



Request Ref: 2916

FOI Request dated **05/07/2023** as follows –

Under the Equality Act 2010 it is possible to provide single-sex facilities for males and females, including toilets, changing rooms and accommodation (see: www.equalityhumanrights.com/sites/default/files/guidance-separate-and-single-sex-service-providers-equality-act-sex-and-gender-reassignment-exceptions.pdf). Please could you answer the following questions:

- 1. Does your institution consider that privacy, decency, the prevention of trauma or the health and safety of female staff and students is a legitimate aim as per the above EHRC guidance?*
- 2. Does your institution provide single-sex toilets, changing rooms or accommodation (including halls of residence and on residential field trips) for staff and/or students?*
- 3. If your institution does consider 1 to be a legitimate aim, but does not provide single-sex facilities as per 2, then please detail who signed off the decision that single-sex accommodation, toilets and changing rooms were not a proportionate means to achieving this legitimate aim? Please provide meeting minutes if this was decided at a committee or similar meeting and any Equality Impact Assessment that was conducted.*

In addition:

- 4. Please provide a list of buildings and the number of single-sex male toilets and changing rooms, single-sex female toilets and changing rooms, gender-neutral toilets and changing rooms and accessible toilets and changing rooms on the institution's estate.*
- 5. Please provide a copy of any trans and/or non-binary policies and guides, or any other policies and guides which detail the criteria for access to toilets, changing rooms and/or accommodation, and the associated Equality Impact Assessment/s.*

Clarity - The number of toilet facilities as in rooms is fine (ie if it is a room with multiple stalls there's no need to provide the number of stalls).

Response

1. Information not held specific to this question, however please see links which may assist - <https://www.hull.ac.uk/work-with-us/more/equality-diversity-and-inclusion/equality-documents> and www.hull.ac.uk/work-with-us/more/equality-diversity-and-inclusion/docs/social-justice-and-inclusion-strategy-2025.pdf .
2. Yes
3. N/A
4. Please find attached list of buildings.
 - the number of single-sex male toilets and changing rooms =**112**
 - single-sex female toilets and changing rooms =**101**
 - gender-neutral toilets and changing rooms = **152**
 - accessible toilets and changing rooms = **103**

**This is for rooms not individual cubicles. We have not included residential en-suites as these are specific to one user only.*

5. Please find attached. Please note an updated Equality, Diversity and Inclusion Policy and new Workplace Fairness Policy is also awaiting approval and therefore cannot be released at this time.

Property Name

Residential Buildings

003 Ferens Avenue (Guest Accommodation)
019/021 Salmon Grove (Guest Accommodation)
Downs Hall
Ferens Hall
Grant Hall
Lambert Hall
Morgan Hall
Nicholson Hall
Nicholson Hall Bungalow 1
Nicholson Hall Bungalow 2
Nicholson Hall Bungalow 3
Reckitt Hall
The Courtyard Block A
The Courtyard Block B
The Courtyard Block C
The Courtyard Block D
The Courtyard Block E
The Courtyard Block F
The Courtyard Block G
The Courtyard Block H
The Courtyard Block I
The Courtyard Block J
049 Salmon Grove
053 Salmon Grove
057 Salmon Grove
059 Salmon Grove
061 Salmon Grove
063 Salmon Grove
065 Salmon Grove
067 Salmon Grove
069 Salmon Grove
185 Cottingham Road
Acoustic Research Centre
Aire Building
Allam Building
Allam Fitness Centre
Allam Medical Building
Allam Sports Centre (The Beacon)
Applied Science 3
Aura
Blaydes House
Botanic Gardens
Brynmor Jones Library
Calder Building
Canham Turner Building
Central Print Services Building
Chemical Engineering Building
Chemistry Building
Cohen Building
DAIM
Day Nursery
Dearne Building
Dennison Centre
Derwent Building
Don Building
Don Link Building
Drama Workshops
Enterprise Centre

Non Residential Buildings	Esk Building
	Esk Link Building
	Fenner Building
	Ferens Building
	Graduate School
	Gulbenkian Centre
	Hardy Building
	Holme Building
	Larkin Building East
	Larkin Building West
	Lawns Centre
	Lawns Workshops
	Leven Building
	Loten Building
	Loten Building Workshops
	Loxley Building
	Middleton Hall
	Newlands House
	Newlands Science Park Unit 1
	Newlands Science Park Unit 2
	Newlands Science Park Unit 3
	Newlands Science Park Unit 4
	Nidd Building
	Oriel Chambers
	Raines House
	Robert Blackburn Building
	Rye House
	Ryton Building
	Skell Building
	Sport Science Building
	Sports Pavilion
	Student Central
	Swale House
	The Courtyard Boilerhouse
	Venn Building
	Washburn Building
	Wharfe Building
	Wilberforce Building
	Wiske Building
	Wolfson Building

Trans action plan

It is recommended that the transitioning employee and their line manager complete the below action plan, which helps create a timeline and provides support for each stage of the transition.

Stage	Who or How	System required	When
Before the Transition at work commences			
Review the Trans policy	All parties	SharePoint	
Inform HR Advisor & Line manager	Transitioning employee		
Following notification of the employee's intention to transition			
Agree a date when the trans individual will begin coming to work in their affirmed gender. This could include changes to title, and gender marker.	Transitioning employee and either HR Advisor/ Line manager	MyHR portal for data update, iTrent	
Discuss dates for necessary appointments and relevant leave needed to attend those. Example may include, medical or legal appointments	Transitioning employee and either HR Advisor/ Line manager	MyHR portal for data update	
Updated email address	Line manager, HR & Systems team	iTrent, Humid – Consider if the transitioning employee may want to have multiple email to start with, one or more email addresses into one inbox. Set up autoresponder for any unused emails.	

Update ID card with correct name and photograph	Transitioning employee, Employee Support Team		
MS Teams Name	Line manager, IT		
Communication about the employee's transition is key. It is important to be clear on how, when and who communications are provided. Consent to all communication is critical.			
Who to inform	Who will inform them	Thoughts	When
Line Manager (if not already informed)	Transitioning employee, supporter from HR, LGBTQ+ staff network member, ED&I Team		
Co-workers	Line manager, Transitioning employee, supporter from HR, LGBTQ+ staff network member, ED&I Team	If the transitioning employee wishes we can facilitate training to their co-workers, provide resources and signpost to our human library to raise awareness and promote understanding.	
Wider colleagues, including external contacts	Line manager, transiting employee, co-workers		
Review Meeting A review meeting should take place just before the workplace transition commences so that those who work closely with the transitioning employee can be informed about relevant changes, such as change of dress, pronouns etc.			
<ul style="list-style-type: none"> ➤ It is up to the transitioning employee as to whether or not they would like to be present ➤ An agreed person should make the transitioning announcement. E.g a member of HR or line manager <p>The individual making the announcement should:</p> <ul style="list-style-type: none"> ➤ Be familiar with the Bullying & Harassment policy, Equality, Diversity & Inclusion policy and the Workplace Fairness Policy ➤ Confirm the transitioning employee will return to work in line with their gender identity 			

<p>➤ Ensure that the transitioning employee is addressed using their correct name and pronouns in all communications</p> <p>Everything should continue as before and there should be no changes to the workplace.</p>	
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We encourage everyone who is working with an employee who is transitioning to complete our online training module titled "supporting transgender staff and students" which helps people understand how best to support trans colleagues. The ED&I team will be able to offer additional support in helping colleagues find ways in which they can best support their transitioning colleagues. Our LGBTQ+ network is currently creating supporting documents which will assist.



**UNIVERSITY
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University of Hull – Trans policy and guidance

Information for all staff & students

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Introduction

The University of Hull is committed to providing a safe and supportive environment for all our trans staff, students and visitors. It is recommended that this guidance is read in conjunction with our workplace fairness policy. We aim to provide a working and learning environment that is free from discrimination, harassment or victimisation where everyone feels valued and respected.

Recognising and celebrating everyone's gender identity is an important step in ensuring our University is inclusive where everyone can thrive. We have a zero tolerance approach to bullying and harassment on the grounds of gender identity and/or trans status.

Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid and non-binary. The [Stonewall glossary of terms](#) provides a detailed and up to date list of terms, this policy will refer to this throughout.

Non-binary people and those with gender-variant identities who may or may not identify as trans are included in this policy.

We have been proud Stonewall diversity champion since 2016. Stonewall is a charity that advocates for LGBTQ+ people's human rights. Stonewall also campaigns for better policies to support LGBTQ+ communities, and support organisations to make their workplaces and communities more inclusive for LGBTQ+ people.

Definitions and terminology

Definitions and terminology regarding trans people are evolving. For the purposes of this guidance, we will refer to Stonewall's glossary of terms which provides guidance on some of the most commonly used terms.

Individuals will self-identify and how they choose to describe themselves should be respected by their managers, colleagues and fellow students. Rather than assume, it is best to ask someone how they wish to be addressed.

Using inappropriate language and terminology can cause offence and distress and undermines the University's efforts to create an inclusive learning and working environment for trans people.

The University recognises that gender identity and sexual orientation are not interchangeable terms. Trans people can be bi, gay, heterosexual or lesbian therefore no-one should assume that a trans colleague has a particular sexual orientation.

Guidance and support around inclusive practise and language can be provided by the University's Equality, Diversity and Inclusion team and/or EDI Champions. You can contact the team via email - EqualityDiversity@hull.ac.uk

Confidence to disclose

At the University of Hull, we are committed to creating an environment in which everyone feels happy and confident to disclose any sensitive information about themselves, however the decision to disclose is up to the individual. Disclosing trans status or the intention to transition can ensure we can put a plan in place that fully supports our trans staff, students and visitors to feel safe and supported at the university. Informing the University can also help improve what we do, such as helping us determine how University policies and processes effect our trans community.

Confidentiality

Under the Gender Recognition Act 2004 it is an offence to disclose information about a person's gender history, or any application they have made for a gender recognition certificate, unless that disclosure is made with the person's explicit consent. When managers and colleagues are made aware of a person's trans status, they must treat this information with the utmost confidentiality. Only those who have a "need to know" should be given access to this information, and it must be done with the person's knowledge and consent.

Bullying and Harassment

The University has a zero-tolerance approach to any victimisation or harassment on the basis of a person's Trans status. Harassment or victimisation of an

individual on the grounds of gender is classed as unlawful discrimination. Such behaviour may result in action being taken under the disciplinary procedure.

Examples of harassment against trans people include:

- verbal abuse such as name-calling, threats, derogatory remarks or belittling comments about trans people;
- asking an individual if they have a Gender Recognition Certificate (GRC);
- jokes and banter about an individual's gender identity or trans people generally;
- deliberately not using the pronoun appropriate to the individual's acquired gender (for example, calling a trans woman "he") or calling the person by the name they had before they started transitioning/transitioned;
- threatening behaviour or physical abuse;
- intrusive questioning about an individual's gender identity or transition;
- deliberately excluding a trans colleague from conversations or from social events;
- refusing to work or study with an individual because they have transitioned;
- displaying or circulating transphobic images or literature.

If an individual feels they are suffering from harassment or victimisation or if their colleagues witness transphobic discrimination they can seek advice from their line manager, HR Advisor or Equality, Diversity & Inclusion Team. Students can report transphobic discrimination via their personal supervisor, student services, Equality, Diversity & Inclusion team or by using the "[report a concern form](#)". Our workplace fairness policy is available on our [SharePoint site](#).

Planning and Managing transition

Transition is a term used to describe the steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.

A member of staff who is planning to transition should speak with their line manager, a person they trust, their HR advisor or the Equality, Diversity and Inclusion team in the first instance. A student who is planning to transition can speak to their personal supervisor, a member of student services, a person they trust or the student union. In both cases, the university will support every trans person to put a plan in place which supports them throughout their transition. These plans may include –

- Updating the relevant system with their new name, title and pronouns
- When they wish to start using their new name
- Expected timescale of any medical appointments or procedures
- Details of time off required for medical treatment and how this will be managed
- When/ if other members of staff or students should be informed, and how this should be done
- Identifying additional support which may be needed

It is recommended that the transitioning employee and their line manager complete the action plan, which helps create a timeline and provides support for each stage of the transition.

We encourage all our staff and students to dress in a way that best affirms their gender identity.

Name and gender changes

When an application is submitted, whether by staff or students, in a name that differs from academic certificates or other documentation provided with the application, the University of Hull will seek evidence in support of this change of name. This is to verify the documentation provided belongs to the applicant.

Staff

The employee support team will be able to assist and support staff in changing their name, title and gender on our internal systems. A member of HR will seek evidence in support of this change of name, such as deed poll certificate, passport or driving licence. Once this has been received, the system will be

updated and changes will be reflected within 24 hours. The team will also ensure old records are either deleted or restricted if required, historical records will be updated to reflect the name change. The employee support team can provide guidance on how to update staff email addresses. If a name change has not been legally changed the employee support team will be able to update the system under a preferred name.

New ID cards which reflect the title and name change will be issued 24 hours after the system has been updated.

Roles that require a Disclosure and Barring Service check, the name supplied on these documents must match the employees legal name. Although the University of Hull will make every effort to process any checks against a person's preferred name, external organisations' procedures may differ.

The Disclosure and Barring Service offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate, that could reveal their previous gender identity. To find out more please visiting the [gov.uk](https://www.gov.uk) website.

Students

In order for a student to inform the university they've transitioned they need to go to the MyHull portal, go to the ask a question tab and select student services. They will then need to explain they've transitioned and want the system to reflect this, they will need to provide their student number, preferred name and pronouns. If student services need any more information they will contact the student directly. Any documentation or evidence received will be stored against the students online record (MyHull portal). Only staff who need the information in order to carry out the duties of their post will have access to this data. The information will be processed in line with the Data Protection Act (2018). Students can find more information in our Evidence of Name Change Policy. It is not appropriate to ask for evidence of medical supervision in order to amend records, as not all trans people will be under medical supervision. It is unlawful to require a Gender Recognition Certificate.

All members of our university community should try and refer to the Trans person by their new name and use pronouns appropriate to their new gender role. Initially, people may occasionally become confused or mixed up. Therefore, the trans person should be aware of this possibility and be ready to make accommodations where necessary. Guidance and support can be provided by the University's Equality, Diversity & Inclusion team, the team can also provide pronoun badges.

Inclusive Campus

As part of our strategy 2030 we are committed to creating a carbon neutral and inclusive campus. Our campus currently has multiple gender-neutral toilet facilities, which can be identified via our accessibility app. Transgender people should use facilities that best match their gender identity. Where gender neutral facilities are not available, non-binary colleagues and students should use facilities that best affirm their gender identity. We are committed to introducing more gender-neutral facilities across our campus.

Support

The University is committed to providing a wide range of support for our staff and students. Students can access support via student services and the University's Student Union, which include LGBT+ support network, trans support network, online wellbeing support and mental health team. You can find out more information about the support available for students through the [university website](#) and the [student union website](#).

Staff can access support through HR and the healthy hull site, which is available on SharePoint. All University of Hull employees have unlimited access to our lifeworks program which provides a wealth of information. Employees also have access to focus counselling which provides free confidential support.

We actively encourage our community to become allies to the trans community, we have an active Inclusivity and Allyship network for staff and an online training module titled "supporting transgender staff and students" which helps people understand how best to support trans people.

You can find more information about our staff networks by visiting our [sharepoint site](#).

There are also many avenues to support in the local community such as -

Trans Peer Support group - tpsg Hull@gmail.com

The Trans Youth Group - <http://www.wearecornerhouse.org/lgbt>

Mesmac offer 1:1 support for those times when you feel like you want to talk to someone in a safe, confidential and supportive environment -

<https://www.mesmac.co.uk/resources/lgbt-youth>

Everyone is welcome at Hull & ER LGBT+ Forum takes place on the second Wednesday of the month at 6.30pm, the forum is on Facebook and can be accessed via Zoom.

Gendered intelligence – youth services and others

<https://genderedintelligence.co.uk/support/trans-youth.html>

Mindout – Operates nationally and offers LGBTQ+ mental health support

<https://mindout.org.uk/get-support/>

Non Youth Warren - <https://www.thewarren.org/lgbtq>