



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	18 th March 2011

Name of Policy*
SMOKING ON CONSERVATOIRE PREMISES POLICY

What are the aims, objectives & projected outcomes?

The Royal Conservatoire of Scotland is committed to the health and welfare of all its staff, students, contractors, visitors and member of the public.

The Conservatoire seeks to ensure everyone on the premises has the right to a tobacco smoke free environment.

This is a new policy	No
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	Yes
This is an existing policy	No

Will the policy have an impact on students, staff or members of the public?	Yes
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	Yes
Are there any aspects of the policy that could contribute to equality or inequality?	Yes
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	Yes

If you answer **YES** to any of these questions, go on to the full EIA.
If you answer **NO** to all of these questions, please provide appropriate evidence and sign off.

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.	
N/A	
Senior Manager sign-off	
Date	

**Please return the completed form to Roz Caplan,
 Conservatoire Equality and Diversity Officer either by internal
 mail or by email to: r.caplan@rcs.ac.uk**

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	March 2011

Name of Policy

SMOKING ON CONSERVATOIRE PREMISES POLICY

What are the aims, objectives & projected outcomes?

The Royal Conservatoire of Scotland is committed to the health and welfare of all its staff, students, contractors, visitors and member of the public.

The Conservatoire seeks to ensure everyone on the premises has the right to a tobacco smoke free environment.

1 SCOPING THE EIA

1.1 Scope of the EIA work

The Smoking on Conservatoire Premises document covers all equality strands, although this is not specifically referred to within the document.

The policy was approved by the Consultative Forum.

The policy was recently amended to include the Spiers Locks Studios and will go back to the Consultative Forum for approval in March 2011.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in

relation to this policy/guidance/operational activity.	
Race	There is currently no data available in this area to assess the impact of this policy.
Religion or belief & non-belief	There is currently no data available in this area to assess the impact of this policy.
Disability	There could be a potential impact for staff with a disability in terms of access to a designated smoking site. At present discussions are on-going in relation to providing this and once confirmed, the policy will be updated to reflect this.
Gender	There is currently no data available in this area to assess the impact of this policy.
Gender Identity	There is currently no data available in this area to assess the impact of this policy.
Sexual Orientation	There is currently no data available in this area to assess the impact of this policy.
Age	There is currently no data available in this area to assess the impact of this policy.

2.2 What are the overall trends/patterns in this data?

It is recognised that a designated area for smoking should be considered both at the Renfrew Street and the Garscube Road sites.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

Consultation should be undertaken with the Consultative Forum and Staff Student Forum as to identifying a designated smoking area.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal and external consultation and Involvement:

(e.g. with other Departments, Staff (including support groups), Students etc

The Smoking on Conservatoire Premises policy was circulated to the Consultative Forum for feedback and approval. The amended version will be circulated for approval in March 2011.

The only issue raised in on-going discussion and feedback on the original policy was identifying a designated smoking area for staff and students.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

The guidelines promote equality by detailing a standard approach to smoking throughout the Conservatoire, in line with legislation.

Now complete the EIA Report and Action Plan.

5 REPORT, ACTION PLANNING AND SIGN OFF

5.1 EIA Report

The EIA Report is a concise summary of the results of the full EIA. A template is provided at Annex A. A template for the action plan is at Annex B.

5.2 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	18/03/11
Compiled by	Linsey Meldrum, Assistant HR Advisor
Senior Manager sign-off	Jackie Russell, Director of HR
Date to Equality + Diversity Officer	18/03/2011
Date of publication of EIA Report	November 2011
Review date	March 2012

5.3 Publication and Review

Ensure that the EIA Report including the Action Plan are published alongside your policy/guidance/operational activity.

IMPORTANT - Review, revise and update annually!

Annex A - Equality Impact Assessment Report

TITLE

Smoking on Conservatoire Premises Policy

BACKGROUND

The Royal Conservatoire of Scotland is committed to the health and welfare of all its staff, students, contractors, visitors and member of the public.

The Conservatoire seeks to ensure everyone on the premises has the right to a tobacco smoke free environment.

SCOPING THE EIA

The Smoking on Conservatoire Premises document covers all equality strands, although this is not specifically referred to within the document.

The policy was approved by the Consultative Forum.

The policy was amended to include the Garscube Road site and will go back to the Consultative Forum for approval in March 2011.

COLLECTING DATA

While there have been no formal complaints, further to feedback, it is recognised that a designated area for smoking should be considered both at the Renfrew Street and the Garscube Road sites.

INVOLVING AND CONSULTING STAKEHOLDERS

The Smoking on Conservatoire Premises policy was circulated to the Consultative Forum for feedback and approval. The amended version will be circulated for approval in March 2011.

The only issue raised in on-going discussion and feedback on the original policy was identifying a designated smoking area for staff and students.

ASSESSING IMPACT

The guidelines promote equality by detailing a standard approach to smoking throughout the Conservatoire, in line with legislation.

ACTION PLAN

ANNEX B - Action Plan for use with Equality Impact Assessments

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Consultation with staff and students at Staff Student Forum and Consultative Forum regarding designated smoking area	Representatives of SSF and CF		March 2012	