

WOVEN | GOVERNANCE & ASSURANCE
SECTION 75 EQUALITY SCREENING REPORT

Fire Drill and Fire Activations Procedure

Document control	Details
Organisation	Woven Housing Association Ltd
Policy / procedure	Fire Drill and Fire Activations Procedure
Policy owner / sponsor	Environmental, Health and Safety
Source screening / review date	29 January 2026
Screening outcome	Screened out for full EQIA, subject to mitigation and monitoring

Part 1. Policy Scoping

ECNI scoping question	Evidence-based Woven assessment
What is the policy trying to achieve?	To provide inclusive arrangements for fire drills, activations, evacuation, tenant communication, incident reporting and monitoring.
Who is affected?	The people and organisations identified in the source document, including relevant tenants, applicants, staff, Board or Committee Members, contractors, suppliers, visitors and partner bodies.
How will it be implemented?	Through the responsibilities, decisions, records, communication, training, monitoring and review mechanisms in the source document and associated procedures.
Main equality relevance	Disability, age, racial group and persons with dependants
Principal safeguards	PEEP arrangements; accessible information; inclusive terminology; alternative communication for non-attendees; do not rely on unapproved policies; clarify assistance where a PEEP applies; monitor drill participation and incidents.

Part 2. Screening Questions

Section 75 category	Likely impact	Assessment
Religious belief	None identified	No direct differential impact evidenced in the material reviewed. Monitor complaints and outcomes for unanticipated patterns.
Political opinion	None identified	No direct differential impact evidenced in the material reviewed. Monitor complaints and outcomes for unanticipated patterns.
Racial group	Minor adverse risk / positive opportunity	Potential differential effect through access, communication, participation, evidence, decision-making, service restriction, cost or enforcement. Apply the policy-specific safeguards and monitor outcomes.

Age	Minor adverse risk / positive opportunity	Potential differential effect through access, communication, participation, evidence, decision-making, service restriction, cost or enforcement. Apply the policy-specific safeguards and monitor outcomes.
Marital status	None identified	No direct differential impact evidenced in the material reviewed. Monitor complaints and outcomes for unanticipated patterns.
Sexual orientation	None identified	No direct differential impact evidenced in the material reviewed. Monitor complaints and outcomes for unanticipated patterns.
Men and women generally	None identified	No direct differential impact evidenced in the material reviewed. Monitor complaints and outcomes for unanticipated patterns.
Disability	Minor adverse risk / positive opportunity	Potential differential effect through access, communication, participation, evidence, decision-making, service restriction, cost or enforcement. Apply the policy-specific safeguards and monitor outcomes.
Persons with dependants	Minor adverse risk / positive opportunity	Potential differential effect through access, communication, participation, evidence, decision-making, service restriction, cost or enforcement. Apply the policy-specific safeguards and monitor outcomes.

Good Relations

No major adverse impact on good relations has been evidenced. Transparent criteria, respectful and accessible communication, confidentiality, consistent decisions and fair review routes provide opportunities to maintain trust across religious belief, political opinion and racial group.

Part 3. Screening Decision

Decision field	Assessment
Screened in for full EQIA	No
Screened out with mitigation and monitoring	Yes
Screened out without mitigation	No
Rationale	No major adverse impact has been evidenced. The identified minor, indirect or implementation risks are capable of being prevented or reduced by the proposed amendments, policy-specific safeguards, human review and monitoring.
Reconsider if	The document changes materially; consultation raises substantiated concerns; mitigation is not implemented; a serious complaint, incident or finding occurs; or monitoring indicates a major, persistent or disproportionate impact.

Mitigation and Equality Enhancement Plan

Required action	Lead	Timing	Evidence
PEEP arrangements	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
accessible information	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
inclusive terminology	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
alternative communication for non-attendees	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
do not rely on unapproved policies	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
clarify assistance where a PEEP applies	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence
monitor drill participation and incidents.	Environmental, Health and Safety	Before approval or during implementation	Approved wording, procedure, decision record, training or monitoring evidence

Part 4. Monitoring

Measure	Frequency	Review trigger
Accessible information, language support, adjustments and alternative contact requests	Ongoing; annual summary	Repeated barrier or unmet request
Relevant decisions, participation, restrictions, access failures, investigations, outcomes, costs or training	At implementation review and annually	Unexplained differential pattern
Complaints, incidents, audit findings, consultation feedback and legal or regulatory developments	Ongoing	Substantiated concern or recurring theme
Completion and effectiveness of mitigation	Before approval and at policy review	Action overdue or ineffective

Part 5. Approval and Authorisation

Field	Record
Screened by	Ann Gallagher, Corporate Assurance Manager
Screening date	29 January 2026
Policy owner confirmation	Director of Property Services/ Environmental, Health and Safety Manager
Senior manager decision	ELT
Signature and date	??