



Social Security Scotland
Tèarainteachd Shòisealta Alba

Social Security Scotland Equality Impact Assessment Booklet

July 2024

Dignity,
fairness,
respect.

Division: People and Place

Branch: People Support

Team: Health and Safety

Deputy Director Responsible: Nicola Rudnicki

Equality Impact Assessment Owner: Health and Safety team

Name of Officials Involved: [REDACTED]

Date Equality Impact Assessment Booklet Commenced: June 2026

Date Equality Impact Assessment Booklet First Completed: 1 July 2024

Date Equality Impact Assessment Booklet is to be next reviewed: January 2025

Stage 1: Overview

Name of new or revised product, policy or service being subjected to an Equality Impact Assessment:

First-aid training by external provider and carried out within our buildings.

Start Date:

May 2024

What is the purpose of your new or revised product, policy, process or service?

The need for this training directly supports compliance with the Health and Safety at Work etc. Act (1974). This requires Social Security Scotland to ensure, so far as is reasonably practicable, the health, safety and welfare of our colleagues and others.

First aid training provision is specifically driven by the requirements of the Health and Safety (First-Aid) Regulations 1981.

Social Security Scotland must provide adequate and appropriate personnel (those with knowledge, ability, training and experience) to respond and administer first aid to our colleagues.

This ensures those who need it can receive immediate attention if they are injured or taken ill at work, prior to medical assistance or further intervention.

What are the outcomes you are looking to achieve?

The aim of this exercise is to enable procurement of a suitable training provider to deliver First Aid at Work training for Social Security Scotland colleagues.

This Equality Impact Assessment will ensure Social Security Scotland meets its legal duty to consider the impact of this training activity and how it can positively or negatively impact the protected characteristics of attendees, as outlined in the Equality Act (2010).

For all the diversity groups recognised by the Equality Act 2010 and Social Security Scotland.

Gathering of relevant Secondary Evidence Base

Age

According to the workforce information 2023, Social Security Scotland workforce is predominantly made up of colleagues ages between 30-39 but spread evenly in other age ranges.

No data held to identify specific trend of this characteristic by pool of first aiders.

Disability

According to the workforce information 2023, whilst 40% of colleagues consider themselves to have a disability, nearly 50% have not disclosed this information.

Gender Reassignment

No existing data was held to indicate representation of colleagues who had undergone gender reassignment.

Pregnancy & Maternity

According to the workforce information 2023, Colleagues who are pregnant or new mothers are supported through the risk assessment process and identified through referral by line managers to the Health and Safety team.

Race & Ethnicity

According to the workforce information 2023, over half of colleagues class their ethnicity as White with over 40% unknown.

Religion or Belief

According to the workforce information 2023, data informs that colleagues are either mainly non-religious or their belief is unknown.

Sex

According to the workforce information 2023, our workforce is known to have a split of 60/40 Female to Male ratio.

Sexual Orientation

According to the workforce information 2023, nearly half of colleagues have not disclosed their sexual orientation but with information available can tell that the majority of colleagues class themselves as heterosexual.

Marriage or Civil Partnership

According to the workforce information 2023, 75% of colleagues have not disclosed this information meaning that the overall picture is largely unknown.

Care Experience

To be explored in review date 2025.

Carers

To be explored in review date 2025.

Socio-Economic

To be explored in review date 2025.

Veterans & Armed Forces

To be explored in review date 2025.

Decision

Will your activity impact people or another activity that does?

Yes - Both positive and negative impacts have been identified in 7 of 9 protected characteristics.

Pregnancy & Maternity

- Colleagues who are pregnant may be unable to undertake this activity as pregnancy continues due to individual risk factors.

Disability

- Nearly 50% of colleagues have not disclosed if they consider themselves to have a disability. Framing workshop may offer more insight. Physical capability required to perform first aid role.

Sex

- This category may be impacted but in isolation holds cross cutting links with other areas i.e. religion. This is due to likelihood that providing close personal contact with members of the opposite sex may create a barrier.

Will your activity impact other products, policies, processes or services that could affect equality?

Don't Know

Will individuals have access or be denied access to your product, policy, process or service as a result of your activity or changes?

Yes - Indirect discrimination may be present due to the physical capability required to undertake this training or come in to close contact with other people of the same or opposite sex.

The Health and Safety (First-Aid) Regulations 1981 requires our organisation to provide adequate and appropriate personnel to respond and administer first aid to our colleagues.

This ensures they receive immediate attention if they are injured or taken ill at work prior to medical assistance or further intervention.

Will the implementation of your activity directly or indirectly impact individuals being employed, a change in staffing levels, terms and conditions, employer or location?

No

Will the implementation of your activity result in a change in the size of a budget, or impact on resources and will this impact on individuals?

Don't Know

Does it relate to an area where there are known inequalities?

Don't Know

If you have answered yes or don't know to any of the questions above, then you will need to undertake the full Equality Impact Assessment through completing the remainder of this booklet.

Full Equality Impact Assessment has been completed.

My business area has concluded there is an impact on people from diverse backgrounds

Yes

Date(s) workshop(s) held: 3 June 2024 and 6 June 2024.

People involved in these workshop(s) were: A variety of stakeholders who are current first aiders with lived experience of this training, and members of the Internal Equalities Network.

1. Time to Think and Act

Two framing workshops were conducted by Microsoft Teams on:

- 3 June 2024
- 6 June 2024.

These were attended by 16 colleagues from our target group. Sessions were balanced between colleagues holding lived experience of First Aid Training courses and representatives of Social Security Scotland's Internal Equalities Network.

During the workshop, attendees were asked to consider situations including but not restricted to as follows:

- Accessibility – Physical capabilities of carrying out first aid duties.
- Barriers – emotional or attitudinal based on lived experience of illness and injury.
- Communications and engagement requirements to deal with medical emergencies.
- Eligibility
- Reasonable Adjustments that could be implemented during training to support needs of attendees.
- Representation from a range of colleagues in the business in an open invitation for volunteers.
- Religious rights, practices and traditions to treat others of an opposite gender.

2. How This Supports Decision Making on Issues & Mitigating Actions

In summary, the results of both workshops demonstrated the main impacts to be crosscutting between a number of characteristics.

Unavoidable barriers will be present based on requirement of physical capability, emotional intelligence, close physical presence to members of the same or opposite sex and requirement to attend training on fixed days / times.

A positive element was felt to be the location of training. With familiar surroundings of the normal office environment, many of the existing support mechanisms for individual colleagues will remain unchanged and in place.

The outcome of this assessment has highlighted the need to ensure colleagues who volunteer are provided with clear awareness of the course content, ahead of any confirmation to attend.

This will ensure expectations can be managed and allow self-assessment to make an informed decision on the personal values, beliefs and capabilities that may be impacted or required to attend this training.

Due regard for identifying potential impacts of this activity have been assessed through direct engagement with key stakeholders. Stakeholder group was proportionate in holding lived experience of protected characteristics or experience of activity being assessed.

Further consideration may be required to identify equality data from current pool of first aid colleagues. Current data demonstrates equality monitoring for the whole organisation but does not provide analysis of volunteer first aid group. Health and Safety team will have sought advice from the Diversity and Inclusion team where this may be actioned in the future in line with a Data Protection Impact Assessment.

During the workshop(s), take attendees through the different types of diversity recognised by Equality Act 2010 and Social Security Scotland.

The full list of diversity groups are as follows:

- Age
- Disability
- Gender Reassignment
- Pregnancy & Maternity
- Race & Ethnicity
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage or Civil Partnership
- Care Experience
- Carers
- Socio-Economic
- Veterans & Armed Forces

Stage 2: Impact

Having considered the data and evidence gathered, the following information considers potential impacts – negative and positive – that first aid training might have on each of the protected characteristics.

Age

Overall this category demonstrated positive and enabling impact.

A link between age and exposure to learning styles, technology and schooling curriculum could negatively impact colleagues of different ages.

Age may also link with themes of attribution bias where judgements are based on the factor of age, rather than experience or ability. This may lead to harassment or victimisation due to a barrier of perception i.e. a person who belongs to a certain age range such as 16-24 not being taken seriously by another age group like e.g. 65 and over (as an example).

People belonging to lower age groups may have had less exposure to themes of illness and therefore may feel discriminated against during group discussion and learning.

A positive impact to advance equality is recognised with opportunity to volunteer, afforded to all Social Security Scotland colleagues (Aged 16 – 65 and over). This will also promote good relations among and between different age groups

Disability

Overall, this category demonstrated a likelihood of negative impact to people who are disabled which can be mitigated with strong communications to provide clear details of the course content.

People with mobility limiting disability may not be able to take part due to physical capability required to perform simulation of Cardio Pulmonary Resuscitation (CPR). This may negatively impact groups where there is a limited opportunity for accessible interventions to mitigate this.

Opportunity is open to all colleagues who have the physical and psychological capability to undertake the role and training however it is recognised that CPR can be traumatic for individuals with past experiences, potentially creating a barrier to participation. Social interaction during training might be challenging for individuals with autism. Individuals with dyslexia may struggle with training materials received on the day of the course. They might need time to process the information in advance.

To ensure people who consider themselves as disabled can make an informed decision to decide to volunteer or not, the Health and Safety team will offer detailed description of role requirements, course schedule and required capabilities.

With intervention by selected provider, teaching styles can advance equality and must be tailored to offer accessibility of written learning materials i.e. handout information and presentations in different formats like large print / accessible colours and format.

Positive impact is returned through courses taking place in normal office location. This means existing arrangements for colleagues with disabilities can remain familiar and unchanged.

Some colleagues work reduced hours or non-standard work patterns to support disabilities, therefore fixed training dates may negatively impact these volunteers on a short term-basis.

Gender Reassignment

Overall, this is likely to have a low likelihood of impact however could link with similar mitigations and impacts as detailed in disability. This is based on considerations that post surgical procedures, related to this characteristic, may temporarily prevent capability to undertake training, hence crosscutting with themes in disability characteristic.

Training materials and language should reflect inclusivity, avoiding assumptions about relationships and respecting pronouns. It is essential to respect individuals' pronouns to avoid distress

Pregnancy & Maternity

Indirect discrimination is possible due to the different journey that all different expectant mothers will face i.e. Specific pregnancy related risk factors on a case-by-case basis may prevent some colleagues taking part. (Mitigations crosscut with disability section).

People who are otherwise capable and in good health during pregnancy may be prevented from volunteering due to discrimination / bias that upcoming maternity leave will reduce length of value this training will bring to organisation. (Training certificate is valid for 3 years and holds value for a long period of time).

All colleagues with capability to meet requirements of the training session are permitted to attend. Pregnant colleagues will be afforded the relevant information on the content of the course to make an informed decision to attend. Reasonable adjustment may be supported during training to support expectant mothers.

New mothers returning to work will have access to spaces/fridges for expressing milk, easily accessible/familiar setting and people around as a result of training taking place in normal place of work.

Race & Ethnicity

Overall, based on the promotion of this event to all colleagues, there is a low likelihood of negative impact. Negative impact could occur where English as a second language is a barrier e.g. medical terminology. Mitigation should be provided through alternative resources for translatable alternatives.

Religion or Belief

Negative impact could occur due to close personal contact / touching someone of opposite gender but would be unavoidable in first aid situation but may prevent attendance by colleagues holding certain beliefs.

To mitigate this, strong communications will make clear the needs of all volunteers, at time of advertising courses, that a necessity occurs to engage and interact with colleagues from all walks of life. This will allow well informed decisions to attend or not. Training will take place on site at our buildings which are equipped with areas for observing religious beliefs, offering a positive impact of this training location further mitigating any barriers.

Obligation for religious activity such as prayers on Friday or other religious holidays mean that fixed training dates may hinder this activity in the short term but may be unavoidable due to training availability.

Sex

A positive impact occurs from this being made available to both men and women. Sex does not form part of the selection process. Requirement to attend is based on commitment to hybrid working, willingness to volunteer and capability to undertake role.

Some colleagues may face barriers in working with people of the opposite sex. This may occur for a range of reasons cross-cutting with religion, race or be linked with previous trauma / experience that can make this unsuitable. This indirect discrimination is unavoidable due to the nature of the training but may be mitigated locally by the trainer to pair people with similar commonality during close personal contact.

Training sessions are open to all colleagues with likelihood that a mixture of both men and women will be scheduled to train together. This mirrors real-time scenarios that see first aiders, of both sex, offer treatment to any colleague in an emergency.

Sexual Orientation

There was no indication of evidence which indicated positive or negative impacts to this equality group.

Marriage or Civil Partnership

There was no indication of evidence which indicated positive or negative impacts to this equality group.

Care Experience

To be explored in review date 2025.

Carers

To be explored in review date 2025.

Socio-Economic

To be explored in review date 2025.

Veterans & Armed Forces

To be explored in review date 2025.

Stage 3: Sign Off

The Health and Safety team have gathered evidence and completed this booklet to conclude that an Equality Impact Assessment was required for any new or revised products, policies or services that our business area is proposing to introduce.

A summary of the evidence we have based decision on so far is as follows:

Indirect discrimination may be present due to the physical capability required to undertake this training or come in to close contact with other people of the same or opposite sex.

The Health and Safety (First-Aid) Regulations 1981 requires our organisation to provide adequate and appropriate personnel to respond and administer first aid to our colleagues. This ensures they receive immediate attention if they are injured or taken ill at work prior to medical assistance or further intervention.

This training will continue to be made available to all colleagues, advancing opportunity throughout the business.

Due diligence will be applied internally by the Health and Safety team to ensure that detailed information is promoted to potential volunteers to ensure they can make an informed decision to attend training and undertake this role.

For Deputy Director to complete:

I confirm that based on my review of the evidence provided, I am satisfied that the Equality Impact Assessment undertaken is to the required organisational standard (see Quality Assurance Standard for EQIAs) and give my authorisation for the results (recorded in this booklet) to be published on the Social Security Scotland website.

Name: Nicola Rudnicki
Deputy Director: People and Place
Business Area: People and Place
Date: 25/06/2024