# **Equality Impact Assessment Template**

**Please refer to the guidance for each question.**

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| 1. What is the overarching practice being made, amended or reviewed? [Click for guidance](https://edu.web.ox.ac.uk/equality-impact-assessment-template-with-guidance#collapse4924826) |
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| 1. What is the aim of the new or revised practice? [Click for guidance](https://edu.web.ox.ac.uk/question-2-the-aim-of-the-practice) |
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| 1. What is the brief background to the practice, including any evidence and any consultation which has already taken place to initiate it (stating how the evidence / data gathered has been used to assess the impact of the practice)? What further evidence might be required to support the assessment?[Click for guidance](https://edu.web.ox.ac.uk/equality-impact-assessment-template-with-guidance#collapse4924846) |
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| 1. Who is likely to be affected by the practice? [Click for guidance](https://edu.web.ox.ac.uk/equality-impact-assessment-template-with-guidance#collapse4925001) | |
| **Staff** |  |
| **Students** |  |
| **Staff and students** |  |
| **Other Group(s)** | (please specify): |

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| 1. Could the practice affect people with different protected characteristics in different ways? Please indicate whether the practice is likely to have a positive or negative impact (or potentially both) on equality for the following groups by checking all boxes that apply. [Click for guidance](https://edu.web.ox.ac.uk/questions-5-and-6-assessing-the-impact-on-different-groups) | **Positive impact** | **Negative impact** | **No impact** |
| **Protected Characteristics** |  |  |  |
| **Age** |  |  |  |
| **Disability or** [**long-term**](https://edu.web.ox.ac.uk/glossary-for-equality-impact-assessments#collapse4950846) **health condition** |  |  |  |
| **Gender reassignment** |  |  |  |
| **Marriage or civil partnership (employment only)** |  |  |  |
| **Pregnancy and maternity** |  |  |  |
| **Race (including colour, nationality and ethnic or national origins)** |  |  |  |
| **Religion or belief** |  |  |  |
| **Sex** |  |  |  |
| **Sexual Orientation** |  |  |  |

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| **Other groups** |  |  |  |
| [**Parenting responsibilities**](#_Glossary_2) |  |  |  |
| [**Caring responsibilities**](#_Glossary_2) |  |  |  |
| [**Socio-economic background**](#_Glossary_2) |  |  |  |
| [**Part-time staff**](#_Glossary_2) |  |  |  |
| 1. Where a positive or negative impact has been identified in Question 5, please describe the likely equality impact(s) on each of the identified groups, including the number of people affected and the significance of that impact([Click for guidance)](https://edu.web.ox.ac.uk/questions-5-and-6-assessing-the-impact-on-different-groups) | | | |
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| 1. If there are any negative impacts, how can these be mitigated against? If a negative impact has been identified which cannot be fully mitigated, can the practice be changed to remedy negative impact(s) entirely? Is any residual negative impact justifiable, lawful and unavoidable? [(Click for guidance](https://edu.web.ox.ac.uk/question-7-mitigations-for-negative-impacts)) |
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| 1. How will the impact of the practice be monitored and reviewed, especially where a negative impact has been identified and cannot be mitigated? ([Click for guidance](https://edu.web.ox.ac.uk/equality-impact-assessment-template-with-guidance#collapse4925031)) |
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| 1. What are the next steps for the practice?([Click for guidance)](https://edu.web.ox.ac.uk/equality-impact-assessment-template-with-guidance#collapse4925036) |
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**Ensure that a copy of this completed screening form is appropriately retained in your department or Division, together with any associated data or evidence.**

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| **Equality Impact Assessment carried out by:** |  |
| **EIA Approved by: (manager/committee)** |  |
| **Date:** |  |
| **Review Date:** |  |