BAME men.

Conversely, it is likely that women staff will be over-represented in those continuing to work from home, as women make up 62% of Professional Services staff overall and further predominate in Human Resources (83%), Finance and Legal Services (72%) and Marketing and Communications (72%). The need for support for issues of work-life balance in relation to work and caring responsibilities while working from home and related gendered mental health and stress concerns are therefore likely to continue during the phased return to campus working.

Age

The EDI Annual Report 2018-19 gives the average age of the University's salaried workforce as 45.7 years. Academic staff have a slightly older age profile with an average age of 48.2 years. 23.6% of academic staff are aged 56-65 and a further 4.9% aged 66 and over. This older age profile is relevant for the additional Covid risks associated with older age.

Disability

The proportion of regular staff sharing information that they have a disability in the EDI Annual Report 2018-19 was 5.9% (126/2147). 87.4% of staff identified as not-disabled and data is unknown for 6.7% (with 4.1% preferring not to say). Within Academic Staff 4% identify as disabled (37/882) compared to 7% of Professional Services staff (89/1265). Among Academic Staff disabilities include longstanding illness or health conditions, physical impairment or mobility issues and specific learning differences. While for Professional Services Staff 40% of the disability information relates to Specific Learning Differences. This is significant in the context that Professional Services Staff will be continuing to work from home and online and therefore access to assistive technology, accessibility of communications and flexibility in modes of interaction are key considerations.

It is likely that data relating to disability and long term health conditions is under-reported overall. Additionally for some staff the experience of lockdown and associated impacts of remote/online

working may have exacerbated existing health conditions or symptoms relating to impairments, where information had not previously been shared with Human Resources or their line manager.

While the ALAMA Tool addresses risk relating to a number of specific health conditions, there is a need to take a broader view of the extent to which both remote/online working and the requirements for returning to campus may negatively impact existing disabled staff and others and the related effects on mental health and wellbeing.

Sexual Orientation

The proportion of regular staff identifying as LGB (Lesbian, Gay or Bisexual) in the EDI Annual Report 2018-19 was 4.2% (91/2147). 73.7% of staff identify as Heterosexual and Sexual orientation is unknown for 22% of staff.

Religion or Belief

In the EDI Annual Report 2018-19 78% of regular staff chose to share information about their religion or belief. Within the known data 46% identify as Christian and 44% have no religion. 2% identify as Muslim and 2% as Spiritual, with 1% identifying as Hindu and 1% as Buddhist.

Given the level of unknown data for 22% of staff, this may not be a fully accurate reflection of the prevalence or level of observance of religion or belief within the workforce.

It will be important to ensure the ongoing availability and accessibility of support from the Multifaith Chaplaincy both for staff working on campus and those working from home.

Parents and Carers - data is not available on the total number of staff with parenting or caring responsibilities or their distribution across the University workforce.