

Health and Safety Executive for Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report

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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 blue ink that reads 'Louis Burns' is displayed within a rectangular box.

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 2022 and March 2023

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 2022-23, 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.

The relaxation of COVID-19 restrictions meant that HSENI could return to normal operating procedures during 2022-23 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 2022-23 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 existing creative assets during the year with focus on the development and launch of the older farmer awareness campaign and development of four new Farm Safe Essential messages providing guidance on checking brakes, planning safe spaces, giving slurry space and staying off roofs. HSENI has now developed a total of eight Farm Safety Essential messages. On 8 December 2022 HSENI, as part of the farm safety campaign, launched an awareness campaign to help safeguard older farmers at the Winter Fair. The multimedia campaign was aimed at helping to keep older farmers safe in the workplace by asking them to consider their physical limitations before undertaking jobs on the farm. TV, radio, press, website, and social media were all used to spread the eight Farm Safety Essential messages. Posters with the eight Farm Safe Essential messages were posted out to Farmers' marts and farming supplies stores throughout NI for further promotion. As part of the Farm Safety Campaign, HSENI continued throughout the year to promote 'Farm in Mind', the new Mental Health interactive website, specifically to help the local farming community identify and deal with the stress and pressures of farming life. The Farm Safety Partnership, Rural Support and other stakeholders helped increase awareness of the website through all social media sources and there were 3,327 page views on the 'Farm in Mind' website during the year.

HSENI also worked throughout the year to raise awareness and reiterate farm safety messages amongst children and young people. In 2022 HSENI organised a farm safety poster competition which ran between 1 and 30 June 2022. 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 2,017 competition entries from which 12 winners were selected. A 2023 calendar was designed and printed with the 12 winning entries and this was

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

distributed to approximately 43,500 families of children attending rural primary schools throughout NI.

With the relaxation of COVID-19 restrictions, HSENI was able to return to delivering Farm Safety presentations to raise awareness and promote the important farm safety messages amongst rural primary and secondary school children throughout NI. 162 Farm Safety presentations were delivered in 81 Primary schools to foundation, key stage 1 and 2 children, and 14 were delivered in secondary schools to GCSE students. Resources were issued to all children who received the talks, and all the presentations and resources are available to view and download from HSENI's website.

During 2022-23 HSENI re-launched its Asbestos Campaign to encourage tradespeople to 'Always Ask for the Asbestos Register', particularly when working on buildings constructed before the year 2000. It also aimed to inform duty holders of their legal duty to carry out a survey and hold an Asbestos Register available for tradespeople working in their building. The multimedia campaign was exposed almost 10 million times with a very low cost per thousand. It is estimated that 89% of Northern Ireland adults have seen or heard the campaign at least once. The average adult either saw or heard the campaign 5.7 times. All radio and TV advertisements for the Asbestos campaign are available on HSENI's website with transcripts for people with hearing difficulties.

Over the last 10 years in NI, 34 people have lost their life through workplace transport incidents and 162 people were seriously injured. During 2022-23 HSENI created two engaging 30 second TV adverts, two radio adverts, various online advertisements, social media messages as well as outdoor advertisements. This new Workplace Transport Safety Campaign will launch in September 2023 across all HSENI enforced work sectors in NI. All radio and TV and radio advertisements for this campaign will be made available on HSENI's website with transcripts for people with hearing difficulties.

The Mental Wellbeing at Work Advisory Service (MWAWAS) provides advice, guidance, and support on how to control the risks associated with work related stress. During 2022-23, the MWAWAS promoted 3 main seminars: managing work related stress; management standards and the line managers role; and fatigue and burnout. Due to demand the presentations were video recorded and placed on HSENI's YouTube channel to widen the reach. Subtitles/Closed Captions are available on all our YouTube videos for people with hearing difficulties and were viewed 740 times.

During 2022-23 the MWAWAS supported a range of organisations in implementing appropriate controls to manage stress within the workplace. Advice was offered to employees and employers on 74 occasions, and they delivered a total of 10 workshops as well as a number of seminars to public and private sector groups, universities, and colleges and trade unions. During 2022-23 they successfully worked in partnership

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

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

with organisations such as Northern Ireland Chest Heart and Stroke (NICHHS) and Developing Healthy Communities NI (DHCNI).

HSENI's Communications Team continued to play a vital role in promoting equality during 2022-23. In addition to the provision of information on a wide range of subjects, the team made it a priority to engage with duty holders with new or updated guidance in a timely manner. HSENI continued to maintain a proactive profile through social media, keeping both duty holders and the wider public up to date with industry news and prosecutions. During 2022-23 views to HSENI's YouTube channel have reached more than 50,000, over 80,000 website downloads and over 360,000 people reached via Facebook.

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 several ethnic minority languages, as well as providing 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.

2022-23 saw HSENI undertake its final year of activities relating to its 2018-2023 Corporate Plan. Unfortunately, due to high priority work commitments and lack of resources, there was a temporary suspension to 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.

2023-24 will see the introduction of HSENI's Corporate Plan for the period 2023-28. Throughout this period, 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 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 2022-23 (*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.

With the relaxation of COVID-19 restrictions, HSENI attended the following events: Balmoral Show where we promoted the dangers to children on our farms; Clogher Valley Show where we promoted farm safe essentials messages including those relating to older farmers and children on farms; Winter Fair where we launched the awareness campaign for older farmers; Policing Community Safety Partnership (PCSP) Spring Event where we promoted messages on asbestos and carbon monoxide to pensioners and community groups attending; and HSENI’s Occupational Health Team Conference on Controlling Welding Fume. Equality Monitoring forms were issued at the Occupational Health Team Conference. 165 delegates attended and 65 forms were completed and returned. One person raised that they were not sure of the definition of Section 75. HSENI will consider this for future events.

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.

During 2022-23 HSENI continued to ensure all of its campaign messages took account of vulnerable groups. HSENI re-launched its Asbestos Campaign to encourage tradespeople to ‘Always Ask for the Asbestos Register’, particularly when working on building constructed before the year 2000. It also aimed to inform dutyholders of their legal duty to carry out a survey and hold an Asbestos Register available for tradespeople working in their building. The multimedia campaign was exposed over 10 million times. It is estimated that 89% of Northern Ireland adults have seen or heard the campaign at least once and the average adult either saw or heard the campaign 5.7 times. All the campaign radio and tv advertisements are available on our website with transcripts available for people with hearing difficulties.

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. Four new Farm Safe Essentials messages were produced providing guidance on checking brakes, plan safe spaces, give slurry space and stay off roofs. In December 2022, as part of the Farm Safety Campaign, HSENI launched an awareness campaign to help safeguard older farmers at the Winter Fair. The multimedia campaign was aimed at helping to keep older farmers safer in the workplace by asking them to consider their physical limitations before undertaking jobs on the farm. During 2022-23 HSENI continued to promote ‘Farm in Mind’, the new Mental Health website for the agriculture community, 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. The website had 3,327 views during the year and 1,356 people took the stress indicator tool test.

In considering the needs of children and young people in the farming community, HSENI continued to promote the ‘Be Aware Kids’ campaign. The child safety campaign

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2022-23 (*or append the plan with progress/examples identified*).

is part of HSENI's commitment to keeping children safe and eliminating fatal accidents and serious injuries on Northern Ireland's farms. Due to the relaxation of COVID-19 HSENI was able to deliver presentations to primary and secondary school children. 162 farm safety presentations were delivered in 81 primary schools and 14 presentations in secondary schools. The 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, and all videos are available with subtitles.

HSENI also ran the 'Avoid Harm on the Farm' child safety poster competition during the month of June 2022. The competition asked for primary school children to design a poster highlighting the dangers children should be aware of while on a farm. 2,017 entries were submitted, and twelve posters designed by children across all primary school ages were chosen to be included on the 2023 'Avoid Harm on the Farm' calendar. 43,500 copies of the calendar were subsequently distributed to rural primary schools throughout Northern Ireland.

The Farm Safety Multimedia campaign continued to run during 2022-23. As part of its work on continuing to promote the Farm Safety Campaign, HSENI backed the tenth International Farm Safety Week which took place from 18 – 22 July 2022 and was led by award-winning charity, the Farm Safety Foundation. During the week, HSENI contributed each day with print and social media engagement focused on the five common areas which were pre-agreed with one of our farm safety partners, the Farm Safety Foundation. Themes included Research within the farming industry to create a safer working environment; Safety of children on the farm; The work of local farm safety 'champions'; Mental health of the farming community and the work of the Northern Ireland charity 'Mind Wise'; On the final day, the focus moved to look at emerging technologies for the farming community.

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 importance of health and safety in the workplace to 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 12 new publications on the following: Tattoo inks and permanent make-up leaflets; Product Safety leaflets and notices; REACH leaflet; HSENI Annual Report 21-22; Child Farm Safe calendar 2023; RIDDOR booklet; and 6

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Workplace Transport Safety Leaflets. We distributed over 23,949 free publications providing 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 2022-23, 388,779 people visited HSENI's website. We had 804,747 page views. The Manual Handling Questions and Answers page was the most viewed throughout the year. 80,489 publication files were downloaded. HSENI's website continued to provide advice and guidance on work-related health and safety issues and all new material complied with the Web Content Accessibility Guidelines standard to ensure the web content is more accessible to people with a range of disabilities. We also have a 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. All HSENI leaflets are available in alternative formats on request.

During 2022-23, HSENI worked in partnership with the Workplace Health Leadership Group (WHLGNI) to regularly promote the Occupational Health Risk Navigator Tool. HSENI's Occupational Health and Hygiene Inspectors developed additional content for the navigator tool which included Work Related Upper Limb Disorder, Display Screen Equipment, Noise Induced Hearing Loss and Hand Arm Vibration Syndrome. In March 2023, HSENI's Occupational Health and Hygiene Group and Manufacturing Group, in partnership with the Faculty of Occupational Medicine, held a joint seminar entitled "Controlling Welding Fume". The event was attended by 165 people, representing 120 different organisations. Attendees heard from HSENI and industry experts on various topics. These included 'How to protect your lungs', 'The expectations of an inspector', 'Good local exhaust ventilation', 'The importance of health surveillance' and 'What should be included in a Thorough examination and test report'.

The Mental Wellbeing at Work Advisory Service (MWAWAS) continued to provide advice, guidance and support to a range of organisations on how to control the risks associated with work related stress. Organisations included Public Sector Groups, Private Sector Organisations, Universities and Colleges as well as Local Trade Unions. MWAWAS advisors continue to promote their three main seminars, Managing Work Related Stress – The Management Standards Approach, Managing Work Related Stress – The Line Manager's Role and Fatigue and Burnout. Due to significant demand their three main presentations were video recorded and placed on HSENI's YouTube channel. All videos have the option of subtitles for people with hearing difficulties.

The website pages of HSENI's Mental Wellbeing 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 continued throughout 2022-23. 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

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2022-23 (*or append the plan with progress/examples identified*).

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 wellbeing 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, Instagram, 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.

As of April 2023, HSENI Twitter had 3289 followers, up 1.7% from the previous year. We have attracted 6578 followers on our Facebook account which shows a further increase from last year by 5.3%. During 2022-23 there were over 55,000 views to HSENI's YouTube channel. HSENI introduced an Instagram page in 2020 and had a steady increase in followers during 2022-23 with 970 followers, up by 16.6% from the previous year.

During 2022-23 HSENI continued to promote the series of nine videos with our Mental Wellbeing at Work Advisory Service explaining the Management Standards Approach for work-related stress, the Line Manager's role in dealing with work-related stress and explaining Fatigue and Burnout within the workplace.

A TV advertisement previously produced as part of its Asbestos Campaign was re-launched in 2022-23. All videos and TV Adverts are available on HSENI's YouTube Channel and are promoted on social media.

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- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2022-23 (*or append the plan with progress/examples identified*).

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 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 up until June 2022.

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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 2022-23 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 2022-23 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 2022-23 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 2022-23 Annual Report

includes information on whether or not these targets were met during the year. Within Corporate Support Group, staff had an objective to fulfil duties in relation to HSENI's adherence to Equality issues included on their Personal Performance Agreement.

6 In the 2022-23 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 2022-23 report
- Not applicable

Please provide any details and examples:

2022-23 saw HSENI undertake its final 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 2022-23 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 a farm safety poster colouring competition to improve awareness of the dangers of farms among primary school aged children; and
- Design, print and distribute a 2023 '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:

- Continued to promote the new website to raise awareness of potential mental health issues within the farming community – www.farminmind.com ;

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- Delivered 10 seminars on work related stress; and
- Promoted 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 2022-23 Annual Report 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, 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 July 2022, 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 2023 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 invited civil servants across all departments to join them at the 2022 Belfast Pride parade. There was also a programme of events planned following the parade to celebrate Pride. NICS HR, DOJ and DFC also had stalls at the Pride Village.

The NICS 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 2022-23 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 2022-23 reporting period (*points not identified in an appended plan*):

During 2022-23 no changes or amendments were 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 2022-23 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 2022-23 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:

HSENI conducted 3 public consultations during 2022-23.

The first consultation was issued 15 August 2022 and closed 10 October 2022. HSENI is in the process of developing its 7th Corporate Plan to cover the period 2023-28. The draft plan identified the issues HSENI will focus on during the lifetime of the plan and outlined the specific outcomes which HSENI working in partnership with industry aims to achieve. As part of its consultation on the draft plan, HSENI welcomed comments from any group, organisation or individual. Citizen Space was used to facilitate the consultation and copies of the consultation exercise were available in print form or other accessible formats on request, for example Braille, large print, or in Irish, Ulster Scots or languages from ethnic minority communities. 25 responses were received, 23 of these online via Citizen Space

and 2 via email. The 25 responses were received from industry -18; representative bodies-3; trade unions -1; district councils- 1; private individuals-1 and political parties-1.

The second consultation was issued on 9 November 2022 and closed 13 January 2023. The Consultation invited responses to amend the Personal Protective Equipment at Work Regulations (Northern Ireland) 1993, which place a duty on every employer in Northern Ireland to ensure that suitable personal protective equipment (PPE) is provided to employees who may be exposed to a risk to their health or safety while at work. Currently, employers only have a duty to their 'employees' in respect to PPE. Changes to the legislation will ensure this duty also extends to 'limb (b) workers'. Amendments to this legislation throughout the devolved jurisdictions will ensure their administrations reflect a High Court judgment and will apply across Great Britain and Northern Ireland".

Letters were issued to approximately 430 consultees inviting comments on the proposals, costs relevant to Northern Ireland and the conclusion that the proposals would have no adverse effect on section 75 groups. During the consultation period there were 200 different viewers on the website and the Consultation Document (CD) was downloaded 244 times. Three formal responses were received.

The third consultation issued from 10 February to 14 April 2023 on the adoption in NI of the Radiation (Emergency Preparedness and Public Information) Regulations 2019 Approved Code of Practice (L126, Second Edition) and guidance documents. The equivalent NI legislation was the Radiation (Emergency Preparedness and Public Information) Regulations (Northern Ireland) 2019 (SR 2019 No. 185).

The proposals were screened for any possible impact on equality of opportunity affecting the groups listed in section 75 of the Northern Ireland Act 1998, and no adverse or differential aspects were identified. The equality screening document in relation to the new ACOP was published on the HSENI website as part of the on 10 February 2023.

These Regulations were the final piece of legislation to implement fully in the UK Directive 2013/59/EURATOM, the Basic Safety Standards Directive laying down basic safety standards for protection against the dangers arising from exposure to ionising radiation.

Four consultation responses were received, along with two nil returns from NI Departments which had a cross-cutting interest in the legislation and associated ACOP. In no case were any concerns raised about the decision not to conduct a full EQIA and therefore no review was conducted.

- 12** In the 2022-23 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

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

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

HSENI received 32 responses to 3 consultation exercises carried out. There were no responses received in respect to section 75 categories.

- 13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2022-23 reporting period? (*tick one box only*)

Yes No Not applicable

Please provide any details and examples:

- 14** Was the consultation list reviewed during the 2022-23 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/>

PART A

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*):

3

16 Please provide the **number of assessments** that were consulted upon during 2022-23:

3	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 specifically in relation to Section 75 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 2022-23 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)

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2022-23 reporting period? *(tick one box only)*

- | | |
|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No, already taken place |
| <input type="checkbox"/> No, scheduled to take place at a later date | <input checked="" type="checkbox"/> 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)*

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not applicable |
|------------------------------|-----------------------------|--|

Please provide any details and examples:

22 Please provide any details or examples of where the monitoring of policies, during the 2022-23 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 2022-23, and the extent to which they met the training objectives in the Equality Scheme.

Training courses were limited during 2022-23 due to financial restraints.

- Two members of staff attended the Virtual Trauma Recovery Summit;
- One member of staff attended Disability Awareness Training- Supporting people who are deaf or have hearing loss;
- One member of staff attended Disability Awareness Training- Supporting people with mental health issues;
- 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;
- Following a request from HSENI's Head of Services, a number of staff attended the NICS 'Disability Awareness for Frontline Staff';
- All new members of staff were requested to complete mandatory training on 'Unconscious Bias'.

- 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 Disability Awareness Training – Supporting people with mental health issues, one member of staff provided the following feedback:

'This training session provided me with a better understanding of mental health difficulties and the impact they have in the workplace. It helped me gain insight into mental health challenges and to challenge misconception. Better knowledge will improve my interaction and support towards staff members.'

Two members of staff attended the Virtual Trauma Recovery Summit in the Waterfront 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 attended the Disability Awareness Training – Supporting people who are deaf or have hearing loss and provided the following feedback:

‘This training session provided me with a better understanding of hearing loss and its impact on communication in the workplace. I am now aware of good practices in the workplace and of adjustments that should be made available.’

One member of staff who attended the Disability Awareness for Frontline Staff provided the following feedback:

‘I found this training session to be beneficial as it expanded my awareness of the potential barriers which may be experienced by those persons with disabilities when assessing services. I now feel that I am better informed and will be able to apply the learnings from this awareness training both in the workplace and in everyday life.’

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 2022-23, across all functions, has resulted in action and improvement in relation **to access to information and services**:

With the relaxation of COVID-19 restrictions, HSENI was able to return to delivering Farm Safety presentations to raise awareness and promote the important farm safety messages amongst rural primary and secondary school children throughout NI. 162 Farm Safety presentations were delivered in 81 Primary schools to foundation, key stage 1 and 2 children, and 14 were delivered in secondary schools to GCSE students. Resources were issued to all children who received the talks, and all the presentations and resources are available to view and download from HSENI's website. The schools were asked to complete evaluation and monitoring forms. There were no issues raised regarding section 75.

In March 2023, HSENI held a seminar on the dangers of Welding Fumes. The event took place in the Hilton Hotel Templepatrick and was attended by 165 delegates. Delegates were asked to complete Equality monitoring forms. Of the 65 forms completed, one person advised that they were not sure of the definition of section 75. HSENI will consider this issue for future events.

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 2022-23?

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, 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

PART A

- 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:

8

Fully achieved

3

Partially achieved

2

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 2022-23, 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>HSENI’s Communications Team used social media platforms to convey a number of key messages. Campaigns including ‘Avoid Harm on the Farm’ Poster Competition, Farm safety campaign launched to help ‘Safeguard Older Farmers’. The Communications Team also used social media to continue to promote ‘Be Safe When you Start’- information for younger</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’ Poster competition – 9,221 Facebook reaches.</p> <p>Press release issues 8th Dec 2022 ‘Safety Campaign launched to help safeguard older farmers’ - 1,016 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>workers and information for migrant workers who don’t have English as their first language.</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 10 work-related stress workshops across Northern Ireland as well as seminars to public and private sector groups, universities and colleges as well as trade unions. During 2022-23 they successfully worked in partnership with organisations</p>	<p>Information for Migrant Workers – ‘Universal Safety booklet’ – 1,141 Facebook reaches.</p> <p>Safestart booklet for younger workers – ‘Be Safe When You Start’ -1,645 Facebook reaches.</p> <p>Mental Wellbeing at Work – Working from Home – 232 Facebook reaches.</p> <p>Mental Wellbeing Guide for Employers- 182 Facebook reaches.</p> <p>Talking Toolkit- Preventing Work-related Stress – 309 Facebook reaches</p>

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
		such as Northern Ireland Chest Heart and Stroke (NICHHS) and Developing Healthy Communities NI (DHCNI).	HSENI has fulfilled its commitment to achieving the five objectives of the Mental Health Charter

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	HSENI staff were all invited to attend 2 NICS webinars, 'Disability Awareness for Frontline Workers', and 'Supporting Autistic People' 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 both webinars helped staff recognise some of the challenges people living with disabilities and autism face and provided an insight into how we should communicate with colleagues and customers living with any 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	<p>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>	<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 webinars ‘Disability Awareness for frontline staff’ and ‘Supporting Autistic People’ articles were included on HSENI’s SHINE staff brief providing a link to the webinars for those who were unable to attend as well as links to relevant websites which can provide help and support. 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 of how to support autistic people and have a better understanding and awareness of dealing with disabilities in the workplace and have a better insight on how to support and communicate with colleagues and customers living with a disability.</p>
2	<p>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 which promotes key information</p>	<p>HSENI Communications Team continued during the year to amend the website in accordance with the findings of a web accessibility audit, including amendment of all forms and recent publications. All webpages and documents have been reviewed to ensure compliance with the standards</p>	<p>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.</p>

PART B

	Communications Action Measures	Outputs	Outcome / Impact
	<p>on disability for employers and the public.</p>	<p>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 is now available to view explaining the Management Standards Approach for work-related stress. All videos are available to view with subtitles for people with hearing difficulties.</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			

PART B

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 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.	To update all event and workshop literature to consider section 75 groups.	HSENI event registration forms have been revised. All delegates attending HSENI's Occupational Welding Fume conference in March 2023 were offered the option to request dietary/physical requirements. Other requirements, as well as Loop sound system, speed text and sign interpreter were offered if required. All literature issued at the event was available in alternative formats on request.
2	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 10 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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
3	Inclusion of disability awareness training as part of HSENI induction for all new staff.	Complete at least one disability awareness training in the first year of joining HSENI.	All new members of staff attended NICS 'Disability Awareness for frontline staff' webinar and completed training on 'Unconscious Bias'.

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.	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.	Whilst HSENI cannot confirm that all staff members completed at least one disability awareness course, there is evidence that the majority

PART B

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
			<p>One member of staff attended a Disability Awareness Training session on Supporting Staff with mental health issues.</p> <p>One member of staff attended a Disability Awareness training session on Supporting Staff with hearing loss.</p> <p>Following a request from HSENI's Head of Services a number of staff attended the NICS 'Disability Awareness for frontline staff' webinar. The webinar was subsequently shared with all staff via a link on HSENI's online staff brief.</p>	<p>of staff have completed one of the courses outlined in this table.</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 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 starting a	<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 has been developed and the</p>

PART B

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
			conversation with team members.	content was agreed in February 2022. However, due to budget restraints the design and print of this toolkit was not achieved. It is hoped this will be available by 31 st March 2024.
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 2023-24.

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	Competing work priorities have prevented this work from being done.

PART B

	Action Measures not met	Reasons
	Safety Requirements – A Guide for Employers’ to ensure that the information contained is up to date.	
2	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.

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.

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

PART B

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.