



**THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND  
DISABILITY ACTION PLAN**

**October 2020 to October 2025**

## Foreword

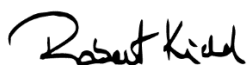
As Chairman and Chief Executive of HSENI, we are committed to full compliance with the disability duties and effective implementation of this Disability Action Plan (DAP).

The commitment to fulfilling our duties is explicit in HSENI's 2018-2023 Corporate Plan, helping to ensure that the achievement of the DAP is an important part of our strategic planning processes. We will therefore allocate proportionate resources (in terms of people, time and money) to achieve this. Where appropriate, we will build objectives and targets relating to the disability duties into our annual operating plans.

We will also put appropriate internal arrangements in place to ensure that the disability duties are complied with and this disability action plan is effectively implemented. We will continue to ensure the effective communication of the plan to staff and provide all necessary training and guidance for staff on our disability duties and the implementation of the plan.

We will consult with people with disabilities and /or their representative organisations as part of the process of implementing and reviewing our Disability Action Plan.

This plan can be made available in alternative formats. To receive copies in alternative formats, such as large print, Braille, or audiocassette, or in another language, please contact HSENI by telephone (028 9024 6839), by e-mail at [Mail@hseini.gov.uk](mailto:Mail@hseini.gov.uk) or via the website at [www.hseini.gov.uk](http://www.hseini.gov.uk) to discuss your requirements. The Plan can also be downloaded from HSENI's website.



Robert Kidd  
Chief Executive, HSENI



Derek Martin  
Chairman, HSENI

Date: 21 October 2020

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## **Annex A** Disability Action Plan

## 1. Introduction

Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by the Disability Discrimination (Northern Ireland) Order 2006), The Health and Safety Executive for Northern Ireland (HSENI) is required when carrying out its functions to have *due regard* to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life ('the disability duties').

Under Section 49B of the DDA 1995, HSENI is also required to submit to the Equality Commission a **Disability Action Plan** showing how it proposes to fulfil these duties in relation to its functions. HSENI will ensure this Action Plan is effectively communicated to our staff and that we continue to consult and meet with disabled people to hear their views when reviewing the implementation of the plan.

## 2. Functions

The Health and Safety Executive for Northern Ireland was established on the 1 April 1999 as an executive Non-Departmental Public Body with Crown Status and is sponsored by the Department for the Economy (DfE).

HSENI has a statutory responsibility for the promotion and enforcement of health and safety law in the workplace and works alongside district councils in achieving this. Led by HSENI's Board, HSENI and the district councils devised a long term strategy for the better regulation of health and safety at work in Northern Ireland. The essence of the work that HSENI undertakes is encapsulated in its mission:

'Working with others, to reduce work-related serious injury and ill health in Northern Ireland'.

In addition, HSENI has responsibility for working alongside DfE to ensure an up-to-date health and safety regulatory framework.

HSENI, working with others, plans to achieve the three key outcomes listed below.

- i. Reduce Serious and Fatal Accidents by 10% to no more than 50 per annum on average.
- ii. Reduce Major Accidents by 10% to no more than 350 per annum on average.
- iii. Reduce Over 3 Day Accidents by 5% to no more than 1700 per annum on average

### **3. Promoting Positive Attitudes Towards Disabled People**

#### **Mental Health Charter**

In signing up to the Equality Commission's Mental Health Charter, HSENI has shown its commitment to creating a workplace that promotes wellbeing and looks after the mental health of its staff.

We positively engage in agreeing reasonable adjustments with our employees and service users. As an employer and service provider, we will work to create a workplace culture that promotes equality of opportunity and provides a positive service to people with mental ill health.

### **4. Public Life Positions**

HSENI has no responsibility for appointments to public life positions. HSENI Board appointments are made by HSENI's Sponsor Department, the Department for the Economy (DfE), in accordance with the Code of Practice for Ministerial Appointments to Public Bodies, published by the Office of the Commissioner for Public Appointments (Northern Ireland) and follows the guidance provided by The Executive Office's Central Appointments Unit. Further information, with details of actions taken or planned centrally in respect of the two disability duties, is contained in the Disability Action Plan for The Executive Office (TEO) which can be viewed via the following link:

- [The Executive Office Disability Action Plan 2017-18](#)

### **5. Equal Opportunities Policy**

The Northern Ireland Civil Service Equal Opportunities Policy, developed centrally through the Department of Finance (DoF), applies to all aspects of working life and is fully implemented within HSENI. Further information, including details of actions taken or planned centrally in respect of the disability duties, is contained within DoF's Disability Action Plan:

- [Department of Finance Disability Action Plan 2018-2023](#)

### **6. Previous Measures**

Details on the key measures which HSENI, as part of the Northern Ireland Civil Service, has already taken to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life are outlined on earlier Disability Action Plans.

### **7. Action Measures**

Annex A outlines the measures which we propose to take over the period of this disability action plan, together with performance indicators or targets.

## **8. Consultation**

Following a consultation exercise during the development of HSENI's original Disability Action Plan, all responses made by consultees were fully considered and taken into account in finalising the Plan.

This review has sought the input of HSENI's staff, Board and the Equality Commission.

Responsibility for implementing, reviewing and reporting on this Disability Action Plan falls within the remit of HSENI's Corporate Support Group staff.

## **9. Publication of Disability Action Plan**

HSENI's draft Disability Action Plan has been published on HSENI's website at [hseini.gov.uk](http://hseini.gov.uk). Hard copies and copies in alternative formats are available by contacting HSENI as outlined at the beginning of this document.

## **10. Reporting on Progress**

We confirm our commitment to submitting an annual progress report on the implementation of this plan to the Equality Commission and carrying out a five year review of this plan. This information will be made available on our website and can be viewed via the following link:

- [HSENI Annual Progress Reports to the Equality Commission](#)

## **11. Monitoring and Review**

The action plan sets out the actions that HSENI plans to take forward over the next number of years. This plan will be kept under review and will be treated as a fluid document to which other actions can be added throughout its lifespan.

We will put appropriate internal arrangements in place to ensure that the disability duties are complied with and that this disability action plan is effectively implemented. We will ensure the effective communication of the plan to staff and provide appropriate training and guidance for staff on the disability duties and the implementation of the plan.

HSENI will carry out a review of this DAP in 2025. The review will be submitted to the Equality Commission for Northern Ireland.

## ANNEX A

### Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

<b>Training Action Measures</b>		
<b>Measures</b>	<b>Timescale</b>	<b>Performance Indicators/target</b>
Ensure that all HSENI staff undertake at least one online disability awareness course each year, to include online JAM Card Awareness training during the first year of the plan	31 <sup>st</sup> March of each year of the Action Plan.	All staff who undertake this training should show an increased awareness and/or knowledge in how best to meet the needs of both staff and customers with a disability
Inclusion of disability awareness training as part of HSENI induction for all new staff	Within 3 months of new staff joining HSENI	100% of new staff recruited will undertake training within 3 months of joining HSENI
HSENI will arrange for a representative from a relevant Disability Awareness Group to deliver an awareness talk to all staff once a year during the DAP	Talk to be arranged by 31 <sup>st</sup> March in each year of the DAP	100% of staff who attend the talk will be asked to provide feedback on whether or not their awareness of the disability has increased

<b>Communication Action Measures</b>		
<b>Measures</b>	<b>Timescale</b>	<b>Performance Indicators/target</b>
HSENI will ensure that all staff are fully aware of the organisation's Disability Action Plan and duties by issuing to all staff following its completion by issuing the document to all staff via email and including it on the SHINE staff brief	Within one week of the document being reviewed and approved by EC	100% of staff are fully aware of the duties within HSENI's DAP and the action measures to undertaken and completed during the lifetime of the plan
HSENI will continue to promote awareness of HSENI's disability duties and elements of the Disability Action Plan in its SHINE staff brief	One article to be provided each quarter (4 per year)	Disability related articles included on SHINE to be discussed at subsequent team briefs to ensure awareness of article content
Review and ongoing development of HSENI website that takes	Website will be reviewed at least	(1) Impact of new material to be assessed on an ongoing basis

<b>Communication Action Measures</b>		
<b>Measures</b>	<b>Timescale</b>	<b>Performance Indicators/target</b>
<p>account of the NICS Web Accessibility Standards. This will include the development of the equality section of HSENI's website which promotes key information on disability for employers and the public.</p>	<p>annually to determine if any improvements can be made beyond that of the NICS Web Accessibility Standards</p>	<p>by asking visitors to HSENI's website for comments on the information and suggestions for improvement</p> <p>(2) 100% of comments received regarding any possible improvements to the site for customers with a disability will be fully considered in terms of viability and implemented where appropriate</p>
<p>HSENI's Mental Wellbeing at Work Advisory Service (MWAWAS) will work in partnership with a range of other partners including the Equality Commission, Action Mental Health, Inspire, Change Your Mind, Mental Health Foundation, Aware, Disability Action and Mindwise to ensure the effective implementation of the Mental Health Charter's five commitments</p>	<p>Ongoing</p>	<p>MWAWAS staff will attend at least 2 partnership meetings/ events each year to fulfil HSENI's ongoing commitment to achieving the five objectives of the Mental Health Charter</p>
<p>Development two NI specific work-related stress toolkits, a general one and one for the Education sector</p>	<p>Completion of both stress toolkits to be completed by 31<sup>st</sup> March 2021</p>	<p>The aim of this action is to expand the suite of resources available, specifically to line managers, to give them a greater knowledge of the recognised causes of work-related stress for employees and to provide them with a template for starting a conversation with team members</p>
<p>HSENI will facilitate a range of workshops for senior managers and line managers to provide greater understanding of the Health and Safety Executive (HSE) Management Standards as an organisational framework for managing work-related stress</p>	<p>10 workshops to be held by 31<sup>st</sup> March for each year of the DAP</p>	<p>Increased understanding among senior managers and line managers on how to deal with and manage work-related stress.</p>



<b>Communication Action Measures</b>		
<b>Measures</b>	<b>Timescale</b>	<b>Performance Indicators/target</b>
<p>To raise awareness of key messages about disability related issues including barriers faced by people with a disability and work-related stress via a number of news releases and social media posts, as well as linking in with disability related National Awareness Days, weeks and months</p>	Ongoing	Increased awareness of the publication and the information it contains
<p>HSENI will revise all event and workshop literature to ensure it includes the facility for attendees to request dietary / physical / other requirements, as well as the Loop system, speed text and sign interpreter if required</p>	31 <sup>st</sup> March 2021	Greater accessibility to HSENI events for those with disabilities and other special requirements
<p>To work with disabled people and disability organisations 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>	By 31 <sup>st</sup> March 2021 to have met with the key contributors to the original publication to update them on findings and explore the possibility for revising and/or promoting the publication in the 2021/22 operating year	Review of this document will result in a more accurate guide for employers to include up to date contact details for HSENI and for all other relevant sources of information and advice
<p>HSENI will ensure that all key health and safety information booklets are made available in alternative formats on</p>	Ongoing as and when requests for booklets in alternative formats are made	100% of requests for health and safety booklets in alternative formats should be responded to