

Non-protected

Equality impact assessment

Internal response to COVID

Sport for life

sportscotland
the national agency for sport

Name of policy: Internal response to Coronavirus

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Section 1 – Description of policy

Background

The **sportscotland** Incident Management Team followed Business Continuity Plan (BCP) procedures to coordinate the organisation's initial response to the COVID-19 crisis. This aimed to ensure there was no significant interruption to the services provided by **sportscotland** during this period of disruption. During this time, the organisation took the difficult decision to furlough a number of staff from the national sport training centres at Glenmore, Inverclyde and Cumbrae.

The BCP procedures were intended to assist the organisation to deal with a distinct, time-limited business continuity event. It was not intended as crisis management guide over an extended period. It was therefore recognised the steps set out in the reinstatement section of the BCP may not be appropriate in the longer term.

A plan was therefore developed by the **sportscotland** Incident Management Team to support the organisation through the foreseeable future, while recognising that specific, local arrangements may have to be made under

some circumstances. It was also agreed that all decision making will be managed by **sportscotland's** leadership group and senior management team moving forwards.

Target audience

The primary audience for this policy is **sportscotland** staff. The secondary audience would be partners who are tenants and customers who use the **sportscotland** estate.

Section 2 – General impacts of the policy

The following three aims were identified by the Incident Management Team as part of the **sportscotland's** internal response to COVID-19. They form the key components of this policy which will have an impact on staff. An initial list of key tasks has been outlined to deliver these aims; however, these tasks are by no means exhaustive and can be subject to change based on the latest Scottish Government guidance.

All three aims have the potential to impact on people who share all protected characteristics. For this assessment, we have reviewed the content of these aims against the evidence emerging around inequalities related to COVID-19. Our aim is to ensure we make changes to mitigate against any risk of discrimination as well as to advance equality and foster good relations.

Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period

- Sharing consistent messaging about staff prioritizing their physical and mental health and wellbeing working from home and prioritizing caring responsibilities

- Sharing information about COVID-19, symptoms, what to do if you have symptoms and Protect Scotland as well as good practice about hygiene and minimising the risk of transmission
- Providing ICT equipment, support and guidance to ensure staff can work from home
- Providing home working self-assessment and guidance and Display Screen Assessment to all staff
- Monitoring impact of COVID-19 on staff through iTrent including numbers requiring to self-isolate, shield and COVID related absences
- Monitoring workload and capacity of staff
- Signposting to employee assistance programme

For this strand we think the main equality impact to be aware of is the risk of discrimination in how we provide support for home working. A standardised or blanket approach may indirectly discriminate. We will therefore need be conscious of how best to support people's individual and unique needs.

Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.

- Develop an organisational risk assessment, process and guidance based on best practice and in line with external guidance produced for partners (<https://sportscotland.org.uk/COVID-19/latest-sport-and-physical-activity-guidance/>)
- Facilities and Operations Managers to complete local risk assessments for each **sportscotland** facility.
- Where **sportscotland** are a tenant, the landlord's risk assessment should be used to inform the local risk assessment.
- Establish a group of staff to review and agree the **sportscotland** organisational risk assessment. Risk assessment group will also have responsibility to review all completed local risk assessments. Each local risk assessment to be reviewed at each phase of return.

- Risk assessment considerations include:
 - Utility reinstatement and critical maintenance
 - Cleaning - deep clean and ongoing cleaning schedule including touch points
 - Social distancing, office layout and signage
 - Office occupancy capacity and resource scheduling
 - Use of toilets/accessible toilets, lifts and communal spaces (e.g. kitchen, meeting rooms)
 - Staff travel (e.g. off peak, use of public transport) and car parking
 - Personal protective equipment requirements
 - Staff personal risk assessments
 - New legislative workplace requirements relating to COVID-19
- Risk assessment outputs include:
 - Site-specific standard operating procedures
 - Updated policies
 - Procurement and contract management

For this strand we think the main equality impact to be aware of is the risk of discrimination in how we prepare the estate for the return of staff. A standardised or blanket approach may indirectly discriminate. We will therefore need be conscious of how best to support people's individual and unique needs.

Manage the furlough process for National Centre staff to ensure they remain supported and healthy during the period of temporary leave.

- Sharing consistent messaging about looking after physical and mental health and wellbeing during furlough
- Sharing information about COVID-19 symptoms, what to do if you have symptoms and Protect Scotland as well as good practice about hygiene and minimising the risk of transmission
- Signposting to employee assistance programme

For this strand we think the main equality impact to be aware of is the risk of discrimination in how we decided which staff to furlough and how we provide support for staff on furlough. A standardised or blanket approach may indirectly discriminate. We will therefore need be conscious of how best to support people's individual and unique needs.

Section 3 – Stakeholder engagement

Include a brief summary of the stakeholders you have engaged with to develop this policy that have helped you understand the perspective of people who share protected characteristics or people in poverty. Think mainly about the target audience for your project. What did you learn? Include recent engagement but also past or future planned engagement where it is relevant.

We elicited the views of staff through:

- a pulse survey focused on staff well-being and engagement. Key results include:
 - 90% of staff rated support from their manager as either 'good' or 'excellent'
 - 84% of staff stated that their manager has been flexible 'to a great extent'.
 - 69% of staff agreed that their manager had supported them to 'a great extent' to prioritise their health and wellbeing.
 - 89% of staff with caring responsibilities (for children or others) stated that their manager has been flexible 'to a great extent' about working arrangements around caring responsibilities
 - 56% of staff rated their mental health and wellbeing as either 'excellent' or 'good' during the pandemic, with 6% rating it as poor
 - The most common areas where staff would like communication and support include working at home; access to technology/equipment; and managing wellbeing.

- A confidential vulnerability survey to understand who may be at increased risk from COVID-19
- DSE home working self-assessment and health and safety home working assessment. As of October 2020, 90 task chairs, 52 desks and 29 additional items have been issued to support staff working from home.

We requested staff to share the impact of caring responsibilities with their line manager or the HR team to ensure appropriate support could be put in place.

We consulted with the PCS trade union regarding the furlough of staff at the National Centres. This was repeated ahead of the change to the flexible furlough scheme in November 2020.

We requested reports from the organisational Employee Assistance Provider to determine the demand for services during the period of working from home. The reports of the available services show usage has fallen in the period of March 2020 to August 2020, despite reminders being issued through internal communication channels.

We shared guidance and resources, including risk assessments, with the Chief Executive, Chair and/or office manager of Scottish Governing Bodies of Sport who are tenants. We continue to communicate updated guidance to tenants on an ongoing basis. We also facilitated access to the estate for tenants to safely collect equipment to assist their staff to work from home.

Repeat consultation

We will look to repeat the staff well-being and engagement pulse survey and home working assessments.

Section 4 – Evidence¹

COVID-19 is affecting everyone, but the impact of the pandemic is not being felt equally. Before the pandemic, certain groups were already disadvantaged. These groups are also the most at risk of worsening inequalities due to COVID-19:

- Older people
- Disabled people
- People from ethnic minorities
- Women
- People from deprived communities

Age

10% of **sportscotland** employees are over 55, compared to around 29.5% in Scotland. There are no employees aged over 65. 3% of **sportscotland** employees are between ages of 16-24, compared to around 13% of those aged 15-24 in Scotland.

Older people are more likely to have underlying health conditions, making them more susceptible to severe negative health effects of the virus.

Older people are less likely to use online communications.

Older people have an increased risk of experiencing long COVID symptoms.

Young people may be more likely to use public transport to commute to the office.

¹ For evidence sources please see appendix one. Please note employee information correct as of April 2019. In some cases where employee information was not available for 2019, we have used the 2017 data. Comparisons to Scottish population use the 2011 census data unless otherwise stated.

Young people are less likely to have adequate working from home conditions such as a home office, or a desk and suitable chair, and are also more likely to house share.

Younger people are finding it harder to stick to social distancing rules and may also be at the greatest risk of loneliness during the pandemic.

Disability

4% **sportscotland** employees are disabled compared to around one in three adults in Scotland. We recognise that we employ people with a range of disabilities, some visible, some non-visible. We also recognise that there may be instances where employees are disabled but have chosen not to share this information

Older people, adults from lower income households and women are more likely to be disabled, highlighting intersectionality of issues.

Disabled people are more likely to experience a range of health and social impacts resulting from COVID-19. This is because they are more likely to have pre-existing health conditions, poorer overall health and lower mental wellbeing than non-disabled people.

Disabled people may face greater challenges implementing regular handwashing and social distancing measures because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. This increases the likelihood of virus transmission.

Disabled people are more likely to be classed as clinically vulnerable and be required to shield should virus transmission rates increase.

When self-isolating, disabled people will need to rely more on support networks to help them with digital connectedness, food and other essential supplies. Self-isolation may also increase already higher energy and living costs.

Disabled people may also be at increased risk of domestic abuse. It is possible that self-isolation and social distancing might reduce disabled people's ability to report abuse due to reduced social contact.

Being furloughed can adversely affect already vulnerable populations and contribute to poorer mental health or feelings of isolation.

Gender reassignment

sportscotland currently has no employees identifying as transgender compared to around 0.5% of the population in Scotland (2018 Scottish Public Health Network report). We recognise that there may be instances where employees are currently going through, or have gone through, gender reassignment but have chosen not to share this information.

Marriage and civil partnerships

57% of **sportscotland** employees are married or in a civil partnership compared to 45.2% of the population in Scotland.

Pregnancy and Maternity

Less than 1% of **sportscotland** employees are currently on maternity leave or shared parental leave (less than 10 staff members).

There's no evidence that pregnant women are more likely to get seriously ill from coronavirus however pregnant women, particularly those over 28 weeks pregnant, have been included in the list of people at moderate risk (clinically vulnerable) as a precaution. This is because pregnant women can sometimes be more at risk from viruses like flu.

Race

4% of **sportscotland** employees identified as Asian, Asian Scottish or Asian British/ African/ Caribbean or black / Mixed or multiple ethnic groups or other ethnic groups compared to around 4% of the population in Scotland

(2019 Scottish Household Survey). We recognise that there may be instances where employees identify as particular ethnic groups but have chosen not to share this information.

There is a higher rate of some illnesses in certain minority ethnic groups. Some health conditions are more likely to increase the severity of COVID-19.

Cultural issues, language and stigma can be additional barriers to people from minority ethnic groups when it comes to seeking help and support and accessing services.

Some minority ethnic groups have a higher likelihood of living in multi-generational families which may lead to increased risk of infection.

Religion and Belief

41% **sportscotland** employees identified as Church of Scotland, Roman Catholic or another Christian faith and 2% identified as having another religion. This is compared to 54% and 0.3% in Scotland respectively.

The closure of places of worship may have had wide ramifications to people's health and wellbeing as many can play a larger role in the community by also providing support and/or food.

Despite worship being offered online, many people will have been excluded due to a lack of digital connectedness.

Sex – Women and men

51% of **sportscotland** employees are women, 49% are men. This is broadly consistent with the Scottish population. When age range is split by gender, the number of men compared to women remains relatively balanced.

Men are more likely to experience severe negative health effects of COVID-19.

Women have an increased risk of COVID-19 infection as they make up the majority of people providing care (paid and unpaid) and are more likely to be key workers.

Women have an increased risk due to making up a larger percentage of the population with long-term health conditions.

Women are more likely to experience a decrease in paid work and an increase in unpaid caring responsibilities for both children and older relatives. This is compounded for lone parents of whom 90% are women.

Women have an increased risk of experiencing long COVID symptoms.

Self-isolation or further lockdowns are likely to increase the levels of gender-based domestic abuse.

Sexual Orientation

Around 5% of **sportscotland** employees described themselves as bisexual, gay or preferred to use another term. Estimates suggest around 2% in Scotland self-identify as LGB or preferred to use another term ([Office for National Statistics: Sexual orientation, UK: 2018](#)).

COVID-19 could exacerbate abuse, violence and/or rejection experienced by people who describe themselves as LGB.

Socio-economic disadvantage: any people experiencing poverty

Higher risk of COVID-19 infection due to lower income households being more likely to rely on public transport, and to make more low value shopping trips.

COVID-19 and measures to contain it, have the potential to exacerbate mental health problems and associated inequalities for socio-economically disadvantaged groups. This is coupled with the fact that people living in financial hardship tend to be at increased risk of mental health problems and lower mental wellbeing.

COVID-19 and measures to contain it, have the potential to increase the number of people experiencing financial hardship through redundancy, reduction of working hours or furlough.

School and early learning centre closures will affect low income and single parent families particularly, as they may lack the space, resources or flexible working arrangements to meet an unexpected need for childcare.

Lower income households are less likely to have a broadband connection. Digital exclusion risks exacerbating the effects of food insecurity and the health impacts of social isolation.

There is a potential that fuel poverty may increase due to lockdown/self-isolation measures. This will be exacerbated through winter months.

Section 5 – Differential impacts and opportunities

Consider whether policy might have different impacts on one or more groups. Also consider whether there are opportunities to improve equality.

Age: older people / children & young people

Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.

Older people may be less comfortable with the use of IT particularly with newer technology and with less IT support when working from home than when in the office. This could lead to issues such as increased stress if they are unable to digitally access services or information, they require to fulfil their role from home.

Older people are more likely to be affected by a spectrum of problems arising from long COVID symptoms such as severe fatigue, breathing problems, a lack of concentration, as well as

depression and mental health problems. This could lead to difficulties returning to work, a need to take additional time off to recover and impact on their mental wellbeing.

Younger people could experience difficulties working from home, particularly if sharing a house. This could impact on their mental wellbeing through issues such as increased stress, anxiety or loneliness. Younger people may also be at increased risk of injury from improper seating or working arrangements.

Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.

Older employees may be uncomfortable or anxious about returning to office working given the potential for increased risk of infection.

Older people are less likely to have access to the internet so providing information about reopening the estate to partners solely via the internet risks discrimination.

Young employees may see themselves as “low risk” and therefore may be less likely to take suitable precautions to keep themselves and their households safe when returning to the office.

Young employees may be more likely to use public transport to commute, which puts them at a higher risk upon returning to the office.

Disability

Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.

Disabled employees may experience greater levels of isolation or lower mental wellbeing working from home.

Disabled employees may require adaptable ICT equipment, desks or chairs to work from home so failure to provide these risks discriminating against disabled people.

Disabled employees may be at higher risk of experiencing domestic abuse.

Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.

Employees with specific health conditions or disabilities may be uncomfortable or anxious about returning to office working given the potential for increased risk of infection.

It is possible that certain measures implemented to mitigate spread of virus may create barriers to disabled employees or disabled people attending the **sportscotland** estate. For example:

- General guidance not to use lifts may impact people who use wheelchairs/mobility aids or others who find it difficult to use the stairs
- Use of face covering by staff may impact on people who lip read or those who cannot wear face masks due to underlying health conditions
- People with certain disabilities may find it difficult to physically distance
- Provision of additional handwashing or hand sanitizer in locations that are not accessible or not at correct height may impact people who use wheelchairs/mobility aids
- Provision of information about the measures to reduce spread of coronavirus may not be available in a range of formats which could exclude those who are reliant on a particular format. For example, people who are blind or D/deaf.

Wheelchair or mobility aid users may be positively impacted if, through the adaptation of the **sportscotland** estate to maintain social distancing, there was more room for wheelchair/mobility aid use (enhanced equality of opportunity).

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| | <p>Manage the furlough process for National Centre staff to ensure they remain supported and healthy during the period of temporary leave.</p> <p>National Centre staff may experience greater levels of isolation or lower mental wellbeing as a result of being furloughed.</p> |
| <p>Gender Reassignment</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> <p>Transgender or transitioning employees can be more vulnerable to lower mental wellbeing and greater levels of isolation, particularly due to the impact of reduced social contact from the pandemic rules. Although we have no staff reporting they are transgender, we recognise there may be instances where employees have chosen not to share this information.</p> |
| <p>Marriage / civil partnerships</p> | <p>We are not aware of any evidence which suggests that this policy would impact people differently due to their marital status.</p> |
| <p>Pregnancy and Maternity</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> <p>Pregnant women and new mothers can be more vulnerable to lower mental wellbeing and greater levels of isolation or anxiety, particularly due to the impact of reduced social contact from the pandemic rules.</p> <p>Pregnant women and new mothers are less likely to access staff communication channels such as email or Inside Track so providing information or signposting to available support in this way risks discrimination.</p> |

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| | <p>New mothers may be positively impacted if, through the adaptation of the sportscotland estate, spaces that are used as breastfeeding rooms or quiet space are enhanced (enhanced equality of opportunity).</p> <p>Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.</p> <p>Employees who are new mothers may be more uncomfortable or anxious about returning to office working given the potential for increased risk of infection.</p> |
| <p>Race</p> | <p>Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.</p> <p>Employees from minority ethnic groups may be more uncomfortable or anxious about returning to office working given the potential for increased risk of infection.</p> <p>Employees from minority ethnic groups may have concerns about returning to the workplace as this increases the possibility of spreading the virus to family members.</p> |
| <p>Religion and Belief</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> <p>Employees of all faiths have been unable to observe religious practices during the pandemic. This could impact on their mental wellbeing through issues such as increased stress, anxiety or loneliness.</p> <p>Employees of all faiths may be positively impacted if, through the adaptation of the sportscotland estate, spaces that are used for religious purposes (e.g. prayer rooms) are enhanced (enhanced equality of opportunity).</p> |

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| | <p>Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.</p> <p>Potential for people to cite religious beliefs for not wearing face coverings in work buildings.</p> |
| <p>Sex: women and Men</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> <p>Working from home and juggling children and family life made more difficult for both men and women however differential effect on women as they cover most of the caring responsibilities for both children and older relatives.</p> <p>Women may have increased anxiety or worries about pregnancy during the pandemic.</p> <p>Both men and women may be at higher risk of experiencing domestic abuse.</p> <p>Both men and women may be at higher risk of health screening (breast/cervical/prostate screening) lapsing.</p> <p>Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.</p> <p>It may be more difficult for women to return to the office given the need to cover most of the caring responsibilities for both children and older relatives.</p> |
| <p>Sexual Orientation</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> |

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| | <p>Employees who describe themselves as LGB can be more vulnerable to lower mental wellbeing and greater levels of isolation, particularly due to the impact of reduced social contact from the pandemic rules.</p> |
| <p>Socio-economic disadvantage: any people experiencing poverty</p> | <p>Support the sportscotland workforce to remain effective and healthy, while working from home for an extended period.</p> <p>Lower income households are less likely to have a broadband connection. This could lead to issues such as increased stress if they are unable to digitally access services or information, they require to fulfil their role from home. Digital exclusion also risks exacerbating the effects on attainment of school closures, food insecurity and the health impacts of social isolation.</p> <p>Lower income and single parent households could experience difficulties working from home as they are more likely to live in smaller accommodation with no outdoor areas and lack the space or resources to meet an unexpected need for childcare. This could impact on their mental wellbeing through issues such as increased stress, anxiety or loneliness.</p> <p>Low income and single parent households may be more likely to experience fuel or food poverty, particularly in the winter months.</p> <p>Employees who's partners</p> <p>Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely, when guidance allows.</p> <p>Lower income and single parent households may be more likely to use public transport to commute, which puts them at a higher risk upon returning to the office.</p> |

Manage the furlough process for National Centre staff to ensure they remain supported and healthy during the period of temporary leave.

National Centre staff on furlough may be at increased risk of financial hardship due to the reduction in their wage.

Section 6 – Actions

See appendix one on paying due regard. Set out what mitigating actions you have put in place. How are you seeking to address the negative impacts or promote the positive impacts you have noted in the general and differential impacts in Section 2 and 5 above? It is OK to say that the measure has a negative impact if it is justified. However, you should always have considered mitigating actions.

Support the sportscotland workforce to remain effective and healthy, while working from home for an extended

| Action | Timeline | Protected characteristic |
|---|-----------------------|--------------------------|
| We will continue to emphasise the importance of staff prioritizing their health and wellbeing and caring responsibilities. | Summer 2020 (ongoing) | All |
| We will continue to ensure line managers carry out regular check-ins with employees, including those on furlough or maternity leave, to determine if additional flexibility or support is required. | Summer 2020 (ongoing) | All |
| We will provide regular communication to all employees about services available to them to support both their mental and physical health and | Summer 2020 (ongoing) | All |

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| financial welfare. This includes the COVID wellbeing zone on sportscotland's internal SharePoint and free Employee Assistance Program where mental and physical health advice and counselling, financial advice, legal advice and domestic abuse support services are available. | | |
| We will provide IT training, support and guidance, including tips and walkthroughs of new systems being used such as Microsoft Teams | Summer 2020 (ongoing) | All |
| We will support employees by providing ICT or office equipment where requested or to aid and improve their home working environment. | Summer 2020 (ongoing) | All |
| We will rerun the DSE home working self-assessment to support staff who may not have thought they would require equipment at the time of the initial assessment. | Spring 2021 | All |
| We will continue to promote the working from home safely e-learning and encourage all staff to follow the guidance which promotes taking time away from the desk environment, going for walks and sitting in alternative places where appropriate to avoid injuries. | Autumn 2020 | All |
| We will develop guidance to help managers support employees mental health and wellbeing and to help managers/teams to meet up safely as a way of staying connected. | Spring 2021 | All |
| We will risk assess requests on a case-by-case basis for employees who need temporary access to the estate for a specific purpose. | Autumn 2020 (ongoing) | All |

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| We will provide guidance to staff on how to claim tax relief from HMRC for working from home | Winter 2020 | All |
| We will proactively seek to understand disabled employees' specific needs through their personal risk assessment and provide tailored ICT support or office equipment to aid and improve their home working environment. | Autumn 2020 | Disability |
| We will ensure all employees will continue to have access to the internet through their work laptops or work phone, and access to broadband will be provided, even if they have no provider at home. | Summer 2020 | Disability / Socio-economic disadvantage |
| We will continue to ensure staff on maternity leave retain their sportscotland phone to receive corporate communications. They will also be notified of any significant business continuity event via post. | Winter 2020 (Ongoing) | Pregnancy and maternity |

Begin preparatory work at an organisational level that allows staff, partners, and customers to return to the sportscotland estate safely

| Action | | Protected characteristic |
|---|---------|--------------------------|
| We will continue to share information about COVID-19, symptoms, what to do if you have symptoms as well as good practice about hygiene and minimising the risk of transmission. | Ongoing | All |

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| <p>We will use the results from the staff vulnerability survey to carry out individual risk assessments and ensure necessary workplace adjustments are made for all employees who are seen as 'higher risk' including, but not exclusively, those over 55, disabled employees and employees from minority ethnic groups. This includes consideration of the risk to family members.</p> | <p>Spring 2021</p> | <p>All</p> |
| <p>We will consider requests on a case-by-case basis for flexible/continued home working arrangements for employees.</p> | <p>Ongoing</p> | <p>All</p> |
| <p>We will explore with partners who are tenants if additional support may be required by vulnerable groups within their workforce, including older people, pregnant women, disabled people and people from minority ethnic groups, on return to the estate.</p> | <p>Summer 2021</p> | <p>All</p> |
| <p>We will include guidance within operational risk assessments to pay special attention to the needs of disabled employees returning to the office. For example:</p> <ul style="list-style-type: none"> • Exemptions from the use of face coverings • Reliance on touch in the physical environment and the increased risk of transmission • Exceptions to the need for physical distancing • Challenges with handwashing <p>For example: ensuring hand sanitiser and moisturiser is available for employees who have to regularly use touch to help them get information</p> | <p>Winter 2020</p> | <p>Disability</p> |

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| from their environment and physical support or who may find it difficult accessing sanitising points | | |
| We will review how to adapt office space to increase room for wheelchair or mobility aid users when considering office redesign. | Summer 2021 | Disability |
| We will explore the use of the Hidden Disabilities Sunflower Scheme to assist staff as they return to the estate | Spring 2021 | Disability |
| We will include guidance within operational risk assessments to consider how to make information available to people who do not have access to the internet or who may need the information in different formats or languages. | Winter 2020 | Disability / Race |
| We will monitor any legal or government advice regarding respecting religious beliefs and the wearing of masks. | Ongoing | Religion and beliefs |
| We will ensure any multi-purpose spaces that are used for religious purposes (e.g. prayer rooms) or new mothers (e.g. breastfeeding rooms, quiet space) are protected, maintained and enhanced when considering office redesign. | Summer 2021 | Pregnancy and maternity / Religion and beliefs |
| We will ensure line managers contact staff on maternity leave to make them aware of processes and guidance in place to return to the office. | Spring 2021 | Pregnancy and maternity |
| We will consult with Occupational Health to keep up to date on guidance on pregnant women returning to the office. | Spring 2021 | Pregnancy and maternity |

Manage the furlough process for National Centre staff to ensure they remain supported and healthy during the period of temporary leave

| Action | Timeline | Protected characteristic |
|--|----------|--------------------------|
| We will top-up the wages of all National Centre staff on furlough/flexible furlough to 100%. | Ongoing | All |
| We will maintain our non-compulsory redundancy policy. | N/A | All |
| We will offer National Centre staff one-to-one support with their line manager so they can discuss their arrangement and seek advice about their personal circumstances. | Ongoing | All |
| We will look at utilising the flexible furlough scheme to balance the health and wellbeing needs of National Centre staff by offering opportunities to return on a part-time basis. Note this will be considered on a case by case basis and will be dependent on individual risk assessments, operational need and role requirements. | Ongoing | All |

Section 7 – Sign off

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| Assessment signed off by: | Senior management team |
| Sign off date | January 2021 |

Appendix one – Evidence sources

- sportsotland Equality impact of COVID – evidence summary as at October 2020
- [sportsotland 2017 employee monitoring report](#)
- [sportsotland 2019 employee monitoring report](#)
- <https://www.gov.scot/publications/equality-fairer-scotland-impact-assessment-evidence-gathered-scotlands-route-map-through-out-crisis/>
- <https://www.scotlandscensus.gov.uk/>
- [sportsotland COVID-19 research summary](#)
- [2018 Scottish Public Health Network report](#)
- [Office for National Statistics: Sexual orientation, UK: 2018](#)