

Ayrshire College Equality Impact Assessment (EqIA) Register



EqIA Title	Ref	Date	Summary	Impact Identified	Outcomes
Flexible Working Policy	EQIA/HROD/FW P/001/11/24	28/11/24	This policy details the eligibility criteria and entitlements for eligible staff, and the steps they require to follow, should they wish to submit a statutory flexible working request.	No negative impact identified	Proceed with no amendments
Lapsafe Loaning Process	EQIA/DI/LLP/001 /07/24	04/07/24	To ensure a seamless, fast and easy to access automated device loaning service to students to replace the current laptop loaning procedure.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Management of Noise Procedure	EQIA/HSWA01 2/003/11/24	28/11/24	Lays out arrangements and procedures in place for working with noisy equipment or working within a noisy environment whilst at College.	No negative impact identified	Proceed with no amendments

Maternity, Paternity, Adoption and Shared Parental Leave Policy	EQIA/HROD/MP ASPLP/003/11/2 4	28/11/24	This policy details the eligibility criteria and entitlements for eligible staff to statutory and occupational maternity, paternity, adoption and shared parental leave and pay.	No negative impact identified	Proceed with no amendments
Student Carer Support Procedure	EQIA/SEQE/SCS P/002/11/24	29/11/24	The purpose of this procedure is to outline the measures that are in place at the College to identify and support students who have caring responsibilities.	No negative impact identified	Proceed with no amendments
Fire Safety Policy	EQIA/HSW/FSP0 01/001/11/24	28/11/24	Review of the existing Fire Safety Policy which lays out measures and responsibilities to ensure the safety of building occupants and compliance with fire safety regulations.	No negative impact identified	Proceed with no amendments
Health and Safety Policy	EQIA/HSW/HSW P001/002/10/24	22/10/24	This policy outlines Ayrshire College's commitment to maintaining a safe and healthy working environment	No negative impact identified	Proceed with no amendments

Safe Use and Disposal of Sharps Procedure	EQIA/HSW/HSW A016/004/10/24	24/10/24	To increase staff awareness of those working with sharps and to set out the process for ensuring the safe use and disposal.	No negative impact identified	Proceed with no amendments
Zero Tolerance Policy	EQIA/HROD/ZTP /002/01/25	08/01/2025	Outlines the colleges zero tolerance stance towards threatening behaviour, aggression and violence, setting out expected standards of behaviour for staff, students and stakeholders	No negative impact identified	Proceed with no amendments
Implementation of New Learning Management System (LMS)	EQIA/HROD/LM S/001/01/25	13/01/2025	The contract with our current Learning Management System, also referred to as the Staff Learning Portal is coming to an end and we have decided to move to a new LMS.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Assistance and Therapy Animals Procedure	EQIA/HSW/HSW A030/001/01/25	16/01/2025	The purpose of this procedure is to set out guidance to provide clarity for students and College staff regarding bringing Assistance dogs and therapy animals on college premises.	No negative impact identified	Proceed with no amendments

Data Protection Policy and Linked Document: Special Category and Criminal	EQIA/DP/DPP/02/2025	05/02/2025	The purpose of this policy is to raise awareness of the Ayrshire College's data protection arrangements to ensure that a common and consistent approach is adopted in relation to the management and protection of personal data (information).	No Negative Impact	Proceed with no amendments
BodySwaps Introduction	EQIA/DLS/BS/001/02/25	07/02/2025	Introducing the use of VR headsets and software to deliver learning content to college students.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with amendments
TeacherMatic Introduction	EQIA/DLS/TM/001/02/25	27/02/2025	Introducing the TeacherMatic AI platform as a resource for staff at Ayrshire College.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with amendments
Accident/Incident Reporting and Investigation procedure	EQIA/HSWA/002/005/04/25	04/04/2025	This procedure sets out the process for the reporting of accidents and incidents, including near miss, and to provide guidance on the investigation proceedings.	No negative Impact	Proceed with no amendments

Work Placement Procedure	EQIA/HSWA006/004/04/25	04/04/2025	The purpose of this procedure is to ensure that staff responsible for the selection of placement organisations, take reasonable steps to satisfy themselves that any significant health and safety risks are properly managed by the placement provider.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Data Subject Rights Policy	EQIA/DP/001/05/2025	14/05/2025	This policy will ensure that The College has a robust and systematic process for responding to any data subject requests that involve personal data.	No negative impact	Proceed with no amendments
Prevention of Sexual Harassment Policy	EQIA/HROD/001/05/2025	19/05/2025	This policy outlines the College's standards for employee and student conduct and details procedures for addressing sexual harassment complaints.	No negative impact	Proceed with no amendments
Recruitment and Selections Policy	EQIA/HROD/001/06/2025	04/06/2025	The purpose of this policy is to provide a clear and transparent overarching framework for the recruitment and selection of staff, which is reflective of the College's Values, and ensures an inclusive and accessible approach, consistent with	No negative impact	Proceed with no amendments

			employment legislation and good practice.		
Maternity, Paternity, Adoption, Neonatal Care and Shared Parental Leave Policy	EQIA/HROD/002/06/2025	13/06/2025	This policy details the eligibility criteria and entitlements for eligible staff to various family leave and pay. The policy also details entitlements to time off for appointments relating to pregnancy/adoption, and employment protections for eligible staff both during and following the leave periods.	No negative Impact	Proceed with no amendments
Fitness to Study Policy	EQIA/SEQE/002/07/25	23/07/25	The Fitness to Study Policy outlines how the College will respond, using a Trauma Informed and Responsive Practice approach, to safeguard the wellbeing of students and staff in situations where illness, mental health difficulties or social, emotional or psychological disorders are having a profoundly adverse effect on an individual student's functioning, or the learning and/or wellbeing of others around them.	No negative Impact	Proceed with no amendments

Staff Disciplinary Policy	EQIA/HROD/OO 2/07/25	23/07/2025	The policy is intended to provide a framework for dealing with potential staff misconduct with a focus on encouraging improvement when conduct falls below satisfactory levels.	No negative impact	Proceed with no amendments
First Aid at Work Procedure	HSWA007	24/07/2025	The procedure ensures those with a specific health condition can be confident that they will receive emergency treatment until the emergency service arrives, if required, should they have an ill health episode.	No negative impact	Proceed with no amendments
Lone Working Procedure	HSWA015	24/07/2025	To ensure the College complies with its legal requirement to carefully assess any health and safety risks for people who are lone workers, and implement reasonable control measures to manage any risk.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Safe Space – Let Us Know (Hate Crime and Harassment Reporting Tool)	SEQE/001/09/20 25	01/09/2025	Introduction of a Safe Space tool, which is designed to provide students and staff with a secure platform to report	Potential negative Impact identified for certain PC groups. Impact mitigated and	Proceed with no amendments

			hate crimes and safeguarding concerns.	reviewed.	
Jamworks Trial	EQIA/DLS/JT/00 1/09/2025	16/09/2025	Pilot trial of a piece of software which allows staff to make audio recordings of teaching materials to then share with learners	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Ayrshire College Timetabling Review	EQIA/BIIS/TR/00 1/11/2025	14/11/2025	Increase timetabling on a Friday across all campuses to support more effective use of our accommodation and increase capacity for growth and commercial income generation.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Electric Vehicle Car Scheme	EQIA/HSW/ECS/ 11/2026	14/11/2026	A car salary sacrifice scheme is where an employee gives up an amount from their gross salary in exchange for a non-cash benefit, in this case a fully maintained and insured car.	Potential negative Impact identified for certain PC groups. Impact mitigated and reviewed.	Proceed with no amendments
Kilmarnock Campus Parking Solution	EQIA/ES/KCPS/ 11/2025	31/11/2025	To introduce a sustainable barrier-controlled parking system with number plate recognition technology (ANPR) to address the demand for	Potential negative Impact identified for certain PC groups. Impact mitigated and	Proceed with no amendments

			parking spaces on campus by the College community.	reviewed.	
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