

Equality analysis form

1. Name of the activity (strategy, policy or practice etc)

Removal of Intermittent (alert) Alarm sound at Frenchay Campus (does not include Student Accommodation)

2. What is the aim of the activity (objective or purpose)?

To improve the process of fire evacuation at the Frenchay Campus so as to ensure that it is more effective and bring it in line with operations at all UWE Campuses.

3. If amending a current activity, what changes are proposed?

Improved response and understanding of the University's Fire Evacuation process. Through evaluation of drills there has been much confusion in relation to the required response to the intermittent (Alert) tone so delaying actual building evacuation.

4. Who is responsible for developing and delivering the activity?

H&S Unit

5. What measures will be used to assess whether the activity is successful?

There is improved response to the fire alarm during evacuation – evaluated by the annual rolling programme of drills undertaken by the H&S Unit.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

The intermittent (alert) tone was not installed to specifically give an early warning to persons that require assistance to evacuate. The alert had been originally installed at the Frenchay Campus only in its main building e.g. Blocks A to M. Even at that time of implementation there was no actual requirement for the alert tone, given the structural design of the blocks in terms of fire safety each block can be treated as a separate/discreet 'building'. What this means in practice is that should there be a fire in a block the fire alarm will activate to sound the continuous alarm and so ensure the evacuation of occupants. For those occupants in blocks adjoining there is no direct risk, so they do not need to evacuate. However should the fire spread into this adjoining block the

continuous fire alarm would activate in this block. The alert tone thus in simple terms was merely to provide 'information' to occupants that there was an evacuation taking place in an adjoining block, and occupants need take no action. However given that for many people their familiarisation with buildings and fire alarms is that on hearing any fire alarm their action and instinct is always to evacuate – this alert tone in providing an additional 'layer' sought to confuse.

In addition there is also no alert tone at any other campus, so for parity its removal ensures the evacuation methodology is uniform across all UWE Campuses. Hence implementing this consistency in approach across UWE and significantly across the Frenchay Campus should ensure a more effective evacuation of all occupants. *'One tone, one action – evacuate'*. Whilst we are unable to point to specific evidence, intuitively the removal of ambiguity the intermittent alarm causes will be particularly important given the transient population of UWE and specifically for:-

- its disabled and older occupants since it minimises unnecessary disruption e.g. they may start to evacuate unnecessarily and
- Its young occupants may not appreciate that the intermittent alarm is a warning of potential evacuation due to their lack of practical experience, and as already described given their likely experience of fire alarms at school or college it would be of only one tone 'continuous' and so one action - evacuate.

| | Yes | No | Not known |
|----------------------------------|-----|--|--|
| Women and men | | <p>There are 3491 staff members of which the split between men and women is 42% & 58% respectively.</p> <p>The removal of the intermittent system will have no differential impact between men and women.</p> | |
| Trans people | | | <p>The exact numbers of trans students and staff is unknown. However, care will be taken to monitor the effectiveness of the new 'consistent' approach for our trans students and staff members. The Unit will encourage feedback from networks and societies representing / working with trans students and staff.</p> |
| Black and minority ethnic groups | | <p>Approx 16-18% of students are from a range of different minority ethnic backgrounds. Approx. 6.5% of all staff are from BME backgrounds.</p> <p>We do not envisage any differential impact on BME students/staff with the implementation of the alarm system.</p> | <p>There are approx. 3000 International students at UWE. The implementation of the alarm system needs to ensure those students who are still adjusting to studying abroad are not negatively affected by the change in the system. Communication with student services and other support structures will be essential for the monitoring of the system and how it (if at all) impacts on our international students.</p> |
| Disabled people | | | <p>Approx 3000 students identify themselves as having an impairment and approx. 4.5% of staff have disclosed their disability status to the University.</p> <p>The HSU have sought data from the Disability</p> |

| | Yes | No | Not known |
|--|-----|----|---|
| | | | <p>Services Team as to whether there has been any disabled student feedback on the fire evacuation process – No data has been provided.</p> <p>The University has in place a procedure for the evacuation of disabled people - FIRE GUIDANCE - Health and Safety : UWE Bristol This specifically addresses the actions for mobility and sensory impaired people.</p> <p>All staff/students are currently provided with information on procedures and their actions during their induction.</p> <p>Any updates / changes should also be provided to them by their managers (staff) / academic staff (students).</p> <p>To assist managers etc.. with this the HSU ensures that any fire alarm changes are included in the Manager's E-zine and Staff Weekly News.</p> <p>https://share.uwe.ac.uk/sites/marketing/internal-comms/Internal%20Communications/Managers ezine_07_2012.pdf</p> <p>Weekly e-news -29 August 2012 - UWE Bristol: Marketing and Communications</p> <p>There is already in place a system to ensure the provision of vibrating pagers to those staff and students who are hearing impaired. These are available through SSD - Disability Services.</p> <p>The removal of the intermittent alarm does in fact improve this provision as the pager will now only activate when evacuation is necessary. Rather than for both intermittent and continuous.</p> <p>UWE also provides refuge areas and these are clearly identified on site plans for all campuses – Estates - Disability Drawings PDF</p> <p>In addition the H&S Unit have remitted a project during 2012-2013 to review and revise this procedure, to include the introduction of PEEPS – this project includes all relevant groups and there is a separate EA in development for this.</p> |

| | Yes | No | Not known |
|--|-----|---|--|
| Younger or older people | | | <p>22% of all staff are between the ages of 55 – 64, and 1% of all staff are over 65yrs old. The Unit does not envisage any negative impact for older staff at the Frenchay campus. Since the start of the implementation of the 'consistent' alarm system there have been no reported issues suggesting a negative impact for either younger or older people or any groupings of different ages via the various HSU reporting lines e.g. near-miss reporting, safety unit generic email, feedback from fire drills etc.</p> <p>Additionally there has been improved fire signage on the Frenchay campus (all campuses) and also the introduction of 'Evacuation Areas' However, HSU will continue to monitor fire procedures as part of the fire drill experience reports to ascertain if there are any issues or problems for older staff responding to and evacuating the building in the future.</p> |
| People of different religion and beliefs | | <p>30% of all staff have declared a faith/belief. The student population does include students of different faiths and beliefs.</p> <p>For both students and staff we do not believe the change in the system will present any negative impacts. The multi faith spaces at the Living Centre and in E Block will be serviced in the same way as other parts of the university.</p> <p>We will communicate with the Living Centre to ensure that staff and students are not placed in a situation of risk as a result of the change.</p> | |
| Lesbian, gay, bisexual people | | <p>Presently there is no data on the LGBT student population, however, we know that at least 2.4% of all staff are LGBT.</p> <p>We do not envisage any negative impacts for LGBT students or staff with the change in the system.</p> | |
| Marriage and civil partnership | | <p>At present we have no accurate data on the number of staff/students who are married or in civil partnerships.</p> <p>However, we envisage that the application of the change will not have a negative impact on staff.</p> | |
| Pregnancy and maternity | | <p>At present there are 46 staff on maternity leave The data for students is more difficult to obtain – however the nature of</p> | |

| | Yes | No | Not known |
|--|-----|---|-----------|
| | | <p>the design of UWE buildings ensures that routes and stairwells are afforded the appropriate and required level of structural protection. So for all who evacuate, to include those who may take longer e.g. the disabled, those who are older or women who are pregnant the structural protection will ensure they are able to make their way to a place of safety.</p> <p>Fire Safety Awareness training also advises that staff assist others.</p> | |

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

There has been a consultative process through the University H&S cttee.

We will be communicating with networks and societies including alarm systems

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

At present no negative impacts have been identified. Nonetheless, through continued communication we will endeavour to positively respond to any feedback from protected groups if they occur.

As an integral part of the annual fire drill experience report to the University's Health and Safety Committee the HSU will obtain feedback on effectiveness of intermittent alarm removal from the UHSC and from equality networks

9. Please indicate the level of equality relevance:

High ☐

Medium ☒

Low ☐

10. Equality analysis completed by:

| | |
|-------------------|-----------------------------------|
| Name | Alison Weeks |
| Post title | Health & Safety Manager |
| Faculty / service | Facilities - Health & Safety Unit |
| Date | Revised Feb 2013 |

Please return this form to the Equality and Diversity Unit for feedback and publication.

Equality analysis - action plan

Appendix 1

Name of activity: Removal of Intermittent (alert) Alarm sound at Frenchay Campus (does not include accommodation)

Plan completed by: Alison Weeks

Service / faculty: Facilities

| Issues | Actions required | Responsible Person | Resources required | Target date | Success Indicators | What progress has been made? |
|------------------------------------|---|--------------------|--------------------|--------------|--------------------|------------------------------|
| Information/data required | | | | | | |
| Consultation | | | | | | |
| Monitoring and review arrangements | <p>A project to review the provision of personal evacuation plans for disabled stakeholders is in progress during 2012-2013. This project team includes input from the equality groups and an EA is under development for this.</p> <p>As an integral part of the annual fire</p> | Alison Weeks | | End Jul 2013 | | |

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|----------------------|--|--|--|--|--|--|
| | drill experience report to the University's health and Safety Committee the HSU will obtain feedback on effectiveness of intermittent alarm removal from the UHSC and from equality networks and societies | | | | | |
| Publication | online | | | | | |
| Other actions | | | | | | |

Please return form to the Equality and Diversity Unit