

Health and Safety Executive for Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report

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:

A handwritten signature in black ink that reads 'Kevin Neeson'. The signature is written in a cursive, slightly slanted style. It is set against a light gray, textured background that appears to be a scan of a document.

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 2020 and March 2021

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 2020-21, 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.

Throughout the 2020-21 period, the impact of the COVID-19 pandemic resulted in the temporary suspension of a number of HSENI's activities, including those which promoted equality of opportunity and good relations.

HSENI, however, used the most appropriate channels throughout the year to promote equality and good relations. Farm safety among children and young people remained of utmost importance despite the restrictions preventing a number of activities and events. In previous years, HSENI inspectors would have visited primary schools during the last term encouraging pupils to enter the annual 'Avoid Harm on the Farm' child safety poster competition. Due to the school closures in response to the pandemic, HSENI ran the competition successfully online during the period June to August 2020 and received 572 entries via email from children across Northern Ireland. The 2021 calendar was produced and 41,527 farm safety calendars were subsequently distributed to rural families via 436 primary schools across Northern Ireland. The Agriculture and Food Group also developed new farm safety guidance during the period including the launch of the 'Farm Safe Essentials' campaign, the aim of which was to highlight the root cause of incidents in the industry in order to better educate farmers on the key risks. A new Farm Safety Partnership Action Plan was also produced for the period 2020-2023.

Due to the pandemic, HSENI was unable to deliver farm safety presentations to children in rural primary schools as had been done in previous years. All resources were put online and e-mails were sent out to all rural primary schools across Northern Ireland just before they closed to advise the schools of the resources available and asked them to share this information with parents for home schooling.

Throughout the period, the Agriculture and Food Group worked closely with HSENI's Communications Team and Mental Well-being at Work Advisory Service (MWAWAS), as well as Rural Support, in order to develop an online stress indicator tool for the farming community. This crucial aid for the farming community is now nearing completion.

HSENI also continued to provide several publications aimed specifically at providing information for migrant workers who do not have English as their first language. HSENI has provided these publications (primarily on the website due to the remote working directive) in a number of ethnic minority languages; as well as the pictorial Universal

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

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

Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

During the pandemic HSENI's Mental Well-being at Work Advisory Service (MWAWAS) restructured all of its seminars to enable advisors to continue delivering key information in the form of webinars to assist Northern Ireland employers to use HSE's Management Standards as a tool to control the risks associated with work-related stress.

MWAWAS supported a range of organisations in implementing the Management Standards and delivered a total of 15 webinars across Northern Ireland. This included tailored workshops for separate organisations and industry bodies such as the Institute of Quarrying (IoQ), the Waste Industry Safety and Health (WISH) Forum for Northern Ireland and the Irish Congress of Trade Unions (ICTU).

Three of the webinars were delivered to line managers within the quarry industry to support and assist them in dealing with work related stress in the workplace. A guidance document was provided for quarry companies to assist in the preparation of the company's delivery of the Stress Management Standards and compliment the Line Manager training.

Advisors actively participated in seminars in conjunction with other stakeholders such as the Equality Commission and made further presentations at events organised by the Mental Health Charter.

2020-21 saw HSENI undertake its second year of activities relating to its 2018-2023 Corporate Plan. Unfortunately, the impact of the COVID-19 pandemic resulted in the temporary suspension of a number of activities, including those relating to the Equality Action Plan. The Plan affirms 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 dependents and persons without.

Throughout the period of the Corporate Plan, HSENI will continue to work for the protection of vulnerable groups in the workplace. This will be achieved through inspection, investigation and advisory visits, where staff will work to ensure those with particular needs in the workplace are fully protected. During the five year period of the Plan, HSENI will also carry out a number of promotional activities to increase health and safety awareness among the most vulnerable groups, including those with a disability, young workers, older persons and migrant workers. HSENI staff will also be mindful of gender specific issues which can arise in the workplace.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2020-21 (*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

Unfortunately, due to the restrictions in place throughout 2020-21 as a result of the COVID-19 pandemic, HSENI did not run or participate in any face to face events during the period. Although a number of events took place online, a decision was taken not to ask attendees to submit Equality Monitoring Forms via email as this would prevent anonymity in responses.

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.

The COVID-19 pandemic seriously impacted on HSENI’s ability to run or participate in campaigns throughout the period. However, the organisation quickly adapted to the situation and changed the format in which a number of campaigns were run in order to be able to deliver these safely and effectively.

Despite the challenges presented throughout the year as a result of the ongoing pandemic, HSENI staff continued to ensure all of its campaign messages took account of vulnerable groups. In particular, farm safety campaigns include messages for those most vulnerable in the farming community, namely older farmers and children, who are at most risk while on farms.

In considering the needs of children and young people in the farming community, HSENI participated in the multi-agency ‘Be Aware Kids’ campaign which was run in an online format between June and August 2020. The child safety campaign is part of HSENI’s commitment to keeping children safe and eliminating fatal accidents and serious injuries on Northern Ireland’s farms. The online campaign included the use of YouTube videos, presentations tailored for specific age groups as well as activity packs and colouring sheets designed to get the farm safety message across to children of all ages. These resources remain available on HSENI’s website.

HSENI also ran the ‘Avoid Harm on the Farm’ child safety poster competition online during the period due to the ongoing restrictions. As in other years, the competition asked for primary school children to design a poster highlighting the dangers children should be aware of while on a farm. Entries were submitted via email and twelve posters designed by children across all primary school ages were chosen to be included on the 2021 ‘Avoid Harm on the Farm’ calendar. 41,527 copies of the calendar were subsequently distributed to rural families via 436 rural primary schools.

As part of its work on focusing on the needs of the farming community, including older farmers who make up a large majority of farmers in Northern Ireland, HSENI backed the sixth International Farm Safety Week led by award-winning charity, the Farm Safety Foundation 20 – 24 July 2020. During the week HSENI launched the first of four Farm Safe Essentials campaign messages which addressed the main causes of major

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2020-21 (*or append the plan with progress/examples identified*).

incidents and deaths on our farms and provided simple calls to action by the farming community. Throughout the campaign HSENI also continued to remind the farming community that looking after their own physical and mental wellbeing should always be the priority.

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. During the period, HSENI continued to reinforce the impact of the COVID-19 pandemic on employees, particularly vulnerable workers, via its various information outlets, including all social media platforms and the HSENI website.

'Advice on protecting vulnerable workers during the Coronavirus (Covid-19) pandemic' was added to HSENI's website for both employers and employees to access information to ensure the safety of all vulnerable workers throughout the pandemic. The webpage also includes links to relevant guidance from the Public Health Agency and other public bodies.

During the period, HSENI produced six new published materials, distributed over 2,810 free publications giving health and safety advice and enabled website visitors to download over 709,000 publication files, with the 'COVID-19 example risk assessment template' having over 610,000 downloads.

Of the new publications designed and published, one was to assist line managers with the process of engaging in conversation with staff around the issue of stress and one provided employees and employers with issues to consider in the management of work-related stress whilst working from home.

The website pages of HSENI's Mental Well-being at Work Advisory Service (MWAWAS) were reviewed and are now in the process of being updated to provide a more comprehensive, yet easier to navigate, body of information on work-related stress and the effective management of it, using the HSE Management Standards.

A new webinar was developed on fatigue and burnout to provide practical information to employers on the causes of, risks from and management of these serious health issues that can occur through prolonged exposure to work-related stress. The advisors also produced a video presentation outlining what the HSE Management Standards are, how to risk assess using them and what services and resources MWAWAS provides.

Provision of publications specifically for vulnerable groups (mainly online via its website due to the COVID-19 pandemic) continued throughout 2020-21. 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. HSENI's website contains advice from employers specifically aimed at protecting migrant workers who do not have English as their first

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2020-21 (*or append the plan with progress/examples identified*).

language. HSENI also provides a number of publications aimed at ensuring the safety of young inexperienced staff, including the factsheet 'New to the Job' for both employers and employees, which can be downloaded from the website, in a number of languages.

Specific guidance in relation to the dangers of Carbon Monoxide aimed at students can be downloaded from HSENI's website and is available in a number of languages.

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

Since the Head of the Northern Ireland Civil Service's commitment to promote well-being in the workplace in January 2018, 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 the ability to avail of Inspire, the Charity for the Civil Servants and the NICS' Welfare Support Service. As mental health issues continue to rise in the workplace, HSENI has continued to focus on the need to ensure both employers and employees can access advice and guidance on mental health at work issues by providing a number of free publications on its website. 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.

HSENI's Communications Team continued to increase health and safety awareness via a number of channels throughout the year. Social media is now the main channel used by young people to access information and HSENI helps ensure important health and safety messages are relayed to this target audience via its Facebook page, Twitter account and YouTube videos. 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 Twitter followers now exceed 3,100 and we have attracted more than 4,800 followers on our Facebook account which shows a further increase from last year for both with Facebook seeing an increase of almost 14%. During 2020-21 views to HSENI's YouTube channel have reached more than 495,480. That equates to an increase of approx. 82000 views on the previous year.

HSENI loaded two new videos on to its YouTube during the year, 'Internal Falls are Preventable', a survivor story which currently has received more than 1,400 views, and one providing an overview on HSENI's Mental Well-being at Work Advisory Service, which has received more than 1,100 views.

Following the emergence of the COVID-19 pandemic, HSENI's website was updated to provide COVID-19 advice specifically aimed at vulnerable groups, including articles explaining 'clinically extremely vulnerable' and 'vulnerable' workers. Advice was also provided on how to protect pregnant women in the workplace. A link to the Equality and Human Rights Commission's '*Coronavirus (COVID-19) advice for employees*' on

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- 2** Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2020-21 (*or append the plan with progress/examples identified*).
protecting the rights of all Section 75 groups and preventing discrimination during the crisis was also provided on the HSENI website.

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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 2020-21 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 2020-21 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 2020-21 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 2020-21 Annual Report

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(currently in draft) 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.

6 In the 2020-21 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 2020-21 report
- Not applicable

Please provide any details and examples:

2020-21 saw HSENI undertake its second year of activities outlined on its 2018-2023 Corporate Plan. The Corporate Plan, which was published in draft in October 2018 and formally approved by the Minister for the Economy in March 2020, outlines its 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 dependents and persons without. The plan also confirms its commitment to working for the protection of vulnerable groups in the workplace.

One of HSENI's sectoral priorities for the 2020-21 period was to 'Raise awareness of farm dangers amongst vulnerable groups'. Activities undertaken within this area included a significant amount of work with children, young people and older farmers to improve awareness of the dangers associated with farming and being on farms. Target outputs for the year included:

- Organise and run an online farm safety poster colouring competition to improve awareness of the dangers of farms among primary school aged children; and
- Design, print and distribute a 2021 'Child Safety on Farms' Calendar to pupils attending rural primary schools to improve awareness of the dangers of farms among primary school aged children and their families.

The issue of mental health was also a focus for a number of the sectors within HSENI. Actions undertaken during the year included:

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- Raise awareness of potential mental health issues within the farming community;
- Aid in development of Mental Health website for agriculture community;
- Develop and launch Stress Talking Toolkit for education sector in partnership with Department of Education; and
- Deliver work related stress workshops.

HSENI's 2020-21 Annual Report (currently in draft) confirmed that the above objectives were met during the period. 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.

In addition to the commitments already contained in HSENI's Equality Scheme, the organisation's Six Monthly Assurance Statement includes an assurance, given by the Chief Executive that staff have been made aware of the organisation's Health and Safety Policy and Equality Policies and that these are being complied with and that the organisation conducts Equality Screening / Equality Impact Assessments where necessary on new policies/amendments to existing policies, both internal and external, in accordance with Section 75 of the NI Act 1998 and its own Equality Scheme.

The NICS has an active network of Diversity Champions and has appointed one of its' Deputy Secretaries as the NICS Diversity Lead for Disability. The NICS also has an active Disability Working Group and is a lead partner with Employers for Disability Northern Ireland. Through this collaboration the NICS is working towards creating a truly inclusive workplace where all staff feel valued. The NICS promotes a number of schemes for disabled staff, including a successful Work Experience Scheme for People with Disabilities.

Equality action plans/measures

7 Within the 2020-21 reporting period, please indicate the **number** of:

Actions completed: Actions ongoing: Actions to commence:

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.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2020-21 reporting period (*points not identified in an appended plan*):

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During 2020-21 no changes or amendments have been made to the Equality Action Plan as the commitments remain relevant to our functions and work. However, Corporate Support staff continue to oversee the implementation of the existing commitments and the actions set out in the Plan.

- 9 In reviewing progress on the equality action plan/action measures during the 2020-21 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 2020-21 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:

No consultation exercises were undertaken during the period.

- 12 In the 2020-21 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

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- 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:

No consultation exercises were undertaken during the period.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2020-21 reporting period? (*tick one box only*)

- Yes No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2020-21 reporting period? (*tick one box only*)

- Yes No Not applicable – no commitment to review

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/publications/type/impact%20assessments>

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

0

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 2020-21 reporting period, has shown changes to differential/adverse impacts previously assessed:

None identified

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:

None identified

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 2020-21, and the extent to which they met the training objectives in the Equality Scheme.

Due to the ongoing COVID-19 pandemic, a number of training courses were cancelled at the start of the period. As the year progressed, courses started to become available online. Due to the pandemic, staff focused on courses which helped inform on issues surrounding stress, anxiety and mental health issues at work.

- One member of staff completed a Level 5 Diploma in Mental Health and Well-being Awareness
- One staff member attended a Multi-Agency Approach To Preventing Suicide course
- One staff member achieved the NEBOSH Mental Health & Well-being certificate
- All members of the Mental Well-being at Work Advisory Service attended a COVID 19 and Mental Health at Work course
- A number of staff completed Mental Health First Aid training
- One member of staff attended Therapeutic Counselling course

- 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:

Following completion of the Level 5 Diploma in Mental Health and Well-being Awareness, one member of staff provided the following feedback: *'The course directly discusses the importance of the HSE Management Standards and how they are a great way of managing work related stress. This course also showed how to present a business case in relation to mental health and well-being at work which is something that the MWAWAS deal with on a daily basis. One of our duties is to design and deliver mental well-being training courses, this was covered in great detail in this diploma.'*

Following receipt of the NEBOSH Mental Health & Well-being certificate, one staff member stated: *'This course included topics that are very relevant in the work I do, especially when working with external organisations to help eliminate and prevent the risk of work related stress, including modules on Management of people with musculoskeletal disorders, Dealing with mental ill health at work, Equality Act and fitness for work and Management of substance misuse in the workplace.'*

One staff member, who completed the COVID 19 and Mental Health at Work course advised that *'This series of lunchtime awareness webinars were very useful in recognising the impact that Covid 19 has had on employees and employers and also touched upon the importance of work and life outside of work when working from home and also the stressors associated with working from home. This was useful as we were producing a presentation - Managing work-related stress while working from home.'*

One staff member who undertook 'Therapeutic Counselling' advised *'I am currently in the fourth year of studying to be an Integrative Counsellor. The skills I have learned in this course as well as the different modalities of counselling, have helped me help other people in my role as a Mental Well-being at Work Advisor. This course has given me an in-depth knowledge of the challenges that people dealing with mental health issues, face on a daily basis. In the job I do, it is vital that I am empathetic and listen to the people we encounter on a daily basis. This course has enabled me to fine tune these skills and helped me create content for the courses and services that we provide.'*

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

- 26** Please list **any examples** of where monitoring during 2020-21, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Due to the continuation of the pandemic throughout the period, the need to ensure COVID-19 advice and information was easily accessible by everyone was of utmost importance. As a result, HSENI's Communications Team worked hard to ensure the most accurate and up to date information and advice in relation to COVID-19 was available on the website.

The closure of all schools at the start of the pandemic meant that staff were unable to deliver farm safety presentations delivered to primary school children as in previous years. These presentations were important in relaying important safety messages to children living in rural areas about the dangers around a farm. However, all resources were put online and e-mails were sent out to all rural primary schools across Northern Ireland just before they closed to advise the schools the resources were available and schools were asked to share this information with parents for home schooling.

During the period, HSENI's Communications Team undertook extensive work to amend the website in accordance with the findings of a web accessibility audit carried out in October 2020, including amendment of all forms and recent publications. All webpages and documents are also being reviewed to ensure compliance with the standards to ensure the website can be used by as many people as possible including those with impaired vision, motor difficulties, impaired hearing or learning difficulties. An accessibility statement was produced and is available to view on our website.

Complaints (Model Equality Scheme Chapter 8)

- 27 How many complaints **in relation to the Equality Scheme** have been received during 2020-21?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

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

Review of the Equality Scheme has been delayed due to competing priorities and staff resource issues. However, work is ongoing to complete the review this year.

- 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 reporting period? *(please tick any that apply)*

PART A

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

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:

5

Fully achieved

2

Partially achieved

6

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	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			
Regional ^{iv}			
Local ^v	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	During the year, HSENI continued to follow the NI Civil Service Code of Practice for the Employment of people with disabilities. The organisation adheres to the Code in ensuring that disability is not a bar to recruitment or advancement.	Equal opportunity for those with and without disabilities in recruitment and promotion within HSENI.

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
		<p>Throughout 2020-21, HSENI continued to ensure the needs of all staff with DDA requirements, as well as those returning from sick absence, were identified and reasonable adjustments had been considered and implemented where appropriate to ensure adequate employee access throughout the organisation.</p> <p>As the COVID-19 pandemic continued throughout the reporting period, HSENI's Communications Team used social media to convey a number of key messages. Campaigns including 'Avoid Harm on the Farm' Poster Competition, 'Mind Your head', 'Coping with the Pressures of Farming' and 'SafeStart' were promoted on Facebook and Twitter. Staff also used social media to provide advice on 'Mental Wellbeing at Work – Working</p>	<p>Staff were able to return to work following sick absence with the knowledge that changes would be made as necessary to their working environment to allow them to work in a fully accessible and comfortable environment.</p> <p>'Avoid Harm on the Farm' – 119,935 Facebook reaches</p> <p>'Mind Your head' – 1749 Facebook reaches</p> <p>'Coping with the pressures of Farming' – 6205 Facebook reaches</p> <p>'SafeStart' – 546 Facebook reaches</p> <p>'Mental Wellbeing at Work – Working from Home' – 19,987 Facebook reaches</p> <p>'Protecting Vulnerable Workers during the COVID-19 Pandemic' – 1776 Facebook reaches</p>

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
	<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>from Home' and provided advice for employers on 'Protecting Vulnerable Workers during the COVID-19 Pandemic'.</p> <p>During the period, advisors actively participated in seminars in conjunction with other stakeholders such as the Equality Commission and made further presentations at events organised by the Mental Health Charter</p>	<p>HSENI has fulfilled its commitment to achieving the five objectives of the Mental Health Charter</p>

PART B

2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact

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	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	Staff were advised of the revised DAP via email, on the SHINE staff brief and on HSENI's Sharepoint. The DAP was also published on HSENI's website.	Staff are fully aware of the duties and actions to be undertaken during the lifetime of the DAP.
2	Review and ongoing development of HSENI website that takes account of the NICS Web Accessibility Standards. This will include the development of the equality section of HSENI's website	HSENI Communications Team undertook extensive work during the year to amend the website in accordance with the findings of a web accessibility audit carried out in October 2020, including amendment of all forms and recent publications. All	HSENI's website now adheres to the NICS Web Accessibility Standards meaning that it can be easily accessed by those impaired vision, motor difficulties, impaired hearing or learning difficulties. The impact of this is that key health and safety messages can be accessed and understood by a more inclusive target audience.

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	Communications Action Measures	Outputs	Outcome / Impact
	<p>which promotes key information on disability for employers and the public.</p>	<p>webpages and documents are also being reviewed to ensure compliance with the standards to ensure the website can be used by as many people as possible including those with impaired vision, motor difficulties, impaired hearing or learning difficulties. An accessibility statement was produced and is available to view on our website.</p> <p>The website pages of MWAWAS were also reviewed and are now in the process of being updated to provide a more comprehensive, yet easier to navigate, body of information on work-related stress and the effective management of it using the HSE Management Standards.</p>	

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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	Encourage others Action Measures	Outputs	Outcome / Impact
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	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	10 workshops to be held by 31 st March for each year of the DAP.	MWAWAS supported a range of organisations in implementing the Management of work related stress and delivered a total of 15 webinars across Northern Ireland, including tailored workshops for separate organisations and industry bodies. This has led to an increased understanding among senior managers and line managers on how to deal with and manage work-related stress.

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

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	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
1	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	All staff to undertake one disability related course each year.	A number of HSENI staff undertook Mental Health First Aid training during the period.	<p>Competing work priorities and resource issues as a result of the COVID-19 pandemic meant that not all staff attended a disability related course. It is proposed that this will be rolled out for all staff during 2021-22.</p> <p>Refresher training requirements for Diversity training were reviewed during the year and the Training Unit confirmed that staff training is current and up to date.</p>
2	Development of two NI specific work-related stress toolkits, a general one and one for the Education sector	Completion of both toolkits by 31 st March 2021.	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	<p>The specific work-related stress talking toolkit aimed at assisting line managers was developed and launched online.</p> <p>The Stress Talking Toolkit for the education sector was not achieved. Current challenges with education have resulted in delays to achieving this target</p>

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	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
			starting a conversation with team members.	although significant preparatory work already completed in terms of content of the resource. HSENI is currently awaiting input from DE.

4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	HSENI will continue to promote awareness of HSENI's disability duties and elements of the Disability Action Plan in its SHINE staff brief	Competing work priorities have resulted in this not being done during the reporting period. However we will promote awareness of the DAP on SHINE as outlined in the DAP during 2021-22.
2	To work with disabled people and disability organisations to revise the booklet 'Balancing Disability Rights and Health and Safety Requirements – A Guide for Employers' to ensure that the information contained is up to date.	Competing work priorities and the continuation of the remote working directive as a result of COVID-19 have prevented this work from being done.
3	Inclusion of disability awareness training as part of HSENI induction for all new staff	This has not yet been introduced as mandatory for new staff but is required on an ad hoc basis. It is hoped this will be fully implemented during 2021-22.

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	Action Measures not met	Reasons
4	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	This has not been possible due to the ongoing COVID-19 restrictions and the continuation of the remote working directive.
5	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.	This has not yet been fully implemented due to the ongoing remote working directive but induction material will be reviewed as soon as possible.
6	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.	Work to address these issues is ongoing and revised literature will be available when the easing of restrictions allows physical events to take place again.

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

Staff feedback from equality related training courses

(b) Quantitative

Analysis of the number of downloads of HSENI publications from the website

Analysis of the number of social media interactions, e.g. views of HSENI's YouTube safety videos, HSENI's Facebook account likes, shares and impressions and the number of Twitter followers.

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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?

No

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?

No

ⁱ **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.

ⁱⁱ **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.

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

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

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