



LONDON FIRE BRIGADE

Equality Impact Assessment (EIA) Initial Screening Form

When completing this form please use the [EIA guidance notes](#) and check our other resources on our dedicated [EIA Hotwire pages](#)

This form enables you to screen each protected characteristic and identify which may be positively or negatively impacted by your activity.

The purpose of an EIA is to meet and justify the legal obligation required under the [Public Sector Equality Duty \(PSED\)](#), namely, the ‘DUE REGARD’ that documents that your activity will:

- a) eliminate discrimination, harassment, and victimisation;
- b) advance equality of opportunity; and,
- c) foster good relations between people who share a relevant protected characteristic and people who do not share it.

You must be able to show that your activity meets the three conditions of the due regard by providing relevant information to show how it caters for people with protected characteristics (where applicable), through eliminating potential discrimination and promoting opportunities to build equity between all groups.

You will only be required to complete a full EIA assessment of the areas where you have identified a negative impact, and further adjustments will be required.

Use the fields below to record any impacts and potential mitigating actions against each protected characteristic. All complete initial screening forms should be submitted to the EIA team to review and confirm your next steps.



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A. Name, status and expected outcomes of the activity

Sonia Coniglio
LFB Contract Manager, Property FM

This project relates to the retendering of a maintenance contract for appliance bay doors and gates across the estate. The contract ensures that assets are maintained in a safe and operational condition.

The outcome of this activity is to ensure the provision of an Appliance Bay doors and gates facilities management service across London Fire Brigade fire stations, in line with legal obligations under the Public Sector Equality Duty.

Policy - ...

This policy provides details on:

- 1.
- 2.
- 3.

B. Who is this activity for, who is impacted by it? *(all LFB staff, specific department, external communities)*



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This policy applies to:

- Internal LFB fire station users
- External visitors and members of the public
- Contractors involved in the repair and replacement of the assets

C. Reason for Equality Impact Assessment



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This Equality Impact Assessment is required to ensure that the retendering a maintenance contract for the provision of repairs and maintenance to appliance bay doors and gates supports London Fire Brigade's role as an emergency and rescue response organisation.

It is important to assess any potential impact on staff, visitors, and members of the public to ensure safe, accessible, and inclusive facilities, in line with legal obligations under the Public Sector Equality Duty.

The project is not expected to have a direct impact on service users or staff. However, the maintenance of doors and gates contributes to the safe and effective operation of buildings.

- **Responsible Procurement policy 696**- which sets out our approach to the economic, social, and environmental opportunities related to our spend.
[Policy 696](#)
- **Statutory health and safety inspections procedure (joint management and safety representatives) policy 536**
(maintenance of buildings) https://londonfire.sharepoint.com/sites/BWD/_layouts/15/viewer.aspx?sourcedoc={8e1fb634-c9db-4c57-a891-4ff7c74db4c6}
- **Equality act 2010** (safe and inclusive access to buildings)
- **Public Sector Equality Duty**
- **Whole-life Costing (WLC) Policy 886**
<https://londonfire.sharepoint.com/sites/BWD/policiesandprocedures/Forms/Group%20by%20Classification.aspx?id=%2Fsites%2FBWD%2Fpoliciesandprocedures%2Fpolicy%20number%200886%20%2D%20whole%20life%20costing%2Epdf&parent=%2Fsites%2FBWD%2Fpoliciesandprocedures>



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[Public Sector Equality Duty](#)
[Equality Act 2010](#)
Your London Fire Brigade – [Our plan for 2023-2029](#) (CRMP)
[LFB Values](#)
People Services Strategy
Grey Book
[LFB Equity Policy](#)
[Protected characteristics resource library](#)
Policy No. 370 [Policies and procedures guidance](#)
Policy No.290 [Translation and interpretation](#)
[Inclusive and accessible documents for neurodivergent individuals – tips and resources 2024](#)
[The LFB key EDI terminology](#)
HRE36 [Meeting the religious, spiritual and pastoral care needs of staff](#)
[Role to rank collective agreement 2019](#)

D. Team responsible for the activity *(Please provide two different names for resilience)*

EIA Author(s):	EIA Owner(s):
Name: Sonia Coniglio Job title: Contract Manager Department: Property FM	Name: Emma Williams Job title: Lead Contract Manager Department: Property FM



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E. Equality and diversity considerations					
Protected Characteristic	Positive Impact ✓	Negative Impact ✓	Summary of impact	Is a mitigating action required?	
				Yes	No
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The provision and maintenance of appliance bay doors and gates supports safe and efficient access for all users, regardless of age. Properly functioning equipment reduces risks associated with manual handling (most doors are automatic) or delays, which may particularly benefit older individuals. No specific negative impacts on any age group have been identified.	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The provision and maintenance of appliance bay doors and gates includes safety features such as audible alerts and other control measures designed to support safe operation, for example safety curtains that stop doors upon impact.. These measures help mitigate potential risks and ensure that individuals with disabilities are not disadvantaged. No negative impacts have been identified	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No impact anticipated. The project relates to asset maintenance and does not affect individuals differently based on gender reassignment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage / Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	No impact anticipated. The project does not relate to or affect this characteristic.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy / Maternity	<input type="checkbox"/>	<input type="checkbox"/>	No adverse impact anticipated. Ensuring safe and functional access points supports all users, including those who are pregnant or with young children.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	No impact anticipated. The procurement process will be conducted fairly and in line with organisational policies to ensure equal opportunity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>	No impact anticipated. The project does not affect or differentiate based on religion or belief.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The appliance bay doors and gates can be safely operated by individuals of any sex, and no differences in access or use have been identified. The service is delivered in a	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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			way that ensures equal treatment and does not disadvantage any group based on sex. No impact anticipated. The project relates to maintenance services and does not impact individuals differently based on sex.		
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	No impact anticipated. The project does not affect individuals differently based on sexual orientation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Socio Economic*	<input type="checkbox"/>	<input type="checkbox"/>	No direct impact anticipated. The project does not affect service delivery or employment conditions. The procurement process will follow fair and transparent procedures, ensuring all suppliers have an equal opportunity to bid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caring responsibilities*	<input type="checkbox"/>	<input type="checkbox"/>	No direct impact anticipated. The project relates to building maintenance and does not place additional demands or restrictions on individuals with caring responsibilities. Properly maintained doors and gates may indirectly benefit all building users, including those who are carer	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain why a full EIA is not required:

A full Equality Impact Assessment is not required as no significant negative impacts have been identified across any of the protected characteristics.

The activity relates to the provision and maintenance of existing infrastructure, with appropriate control measures in place to ensure safe and accessible use for all staff, visitors, and members of the public.

The service is delivered in line with legal obligations under the Public Sector Equality Duty and does not introduce any changes that would disadvantage any particular group.

There is no anticipated adverse impact on protected characteristics. The procurement process will follow organisational policies to ensure fairness, transparency, and equal opportunity for suppliers.



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Indirectly, ensuring that doors and gates are well maintained supports accessibility and safety for all building users, including those with disabilities

Signed by the Submitter

Name:

Rank/Grade:

Date:

Email the completed form to EqualityImpactAssessment@london-fire.gov.uk

To be completed by the EIA team, and returned to the submitter:

Initial Recommendations

Further information required

Insufficient information to support a recommendation

Continue with no change required [Recommendation 1]

No adverse impact(s) identified and full explanations provided



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Full EIA required for affected characteristic before proceeding further

Adverse impact(s) identified

Next steps

[text to be completed by the EIA Team]

Name:[text here]

Date: [text here]

Amendments Post Sign Off