

## Health and Safety Executive for Northern Ireland



### Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2017-18

**Contact:**

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Documents published relating to our Equality Scheme can be found at:

<https://www.hse ni.gov.uk/publications/hse ni-equality-scheme>

**Signature:**

**This report has been prepared using a template circulated by the Equality Commission.**

**It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.**

**This report reflects progress made between April 2017 and March 2018**

## **PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme**

### **Section 1: Equality and good relations outcomes, impacts and good practice**

- 1** In 2017-18, please provide examples of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

*Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.*

During 2017-18 HSENI continued its Farm Safety Partnership (FSP), launching its third Farm Safety Action Plan in September 2017 to cover the period April 2017 – March 2020. The Farm Safety campaign, 'Stop and think SAFE', focuses on the four main dangers on farms, Slurry, Animals, Falls and Equipment. During the year, HSENI worked in partnership with a number of groups, including the Department of Agriculture, Environment and Rural Affairs (DAERA), Ulster Farmers Union, NFU Mutual, Young Farmers of Ulster and Northern Ireland Agricultural Producers' Association (NIAPA) in an aim to get farmers, including older farmers, to change their behaviours and adopt a safer approach to working on their farms. HSENI also worked with its partners to encourage involvement from those who can influence the behaviours of farmers, including wives, daughters, sons, grandchildren, relatives and friends.

During 2017-18, HSENI also worked with a number of employers through the Farm Safety Partnership Affiliate Scheme. These organisations work with the FSP to encourage improvement in health and safety standards, and to significantly reduce work-related deaths, injuries and illness on local farms. There are currently 18 Affiliate Scheme members representing organisations from the public, private and voluntary sectors.

HSENI also worked throughout the year to promote the farm safety message among children and young people. During 2017-18 HSENI reached over 13,400 children in 104 rural primary schools with its 'Be Aware Kids' presentations, delivering key messages on how to stay safe on the farm. HSENI staff also involved 3,300 pupils from 74 primary schools in its Child Safety on Farms Poster competition. A 2018 calendar was produced from the winning entries and this was distributed to 41,500 families of children attending rural primary schools. The calendar included a key message each month on how to avoid the dangers associated with working and playing on farms.

During the year HSENI staff attended eight rural 'Bee Safe' events across Northern Ireland, delivering farm safety presentations to over 4,000 primary 7 pupils on the three key safety issues for children and young people on farms, namely tractors and other machinery, safety with animals and safe play on the farm.

HSENI also continued to provide several publications aimed specifically at providing information on HSENI's information services for migrant workers who do not have English as their first language. HSENI has provided these publications, in hard copy and

on the web, in a number of ethnic minority languages; as well as the pictorial Universal Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

HSENI's Mental Wellbeing at Work Advisory Service (MWAWAS) worked throughout the year to increase employers' knowledge and understanding of mental health issues in the workplace. The team facilitated 11 workshops and seminars in conjunction with partners including the Labour Relations Agency and the Public Health Agency to inform and educate employers in preventing work related stress and promoting mental wellbeing.

Throughout 2017-18 HSENI completed work on developing its Corporate Plan for the period 2018-2023. The draft plan, which issued for public consultation at the end of the year, places much emphasis on HSENI's commitment to equality issues both for its staff and its key stakeholders. One of the organisation's new values, 'Teamwork', is defined as 'building trust, encouraging and valuing equality, diversity, opinion and contribution with our staff and our stakeholders'. The draft Corporate Plan also demonstrates HSENI's commitment to the fulfilment of Section 75 obligations on the promotion of equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, between persons with disability and persons without and between persons with dependants and persons without. The plan also affirms HSENI's intention to continue working to protect vulnerable groups in the workplace.

With specific reference to those with disabilities, the plan clearly demonstrates HSENI's awareness of its duty, when carrying out its functions, to have due regard to the need to promote positive attitudes towards disabled people and encourage participation by disabled persons in public life, and reiterates that HSENI has embedded the need for employers, as part of its joint Strategy with the district councils, for the better regulation of health and safety at work in Northern Ireland, to clearly recognise that risk assessments should address the specific needs of disabled workers to ensure that they are appropriately protected and that worker involvement is an essential element of these risk assessments.

- 2 Please provide examples of outcomes and/or the impact of equality action plans/ measures in 2017-18 (or append the plan with progress/examples identified).

**Action Measure 1 – To roll out an equality monitoring initiative to measure the uptake of S75 Groups at HSENI’s promotional events**

HSENI issued Equality Monitoring Forms following six events held by the Mental Wellbeing at Work Advisory Service during 2017-18. 51 delegates completed monitoring forms and responses showed that there was an even mix in relation to gender, marital status, religion and political opinion. The majority of delegates, 46 out of 51 (90%), were within the 26-59 age range. Most delegates were white and the majority were heterosexuals and had no disabilities.

**Action Measure 2 – To raise staff awareness of the need for campaign messages to take account of the needs of all relevant Section 75 Groups as part of the planning process associated with the campaign.**

Throughout the year, HSENI staff always considered the need for all its campaign messages to take account of vulnerable groups. In particular, farm safety campaigns include messages for those most vulnerable in the farming community, namely older farmers and children. During the 2017-18 International Farm Safety Week HSENI launched a new radio advert aimed at making farmers, including older farmers, aware of the dangers of not maintaining parking brakes correctly and failing to apply the parking brake when the tractor is stopped. As an addition to Farm Safety Week, a press release on Child Farm Safety was issued, following some serious incidents involving children on farms over the summer period. Child Farm Safety Week in June 2017 was supported by members of the Farm Safety Partnership. In continued efforts to promote farm safety, HSENI launched the ‘Avoid Harm on the Farm’ child safety calendar 2018 in December 2017.

**Action Measure 3 – Need for ongoing awareness of the availability of health and safety literature to S75 groups**

HSENI staff are very aware of the need to ensure health and safety literature is made available to S75 groups. Throughout the year, HSENI distributed over 52,800 free publications giving health and safety advice, distributed over 27,800 promotional items which included more than 3,400 carbon monoxide alarms, dealt with 3,979 calls for information via its freephone Helpline; and enabled website visitors to download some 102,493 publication files.

HSENI’s Communications Team continued to increase health and safety awareness through its social media channels throughout the year. With the rise in people, particularly young people, using social media on a regular basis, the Communications team used HSENI’s Facebook page, Twitter account and YouTube videos to promote workplace health and safety messages. Using these channels to promote key health and safety issues helped raise awareness among young people, including inexperienced workers and those new to jobs.

HSENI's tweets in June and August 2017 asking new employees to access guidance on how to 'Be Safe When You Start' gained on average 1,500 impressions.

In August and December 2017 and March 2018, HSENI used its Twitter account to tweet messages reminding employers about the risks young people face in the workplace, which gained on average 2,000 impressions.

In September 2017 and January 2018, HSENI's tweets asking young and migrant workers to access the HSENI 'New to the job' leaflet, gained on average 1,200 impressions.

During Gas Safety Week in September 2017, HSENI again used Twitter to relay messages aimed at students, reminding them to be aware of the dangers of Carbon Monoxide poisoning with a link to HSENI guidance on CO, gained 1,212 impressions,

In August and October 2017 and January 2018, HSENI used Twitter to publicise its new web page on New and Expectant Mothers at Work, which provides information for employers and employees. This message gained on average 1,000 impressions.

**Action measure 4 – Raise awareness of and, where necessary, revise key HSENI publications relevant to vulnerable groups.**

HSENI continued to provide a number of publications both in hard copy and online via its website to a number of vulnerable groups, including migrant workers, young people and new and expectant mothers. Publications providing health and safety at work advice in various ethnic minority languages, as well as a pictorial Universal Safety Booklet for high risk work sectors, are all available to download on HSENI's website.

Specific guidance in relation to the dangers of Carbon Monoxide is also available both for students and in a number of minority languages.

In January 2018, the Head of the Northern Ireland Civil Service made a commitment, on behalf of the NICS, to promote wellbeing in the workplace by signing up to the Equality Commission's Mental Health Charter. HSENI has put in place appropriate arrangements to ensure that staff are supported back into the workplace following a period of mental health related sick absence. We offer all staff to avail of Inspire, the Charity for the Civil Servants and Welfare support. With the continued rise in the importance of ensuring awareness of mental health issues in the workplace, HSENI added a number of publications to its website, providing both employers and employees with advice and guidance on mental health at work issues. Publications include HSE's 'A Workbook on tackling Work-related Stress using the Management Standards', as well as example risk assessments on work-related stress for both small and medium sized businesses.

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**3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2017-18 reporting period? *(tick one box only)*

Yes                       No (go to Q.4)                       Not applicable (go to Q.4)

Please provide any details and examples:

**3a** With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

**3b** What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

As a result of the organisation's screening of a policy *(please give details):*

As a result of what was identified through the EQIA and consultation exercise *(please give details):*

As a result of analysis from monitoring the impact *(please give details):*

As a result of changes to access to information and services *(please specify and give details):*

Other *(please specify and give details):*

## Section 2: Progress on Equality Scheme commitments and action plans/measures

### Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2017-18 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

The job descriptions of members of staff within HSENI's Corporate Support Group include the requirement to carry out various Section 75 duties, including the issue of Equality Screening letter updates to Section 75 consultees on a six monthly basis, as well as helping ensure staff's awareness of equality and disability related issues by issuing advice and guidance on both the staff 'SHINE' online team brief and the 'Sharepoint' intranet site.

Performance agreements were reviewed throughout the year, in conjunction with personal development plans.

5 Were the Section 75 statutory duties integrated within performance plans during the 2017-18 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Under the NICS Performance Management Framework, equality objectives and associated performance indicators were built in to the personnel performance agreements and job descriptions of staff within Corporate Support Group, responsible for Equality related issues within HSENI. All staff's performance agreements are subject to annual appraisal to assess whether objectives set have been achieved. Objectives and targets relating to statutory duties are included on HSENI's Operating Plans. HSENI's 2017/18 Annual Report includes information on whether or not these targets were met during the year. Within Corporate Support Group,

staff had an objective to fulfil duties in relation to HSENI's adherence to Equality issues included on their Personal Performance Agreement.

In the 2017-18 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2017-18 report
- Not applicable

Please provide any details and examples:

HSENI's commitment to its Section 75 statutory duties continued throughout the last year of its current Corporate Plan. In the organisation's 2017/18 Operating Plan, the following objectives focused on meeting the needs of a number of vulnerable groups, including children, older employees to include farmers, vulnerable workers including those with disabilities and mental health issues, new and inexperienced workers, as well as migrant workers. Among the objectives which focused on the needs of these groups were:

- To raise awareness of mental health wellbeing at work through promotional and advisory activities;
- To deliver farm safety presentations to children in 80 rural primary schools on the health and safety issues around helping, working or playing on farms by 31 March 2018;
- To deliver health and safety information to rural primary school children by participating in selected Bee Safe events across Northern Ireland during 2017-2018;
- To run a school farm safety poster competition;
- To design and print a 2018 calendar and distribute before December 2017;
- To exhibit at the CAFRE campuses to raise awareness and provide health and safety information to students by March 2018; and
- Ensure that the health and safety needs of vulnerable workers such as those having a disability, young workers (including school leavers entering the workplace for the first time), older persons and migrant workers, are addressed during all inspection and investigation activities where appropriate.

HSENI's Annual Report confirmed that all of the above objectives were met during 2017/18. Further to this, the Annual Report also reiterated HSENI's commitment throughout the year to ensuring adherence to the NI Civil Service Code of Practice for the employment of people with disabilities in working to ensure that disability is not a bar to recruitment or advancement.



**Equality action plans/measures**

**7** Within the 2017-18 reporting period, please indicate the **number of:**

Actions completed:	5	Actions ongoing:	6	Actions to commence:	2
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Please provide any details and examples (*in addition to question 2*):

All actions detailed in the Equality Action Plan require ongoing monitoring which is included annually within this report.

Review of the Equality Scheme and Disability Action Plan has commenced and will be finalised during 2018/19.

**8** Please give details of changes or amendments made to the equality action plan/measures during the 2017-18 reporting period (*points not identified in an appended plan*):

N/A

**9** In reviewing progress on the equality action plan/action measures during the 2017-18 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

**Arrangements for consulting (Model Equality Scheme Chapter 3)**

**10** Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: (*tick one box only*)

- All the time                       Sometimes                       Never

**11** Please provide any details and examples of good practice in consultation during the 2017-18 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

In developing its 2018-2023 Corporate Plan throughout the 2017/18 year, HSENI staff continuously liaised with all management and staff throughout the organisation to ensure the needs of all stakeholders were considered in the plan. Whilst the public consultation period did

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not officially commence until 9<sup>th</sup> April 2018, much of the groundwork was done during 2017/18 to ensure the plan addressed the needs of all stakeholders, including Section 75 consultees, and that it could be accessed and read by all those with an interest in HSENI's work over the next 5 years.

**12** In the 2017-18 reporting period, given the consultation methods offered, which consultation methods were most frequently used by consultees: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

**13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2017-18 reporting period? *(tick one box only)*

- Yes       No       Not applicable

Please provide any details and examples:

**14** Was the consultation list reviewed during the 2017-18 reporting period? *(tick one box only)*

- Yes       No       Not applicable – no commitment to review

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**Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)**

Information advising of the action HSENI takes to undertaking to fulfil its Section 75 duties under the Northern Ireland Act 1998 can be viewed on the webpage below. Links to HSENI’s Equality Scheme, Equality Action Plan and Disability Action Plan can also be accessed on this page.

<https://www.hseni.gov.uk/articles/equality>

A list of HSENI’s consultations on policies and regulations can be viewed via the link below:

<https://www.hseni.gov.uk/consultations>

A list of impact assessments relating to current health and safety statutory rules and Approved Codes of Practice and guidance in Northern Ireland can be viewed via the link below:

<https://www.hseni.gov.uk/sites/hseni.gov.uk/files/List%20of%20Impact%20Assessments%20-%20Updated%205.12.17.pdf>

- 15 Please provide the number of policies screened during the year (as recorded in screening reports):

4
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- 16 Please provide the number of assessments that were consulted upon during 2017-18:

4	Policy consultations conducted with screening assessment presented.
	Policy consultations conducted with an equality impact assessment (EQIA) presented.
	Consultations for an EQIA alone.

- 17 Please provide details of the main consultations conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

**Proposals for the Freight Containers (Safety Convention) Regulations (Northern Ireland) 2018**

This consultation document related to the proposed Regulations to replace the Freight Containers (Safety Convention) Regulations (Northern Ireland) 1992 (“the 1992 Regulations”) in order to give effect to amendments to the International Convention for Safe Containers 1972 (CSC) in Northern Ireland. The UK ratified the CSC, an international treaty, in 1978 and is therefore bound by its terms in accordance with international law.

The key changes introduce significant physical changes to the Safety Approval Plate, include additional safety tests, evaluation of examination schemes and introduce Authorised Control Officers (ACOs) and new guidance.

**Proposals for the Ionising Radiations Regulations (Northern Ireland) 2017**

This Consultation Document was issued seeking comments on proposed Regulations which relate to implementation of Directive 2013/59/EURATOM laying down basic safety standards for protection against the dangers arising from exposure to ionising radiation.

The aim of the directive was to update and simplify existing arrangements for radiological protection by bringing five directives and an EU commission recommendation into one directive. However, some of the requirements of the Directive go further than our existing legislation.

**Proposals to Implement the Fourth List of Indicative Occupational Exposure Limit Values (Commission Directive (EU) 2017/164)**

This consultation document issued seeking comments on HSENI’s proposals for establishing Workplace Exposure Limits (WELs) for the substances listed in the Directive, in order to implement it in Northern Ireland. WELs are set to help employers meet their legal responsibilities under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003) (as amended) which require employers to prevent, or if this is not reasonably practicable, to adequately control, their employees’ exposure to hazardous substances.

**Revised Requirements for Radiological Protection: Emergency Preparedness and Response**

This consultation related to the implementation of Directive 2013/59/EURATOM laying down basic safety standards for protection against the dangers arising from exposure to ionising radiation (BSSD).

The consultation document set out the options identified by HSENI for implementing the obligations in the BSSD that relate to planning for radiological emergencies or incidents. It also set out the options identified for implementing the obligations in the BSSD that relate to planning for nuclear or radiological emergencies or incidents that occur during the transport of radioactive materials.

**18** Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

- Yes       No concerns were raised       No       Not applicable

Please provide any details and examples:

**Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)**

**19** Following decisions on a policy, were the results of any EQIAs published during the 2017-18 reporting period? *(tick one box only)*

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- Yes       No       Not applicable

Please provide any details and examples:

**Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)**

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2017-18 reporting period? (*tick one box only*)

- Yes       No, already taken place  
 No, scheduled to take place at a later date       Not applicable

Please provide any details:

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? (*tick one box only*)

- Yes       No       Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2017-18 reporting period, has shown changes to differential/adverse impacts previously assessed:

HSENI's Corporate Support Group worked during 2017-18 to improve Equality related information on our website. This work will continue throughout 2018-19.

Corporate Support and Communications staff will ensure this Annual Report is available on our website and in accessible/alternative formats on request in line with the commitments within the HSENI Equality Scheme.

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

### Staff Training (Model Equality Scheme Chapter 5)

- 24 Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2017-18, and the extent to which they met the training objectives in the Equality Scheme.

Diversity and inclusion are at the centre of development of the new NICS People Strategy. Consultation on the People's Strategy has been ongoing with a wide range of stakeholders throughout 2017-18. Key themes have informed development of other diversity areas such as the NICS Gender Action Plan. NICS also established a network of Diversity Champions and encouraged staff to attend a Gay Pride Festival in Belfast.

In order to meet the training objectives as detailed on paragraph 5.3 of HSENI's Equality Scheme, during 2017-18:

- 85 staff undertook 'Unconscious Bias' training. This training is designed to ensure that on completion, staff are committed to creating an inclusive working environment where individual differences are valued and respected and where, regardless of our differences, everyone feels involved and connected to the success of the organisation;
- 33 staff attended an 'Addiction NI' Seminar. The seminar was delivered to staff by Addiction NI, a Trading Style of The Northern Ireland Community Addiction Service, a registered charity providing treatment and support for people who are dependent on alcohol or drugs. The seminar provided staff with vital information and guidance on recognising the signs of addiction in colleagues at work or in their home lives. During the seminar, staff were signposted to a number of different organisations which can help both addicts and their families;
- One staff member completed an 'Introduction to Section 75' course, designed to help staff understand what Section 75 is and who it applies to, how equality fits into their work know what each staff member's responsibilities are in respect of equality. It also helps staff know the process for screening policies according to best practice principles, and to understand the importance of continuous monitoring;
- One staff member completed 'Diversity Now' training, an e-learning training package which is designed to help staff understand more about their responsibilities for promoting equality and diversity in the workplace. The course looks at which behaviours are prohibited by the Equality Act and aims to help promote a fairer, more tolerant and more diverse working environment;
- One staff member completed a 'Level 5 Diploma in Stress Management'. This course is designed to help staff design and run stress management programmes and one to one sessions for managers who need to meet the requirements of the HSE management standards and for staff who are experiencing stress at work. The course helps staff develop a range of techniques and activities to help individuals to recognise and deal with stress in their lives, as well as allowing them access to an expert support network to keep up to date with the constant changes in the field of stress; and

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- One staff member completed a course on a 'Line Manager's Role in Managing Stress', a course which enables managers to define stress, identify and manage stress effectively and informs managers of their responsibilities including those arising from legislation such as health and safety. It also helps managers to identify the causes of stress in the workplace and teaches them how to manage these appropriately.

Staff participation in the above courses throughout 2017-18 has ensured HSENI met the following training objectives as per paragraph 5.3 of the Equality Scheme.

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme; and
- to provide frontline staff with the relevant skills to improve service delivery to disadvantaged groups.

- 25 Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Feedback from a number of staff who undertook equality related training during 2017-18 confirmed that there is a greater awareness among staff of both behavioural expectations and regulatory requirements on equality issues in the workplace.

### Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26 Please list any examples of where monitoring during 2017-18, across all functions, has resulted in action and improvement in relation to access to information and services:

HSENI's Communications team regularly reviews all aspects of HSENI's website so that errors are eradicated and improvements made. The Team recently reviewed the website to ensure that all equality related information was more accessible and informative for those using the website.

During Storm Ophelia in October 2017, the Communications team published health and safety advice on the HSENI website for both employers and farmers in relation to any work planned to begin after Storm Ophelia had passed and the adverse weather conditions had subsided. Further guidance on working in the aftermath of storms has been added to HSENI's 'Alerts' page on the website.

The Communications team worked hard throughout the year to ensure that health and safety messages were accessible to all and easily understood by target audiences. The use of images created by children and large colourful text on the Farm Safety Calendar to display the dangers children should be aware of on the farm ensured that the message was clearly understood by younger children.

**Complaints (Model Equality Scheme Chapter 8)**

**27** How many complaints in relation to the Equality Scheme have been received during 2017-18?

Insert number here:

0
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Please provide any details of each complaint raised and outcome:

N/A

**Section 3: Looking Forward**

**28** Please indicate when the Equality Scheme is due for review:

HSENI is currently drafting its new Equality Scheme in line with the draft Corporate Plan for the period 2018-2023.

**29** Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

No

**30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2017-18) reporting period? *(please tick any that apply)*

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- Nothing specific, more of the same
- Other (please state):



PART B

**PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans**

1. Number of action measures for this reporting period that have been:

6 Fully achieved

1 Partially achieved

1 Not achieved

2. Please outline below details on all actions that have been fully achieved in the reporting period.

2 (a) Please highlight what public life measures have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level <sup>i</sup>	Public Life Action Measures	Outputs <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>			
Regional <sup>iv</sup>			
Local <sup>v</sup>	HSENI will promote diversity information for HSENI staff regarding specific disabilities, reasonable adjustments available, and outlining measures taken by HSENI to assist staff with disabilities.	During the year, HSENI ensured the needs of all staff with DDA requirements, as well as those returning from sick absence, were identified and reasonable adjustments have been considered and implemented where appropriate to ensure	

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	adequate employee access throughout the organisation.
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**2(b) What training action measures were achieved in this reporting period?**

	Training Action Measures	Outputs	Outcome / Impact
1	Mental well-being awareness training (on stress) offered to HSENI staff	<p>One staff member completed a Level 5 Diploma in Stress Management</p> <p>One staff member completed a course on a 'Line Manager's Role in Managing Stress'</p>	<p>Having completed the 'Level 5 Diploma in Stress Management' the staff member who works in the Mental Wellbeing at Work Advisory Service has been able to develop a range of techniques and activities to help individuals to recognise and deal with stress in their lives, as well as allowing them access to an expert support network to keep up to date with the constant changes in the field of stress. She has a better knowledge and understanding of positive psychology techniques which she applies in her day to day work with companies in the public and private sector attending seminars in a bid to improve mental health awareness among staff.</p> <p>As a result of attending this training, the staff member the staff member stated in her feedback that she now has a better understanding of recognising the signs of stress in staff members and of her responsibilities as a manager in identifying the causes of stress in the workplace and how this can be managed effectively.</p>

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2	Diversity Training for all HSENI staff	85 staff undertook Unconscious Bias training during 2017-18. One staff member completed an Introduction to Section 75 course. One staff member completed 'Diversity Now' training.	As a result of completing this training, HSENI staff are more aware of the need to value and respect individual differences and are committed to creating an inclusive environment where everyone feels involved and connected to the success of the organisation.
3	Development of the equality section of HSENI's website which promotes key information on disability for employers and the public	Improvements made to the Equality Section on HSENI's website throughout the period.	Improvements made to the Equality section on the website have resulted in more information on equality being easily located and accessed by members of the public, including S75 stakeholders.

2(c) What Positive attitudes action measures in the area of Communications were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1	Review and ongoing development of HSENI's website that takes account of NICS web accessibility standards	Throughout the year, HSENI's Communications team was proactive in ensuring all aspects of the website were easily accessed by all members of the public and provided the most accurate and up to date information.  In order to ensure adherence to NICS web accessibility standards, PDF documents on HSENI's website are all	Improvements throughout the year to HSENI's website have resulted in employers, employees and members of the public being able to access health and safety advice and guidance on a variety of topics more easily and quickly.  The 'tagging' of PDF documents on HSENI's website has ensured that those who are blind or

	<p>tagged to ensure that those who are blind or visually impaired can use to audio screen readers to access the information.</p> <p>HSENI's website has been reviewed to ensure it uses the recommended website style language, which is tailored to ensure it can be read and understood by HSENI's target audience, which includes children and young people, students, employees and employers, as well as farmers. Text on the website is consistent throughout, the language used is clear and concise and graphics are kept to a minimum to ensure important information can be downloaded more easily and quickly. New guidance was added to the website as necessary and all topics and links improved to ensure all advice is easily located and accessed by members of the public.</p> <p>The following publications, aimed at vulnerable groups, were available to download from HSENI's website throughout the period:</p> <p><b>Carbon Monoxide advice</b> Carbon monoxide – advice for students</p>	<p>visually impaired can benefit from essential Health and Safety advice online.</p> <p>Improvements to HSENI's website language and style ensures that important health and safety advice and guidance is accessible and easily understood by a much wider target audience, including children and older people.</p>
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	<p><b>Carbon monoxide poisoning general advice available in:</b> Chinese Polish Lithuanian</p> <p><b>Advice in relation to young and inexperienced workers</b> Employing young people in the workplace Universal safety booklet for all New to the job leaflet New to the job leaflet available in: Chinese Lithuanian Polish Romanian Be safe when you start</p> <p><b>Health and Safety at Work advice</b> Health and Safety for All available in: Lithuanian Polish Portuguese</p> <p><b>Advice on Disability Rights of Workers</b></p>	<p>This advice has led to greater awareness among students and those from ethnic minorities on the dangers associated with carbon monoxide.</p> <p>These publications provided essential advice and guidance for both employers and workers on the risks associated with new and inexperienced workers. Publications were made available in a number of languages to ensure this guidance reached workers whose first language is not English.</p> <p>This leaflet contains contact information for advice on workplace health and safety in Northern Ireland, including HSENI's address, the helpline telephone number and e-mail address, as well as normal opening hours and a contact number for emergency situations outside of working hours. The leaflets are available in a number of languages so that these can be easily viewed by those whose first language is not English.</p>
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	<p>Balancing disability rights and health and safety requirements</p> <p><b>Farm Safety booklets for children</b>          Avoid harm on the farm: a children's guide          Stay safe on the farm with Jessy Farmtastic Four</p>	<p>This leaflet provided employers with a greater understanding of their responsibilities under both the DDA and health and safety at work legislation, ensuring that those with disabilities in the workplace are treated equally and fairly in all aspects of their work.</p> <p>These booklets are designed specifically for children, using graphics and colourful text to highlight the dangers children should avoid on the farm.</p>
2		

2 (d) What action measures were achieved to 'encourage others' to promote the two duties:

Encourage others Action Measures	Outputs	Outcome / Impact
1		

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2		

2 (e) Please outline any additional action measures that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1			
2			

3. Please outline what action measures have been partly achieved as follows:

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	HSENI's Corporate Support Group, in conjunction with Departmental Human Resources (HR), to develop induction material to include more detailed information on disability and diversity in the workplace.	Courses in relation to Diversity and Equality completed by staff throughout 2017-18.	Greater awareness among staff of expected behaviours and the need to respect individual differences and of adherence to equality regulations in the workplace.	Following the centralisation of NICS HR functions, this measure is no longer applicable. However, going forward, HSENI will continue to ensure that equality and diversity training is obligatory for all new staff, and that refresher training is

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	<p>To consider the requirements for specific disability awareness training on an annual basis as part of HSENI's learning and development planning process.</p>	<p>Whilst specific disability awareness training is not mandatory on an annual basis, a number of staff completed equality related training in 2017-18, including 'Unconscious Bias', 'Introduction to S75' and 'Diversity Now'.</p>	<p>The completion of both mandatory and optional disability related training has resulted in greater awareness among staff of the behaviours expected and regulations to be adhered to in the workplace in relation to disability awareness.</p>	<p>provided in line with NICS requirements.</p> <p>Mandatory training takes place on a regular basis, albeit not always annually. However, in revising the Disability Action Plan, consideration will be given as to how often mandatory training, including refresher training, should take place to ensure staff are fully aware of the behaviours expected and regulatory requirements in relation to disability awareness.</p>
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4. Please outline what action measures have not been achieved and the reasons why.

	Action Measures not met	Reasons
1	<p>To review the booklet 'Balancing Disability Rights and Health and Safety Requirements – A Guide for Employers' to ensure that the information contained is up to date.</p>	<p>Due to ongoing work on the Corporate Plan throughout 2017-18, this work was not completed. It is intended to include this action on the Disability Action Plan to be finalised during 2018-19 in line with the new Corporate Plan.</p>



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2		

5. What monitoring tools have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

Feedback from staff on Equality related training courses completed.

Feedback provided on HSENI's Equality Monitoring forms by attendees at events/courses/seminars organised by HSENI.

Feedback from S75 consultees as necessary following the issue of consultative documents on new or revised policies and regulations.

(b) Quantitative

Analysis of the number of downloads of publications on HSENI's website.

Analysis of accident numbers on an annual basis.

6. As a result of monitoring progress against actions has your organisation either:

- made any revisions to your plan during the reporting period or
- taken any additional steps to meet the disability duties which were not outlined in your original disability action plan / any other changes?

Drafting of the new Disability Action Plan, which will include revisions and additional steps, has commenced but will not be finalised until later in the 2018-19 year.

If yes please outline below:

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	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			
5			

**7. Do you intend to make any further revisions to your plan in light of your organisation's annual review of the plan? If so, please outline proposed changes?**

As above, the Disability Action Plan is currently under review and will be finalised during 2018-19.

<sup>i</sup> **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

<sup>ii</sup> **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

<sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

<sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level

<sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

<sup>vi</sup> **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.