

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 rectangular box containing a handwritten signature in blue ink that reads 'Louis Burns'.

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 2021 and March 2022

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 2021-22, 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.

2021-22 was another challenging year for HSENI due to the Covid-19 pandemic and we adjusted how to deliver our services, including those which promoted equality of opportunity and good relations.

HSENI continued to utilise a range of approaches and used the most appropriate channels throughout the year to promote equality and good relations. During 2021-22 HSENI continued its work on the third Farm Safety Partnership (FSP) Action Plan for the period 2020-2023. The farm safety multimedia campaign continued to run with the focus on the development and launch of an interactive website and four new Farm Safe Essentials to provide safety messages on quads, calving, stacking bales and separating stock and slurry. The campaign was exposed over 31 million times and 91% of adults saw or heard the campaign at least once. On 22 Feb 2022, as part of the farm safety campaign, HSENI launched an interactive website specifically to help the local farming community identify and deal with the stress and pressure of farming life. The new website www.farminmind.co.uk is entirely confidential and was developed with the help of the key agricultural partners including Rural Support, The Farm Safety Partnership, and the Workplace Health and Leadership Group Northern Ireland.

HSENI also worked throughout the year to raise awareness and reiterate farm safety messages amongst children and young people. In 2021 HSENI organised an online farm safety poster competition which ran between 1 and 30 June 2021. HSENI contacted all the rural Primary schools and Special Needs schools throughout NI to encourage them to enter the competition. The competition was also promoted via social media and a press release promoting the competition was issued to local newspapers throughout NI. We received 2,770 competition entries from which 12 winners were selected. A 2022 calendar was designed and printed with the 12 winning entries, and this was distributed to 43,750 families of children attending rural primary schools throughout NI.

Due to continuing Covid restrictions, HSENI was unable to deliver 'Be Aware Kids' presentations to children in rural primary schools as had been done in previous years. However, HSENI updated the website with new 'Be Aware Kids' Child Safety on Farm resources to deliver key messages on how to stay safe on the farm. E-mails were sent out to all rural primary schools across Northern Ireland to advise them the information was available and to further reiterate the importance of farm safety.

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

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

During 2021-22 HSENI designed and launched 2 new campaigns targeting the construction industry on the importance to 'Always Ask for the Asbestos Register', and the importance of using suitable access equipment, working platforms and edge protection when working at height. All radio and TV advertisements for the campaigns are available on HSENI's website with transcripts for people with hearing difficulties.

The Mental Wellbeing at Work Advisory Service (MWAWAS) continued to provide guidance and support on how to control the risks associated with work related stress. During 2022-22, advisors launched their latest webinar entitled 'Fatigue and Burnout' adding to their suite of webinars available. Due to significant demand their three main presentations were video recorded and placed on HSENI'S YouTube channel to accommodate duty-holders wishing to avail of their services.

- MWAWAS supported a range of organisations in implementing appropriate controls to manage stress within the workplace and delivered a total of 19 workshops across Northern Ireland, including five tailored workshops for various organisations. Seminars were also conducted in conjunction with The Northern Ireland Safety Group (NISG), The Probation Board for Northern Ireland (PBNI) and The Department of Justice (DoJ). They also worked with other industry bodies, including Northern Ireland Chest Heart and Stroke (NICHS), Developing Health Communities NI (DHCNI), the Federation of Small Businesses (FSB) and the Local Government Staff Commission (LGSC) which enabled for various tailored workshops to be delivered to many employers across various sectors. One such webinar was attended by 569 delegates. The building and maintenance of effective working relationships with local mental health organisations and public bodies has been a significant part of the day-to-day work of the advisors during the year eg Orchardville and Mindwise.

HSENI's Communications Team continued to play a vital role during 2021-22. In addition to the provision of information on a wide range of subjects the team continued to platform advice on how to manage Covid-19 in the workplace. The team made it a priority to engage with duty holders with new or updated guidance in a timely manner. The team made it a priority to engage with duty holders with new or updated guidance in a timely manner. HSENI continue to maintain a proactive profile throughout social media, keeping them up to date with our industry news and prosecutions. During 2021-22 views to HSENI's YouTube channel have reached more than 55,000.

HSENI also continued to provide several publications aimed specifically at providing information to 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 reading.

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

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

2021-22 saw HSENI undertake its third year of activities relating to its 2018-2023 Corporate Plan. Unfortunately, the impact of the COVID-19 pandemic resulted in the reshaping and temporary suspension of some operational activities, including some 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. No adverse equality issues arose due to the reduction in activity.

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 2021-22 (*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 2021-22 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 continued to impact 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. The farm safety campaign continued to run and focused on those most vulnerable in the farming community, namely older farmers and children, who are at most risk while on farms. A new interactive website was launched, specifically to help the local farming community identify and deal with the stress and pressure of farming life, reminding the farming community that looking after their own physical and mental wellbeing should always be the priority. Four new Farm Safe Essential messages were promoted providing safety guidance on quads, calving, stacking bales and separating stock and slurry. The campaign was exposed over 31 million times and 91% of adults in Northern Ireland saw or heard the campaign at least once.

In considering the needs of children and young people in the farming community, HSENI participated in the multi-agency ‘Be Aware Kids’ campaign. 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 month of June 2021 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. 2,770 entries were submitted, and twelve posters designed by children across all primary school ages were chosen to be included on the 2022 ‘Avoid Harm on the Farm’ calendar. 43,750 copies of the calendar were subsequently distributed to rural primary schools throughout Northern Ireland.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

The Farm Safety Multimedia campaign continued to run during 2021-22. As part of its work on continuing to promote the Farm Safety Campaign, HSENI backed the seventh International Farm Safety Week led by award-winning charity, the Farm Safety Foundation 19 – 23 July 2021. During the week HSENI issued 5 press releases with the following messages:

- 1) Farm Safety Partnerships urge farmers to ‘rethink risk’
- 2) HSENI urges the farming community to ‘wake up to tiredness’
- 3) Lack of farm safety could cost you your life!
- 4) Work or leisure – stay safe in the countryside
- 5) Farming community urged to ‘rethink risk’ to personal health and wellbeing

During 2021-22 HSENI designed and launched two new campaigns targeting the construction industry on the importance to ‘Always Ask for the Asbestos Register’, and the importance of using suitable access equipment, working platforms and edge protection when working at height. All radio and TV advertisements for the campaigns are available on HSENI’s website with transcripts for people with hearing difficulties.

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. During the reporting period all information published on the website was updated to ensure they adhere to the international Web Content Accessibility Guidelines (WCAG) 2.0 AA standards. This ensures 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 is available to view on our website. All HSENI documents are available on request in alternative formats.

During the period, HSENI produced 5 new publications, distributed over 6953 free publications giving health and safety advice. HSENI’s website continues to provide advice and guidance on work-related issues for employees and employers, including pregnant workers and those considered vulnerable workers. During 2021-22 we kept the information on our website relating to Covid-19 up to date as restrictions changed, with more than 400,000 views across this section within the reporting period. This enabled website visitors to download 182,910 publication files, with the ‘Covid-19 example risk assessment template’ having over 95,000 downloads. We also included a new topic page on our website entitled ‘Older workers’ with information and guidance- for older workers and employers alike, with links to external resources such as Age NI and The Equality Commission.

During 2021-22 HSENI launched the Occupational Health Risk Navigator Tool across various industry sectors. HSENI worked in partnership with the Department for Communities (DFC) and the Construction Industry Training Board (CITB) Northern

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

Ireland to launch a new pilot for all work sectors with particular focus placed on the construction sector. This initiative will help employees benefit from the help of the health care professionals when suffering from a range of mental and physical health conditions. Mental wellbeing continues to be a challenge for society in general and HSENI continues to play a key role in tackling problems in the workplace.

HSENI's 'Handling with Care' publication was promoted to the healthcare sector in partnership with HSC Trusts. The promotion took place during Back Care Awareness Week (4-8 October 2021) A press release was issued along with 6 social media posts.

HSENI's Mental Well-being at Work Advisory team developed workshop content for employers to enable them to conduct meaningful assessments of manual handling hazards within the workplace. This workshop is expected to be delivered to HSENI staff during 2022-23.

The website pages of HSENI's Mental Well-being at Work Advisory Service (MWAWAS) were reviewed and have now been 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.

Provision of publications specifically for vulnerable groups (mainly online via its website due to the COVID-19 pandemic) continued throughout 2021-22. 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 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.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

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 3,200 up 4% from last year and we have attracted more than 6,200 followers on our Facebook account which shows a further increase from last year by 26%. During 2021-22 there were over 55,000 views to HSENI's YouTube channel. HSENI introduced an Instagram page in 2020 and has had a steady increase in followers during 2021-22 with 832 followers, up by 49% from the previous year.

During 2021-22 HSENI produced a new series of 9 videos with our Mental well-being at Work Advisory Service explaining the Management Standards Approach for work-related stress, the Line Managers role in dealing with work-related stress and also talked through Fatigue and Burnout within the workplace.

HSENI also produced a TV advertisement as part of the Asbestos Campaign. All videos and the TV Adverts are available on HSENI's YouTube Channel, and they were also promoted on social media.

Radio advertisements for all HSENI Campaigns are now available on our website with transcripts for anybody with hearing difficulties.

HSENI's website continued to provide up to date 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 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 2021-22 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 2021-22 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 into 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 2021-22 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 2021-22 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:

2021-22 saw HSENI undertake its third full 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 2021-22 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 2022 '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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- Launched a new website to raise awareness of potential mental health issues within the farming community – www.farminmind.com ;
- Delivered 19 seminars on work related stress.
- Produced a series of 9 videos explaining the Management Standards Approach for work-related stress, the Line Managers role in dealing with work-related stress and Fatigue and Burnout within the workplace.

HSENI’s 2021-22 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. In September 2021, all NICS staff were asked to complete the Stonewall LGBT+ inclusion survey. The survey formed part of the Civil Service’s submission to Stonewall Workplace Equality Index 2022 which measures how inclusive the NICS is for LGBT+ people and was used to help to inform the NICS’ future work on diversity and inclusion.

Also during the year the NICS LGBT Staff Network, in conjunction with the WELL Programme, offered all staff the opportunity to attend an information seminar to allow staff to gain a better understanding of what the NICS LGBT Network does and provide and explanation of its role within the NICS.

The NICS has also appointed one of its’ Deputy Secretaries as the NICS Diversity Lead for Disability. There is also an active Disability Working Group and NICS 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 2021-22 reporting period, please indicate the **number** of:

Actions completed:	<input type="text" value="0"/>	Actions ongoing:	<input type="text" value="5"/>	Actions to commence:	<input type="text" value="0"/>
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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.

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2021-22 reporting period (*points not identified in an appended plan*):

During 2021-22 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 2021-22 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 2021-22 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 2021-22 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

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- 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:

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 2021-22 reporting period? (*tick one box only*)

Yes No Not applicable

Please provide any details and examples:

- 14** Was the consultation list reviewed during the 2021-22 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>

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

0

16 Please provide the **number of assessments** that were consulted upon during 2020-21:

0	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.
0	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:

There were no consultations conducted during the period.

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 2021-22 reporting period? (*tick one box only*)

Yes No Not applicable

Please provide any details and examples:

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

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20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2021-22 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 2021-22 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 2021-22, and the extent to which they met the training objectives in the Equality Scheme.

Training courses were limited during 2021-22 due to the continued disruption of the COVID-19 pandemic. Most courses continued to be delivered online but as the year progressed more courses started to be delivered face to face. The MWAAS continued to focus on stress and anxiety related courses.

- Three members of staff attended The Mental Health in the Workplace Conference 2021
- Two members of staff attended the Virtual Trauma Recovery Summit
- Following a request from HSENI's Training Unit, a number of HSENI staff attended the NICS 'Supporting Autistic People' webinar which featured a representative from the National Autistic Society (NI) as well as NICS staff who are living with the disability and those with family members diagnosed with Autism. An article was subsequently published on HSENI's online staff brief providing staff who were unable to attend the webinar with some important information from the webinar, including links to a recording of the webinar and relevant websites which can help support people with Autism and their families.

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 their attendance at The Mental Health in the Workplace Conference 2021, one member of staff provided the following feedback:

'This conference provided an opportunity for the MWAWAS to hear from some of the leading voices in the mental health at work community. A range of specialists in their field such as Peter Kelly, Senior Psychologist, HSE and Françoise Woolley, Head of Mental Health and Wellbeing, ACAS, provided insight into the current challenges facing both employers and employees. This virtual conference also provided many networking opportunities for the team.'

Two members of staff attended the Virtual Trauma Recovery Summit and provided the following feedback:

'This event lasted over two days and had over 40 trauma specialists speaking about different aspects of trauma. Our participation helped with development of the ongoing work that we are doing to help HSENI be a more trauma informed organisation. There were speakers who specialise in helping organisations become trauma informed who shared their knowledge which we both found hugely beneficial for the work going forward.'

One member of staff who attended the 'Supporting Autistic People' webinar provided the following feedback:

The webinar featured a representative from the National Autistic Society (NI), who spoke about the help, information and care that the charity provides across Northern Ireland for autistic children, adults, and their families. The webinar also included talks from NICS colleagues who are living with the disability and those with family members diagnosed with Autism. They spoke very openly and honestly about their personal experiences of living with Autism, focusing not only on the difficulties the condition has presented them with in their lives, but also about the positive ways in which they overcome these to live a very fulfilled life. The webinar also helped me recognise some of the characteristics people living with Autism might display and provided an insight into how we should communicate with colleagues and customers living with this disability.'

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

- 26** Please list **any examples** of where monitoring during 2021-22, 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.

Due to the continuation of Covid there were still restrictions in place across schools which 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 to advise the schools the resources were available.

All radio advertisements for HSENI Campaigns are available on HSENI's website with transcripts for anybody with hearing difficulties.

During the period, HSENI's Communications Team continued to amend documents on HSENI's website so that they adhere to web accessibility standards. This is 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 report 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 2021-22?

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:

PART A

Review of the Equality Scheme has been delayed due to competing priorities and staff resource issues. However, work is ongoing and we will endeavour 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)*

- 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:

6

Fully achieved

3

Partially achieved

4

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 2021-22, 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, 'Always Ask for the Asbestos Register', 'Construction Campaign' and the new 'Farm in Mind' Website were promoted on Facebook, Twitter and Instagram. Staff also used social media to continue to</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' – 12,925 Facebook reaches</p> <p>'Always Ask the Asbestos Register' – 17,220 Facebook reaches</p> <p>'Construction Campaign' – 3730 Facebook reaches</p> <p>'Mental Wellbeing at Work – Working from Home' – 3025 Facebook reaches</p> <p>'Protecting Vulnerable Workers during the COVID-19 Pandemic' – 3123 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>provide advice on 'Mental Wellbeing at Work – Working from Home' and provided advice for employers on 'Protecting Vulnerable Workers during the COVID-19 Pandemic'.</p> <p>HSENI's MWAWAS continued to work throughout the period to reduce occupational ill health, in partnership working with a number of organisations. The advisors supported a range of organisations in implementing appropriate controls to manage stress within the workplace and delivered a total of 19 work-related stress workshops across Northern Ireland, including 5 tailored workshops. Seminars were also conducted in conjunction with The Northern Ireland Safety Group (NISG), The Probation Board for Northern</p>	<p>'Farm in Mind' – 12,694 Facebook reaches</p> <p>HSENI has fulfilled its commitment to achieving the five objectives of the Mental Health Charter</p>

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
		Ireland (PBNI) and The Department of Justice (DoJ).	

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

	Training Action Measures	Outputs	Outcome / Impact
	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 st March in each year of the DAP	Whilst it was not possible to arrange for a representative to physically deliver a talk due to the ongoing remote working directive as a result of the pandemic, HSENI staff were all invited to attend an NICS webinar, 'Supporting Autistic People', on 16 th September 2021, which featured a representative from the National Autistic Society (NI) as well as NICS colleagues who live with the condition and those with family members. Feedback from staff confirmed that the webinar helped staff recognise some of the characteristics people living with Autism might display and provided an insight into how we should communicate with colleagues and customers living with this disability.

PART B

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	<p>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.</p> <p>Following a number of staff’s attendance at the NICS ‘Supporting Autistic People’ webinar in September 2021, an article was included on HSENI’s SHINE staff brief providing a link to the webinar for those who were unable to attend as well as links to relevant websites which can provide help and support for autistic people and their families. Staff were also provided with a link to the current interim NICS Autism Strategy and to the consultation on Autism Priorities for the NICS 2023-2028.</p>	<p>Staff are fully aware of the duties and actions to be undertaken during the lifetime of the DAP.</p> <p>Staff are more aware and able to recognise some of the characteristics people living with Autism might display and provided an insight into how we should communicate with colleagues and customers living with this disability.</p>
2	Review and ongoing development of HSENI website that takes account of the NICS Web Accessibility Standards. This will include the	HSENI Communications Team continued during the year to amend the website in accordance with the findings of a web accessibility audit carried out in October 2020, including amendment	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

PART B

	Communications Action Measures	Outputs	Outcome / Impact
	<p>development of the equality section of HSENI's website which promotes key information on disability for employers and the public.</p>	<p>of all forms and recent publications. All webpages and documents have been 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 have now been 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 series of 9 videos are now available to view explaining the Management Standards Approach for work-related stress.</p>	<p>and safety messages can be accessed and understood by a more inclusive target audience.</p>

PART B

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
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 19 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.

PART B

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

	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.	Several members of staff attended the Virtual Trauma Recovery Summit and The Mental Health in the Workplace Conference. A number of staff attended the NICS 'Supporting Autistic People' webinar. The webinar was subsequently shared with all staff via a link on HSENI's online staff brief.	Competing work priorities and resource issues as a result of the continuation 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 2022-23.
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 2022.	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	The specific work-related stress talking toolkit aimed at assisting line managers was developed and launched online. The Stress Talking Toolkit for the education sector has been developed and the content was agreed in February 2022. However, due to budget restraints the

PART B

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
			starting a conversation with team members.	design and print of this toolkit was not achieved. It is hoped that this will be available by 31 st March 2023.
3	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) – 1 out of 4 articles achieved during the year.	Staff's increased awareness of HSENI's disability duties	Due to resource issues and competing priorities this measure was not fully achieved. However, a new member of staff was recruited during the period to help undertake equality related duties and this measure should be fully achieved in 2022-23.

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

	Action Measures not met	Reasons
1	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.

PART B

	Action Measures not met	Reasons
2	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 2022-23.
3	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.
4	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.

PART B

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.