

Health and Safety Executive for Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17

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

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

Signature:

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

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

This report reflects progress made between April 2016 and March 2017

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 2016-17, 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.

HSENI continued its Farm Safety Partnership (FSP) work through the second Farm Safety Action Plan and the launch of the FSP Affiliate Scheme. The campaign, launched in 2012-13, runs under the banner of ‘Stop and Think SAFE’, with SAFE representing the four main dangers on farms – Slurry, Animals, Falls and Equipment. It aims to get farmers, including older farmers, to look at their behaviours and to adopt a safer approach to working on their farms. It also encourages the involvement of those who can influence them – wives, daughters, sons, grandchildren and other relatives and friends.

HSENI also reached over 7,800 children in 84 rural primary schools with its ‘Be Aware Kids’ presentations delivering key messages for staying safe on the farm.

HSENI involved 5,000 pupils from 100 primary schools in its Child Safety on Farms Poster competition. A 2017 calendar was produced from the winning entries and this was distributed to 40,000 families of children attending rural primary schools in Northern Ireland, providing key monthly messages on how to avoid the dangers of working or playing on the farm.

During the year, HSENI participated in eight rural ‘Bee Safe’ events speaking to some 4,000 pupils on the three key farm safety messages, namely tractors and other machinery, safety with animals, and safe play on the farm.

HSENI distributed over 2,200 copies of its new ‘Be Safe When You Start’ booklet aimed at young people entering the world of work for the first time.

HSENI has provided several publications in hard copy and on the web, in a number of ethnic minority languages aimed specifically at providing information on HSENI’s information services for migrant workers who do not have English as their first language. This included the provision of a pictorial Universal Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

- 2 Please provide examples of outcomes and/or the impact of equality action plans/ measures in 2016-17 (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

Following six HSENI events held during 2016/17, Equality Monitoring forms were issued to all 69 delegates attending the events. 100% responded. Returns showed that in general, there was an even mix in relation to marital status, religion and political opinion. As in previous years, the majority of delegates, 62 out of 69 (90%), were within the 26 – 59 age range. All delegates were white and the majority were heterosexuals with no disabilities. Returns showed that the majority of delegates, 56 out of 69 (81%), were females.

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.

HSENI always considers the need for all its campaign messages to take account of vulnerable groups, in particular young and inexperienced workers, migrant workers and older employees. One particular example of this is the ‘Safe Skin’ campaign, which was launched by HSENI in April 2016. This was a targeted campaign to raise awareness of work related skin conditions and focused on sun safety for outdoor workers and work related dermatitis. The campaign, launched as a joint initiative with the District Councils, focused on employees in a number of sectors, including outdoor workers such as fruit pickers, farm workers and those employed on building sites. These areas employ a large number of both young and migrant workers.

Further to this, HSENI focuses its farm safety campaign messages on those most vulnerable in the farming community, older farmers and children on farms.

In February 2017 a new TV advert was filmed on a local farm. The new advert focused on the danger of working with a cow around calving time, and has a clear message for farmers, including older farmers, who are particularly vulnerable to the dangers associated with animals around the farm.

HSENI’s ‘Be Aware Kids’ Child Safety on Farms campaign continued throughout 2016/17. In producing the 2017 ‘Avoid Harm on the Farm’ calendar, children from rural primary schools throughout Northern Ireland took part in a poster competition, where they were asked to design farm safety messages. In running the competition, HSENI involved 5,000 pupils from 100 schools, asking them to think of ways to ‘Avoid Harm on the Farm’. 40,000 calendars were subsequently issued to rural families with primary school children throughout Northern Ireland.

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

During 2016/17 HSENI distributed over 87,285 free publications giving health and safety advice; dealt with 5,119 calls for information via its freephone Helpline; and enabled website visitors to download some 94,052 publication files. Engaging with key industry organisations provides a good basis for promoting shared safety issues.

As part of the Safe Skin campaign (referred to in Action Measure 1), HSENI developed and launched two information leaflets in May 2016, highlighting the dangers of working in the sun and working with chemicals. The leaflets, 'Safe Skin – Working in the Sun' and 'Safe Skin – Working with Chemicals' provide information on what employers can do to protect their employees and what employees can do to protect themselves from skin conditions associated with working in these areas.

With an increasing number of younger people using social media on a regular basis, HSENI's social media channels continued to play a significant part in promoting workplace health and safety messages to increase awareness among young and inexperienced workers. HSENI Twitter followers now exceed 1,920 and we have attracted 1,570 likes on our Facebook account. During 2016/17, views to HSENI's YouTube videos reached more than 146,500. These included a series of farm accident survivor stories and a video of the workshop delivered by Miriam Parker, a world renowned livestock handling specialist.

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

During 2016/17, HSENI provided several publications in hard copy and on the web, in a number of ethnic minority languages aimed specifically at providing information on HSENI's information services for migrant workers who do not have English as their first language. This included the provision of a pictorial Universal Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

As part of the Child Safety on Farms campaign, HSENI published a checklist in June 2016, listing a number of safety issues for consideration to help ensure the safety of children on farms.

Also among the publications developed by HSENI during 2016/17 was an 'Emergency Contact Numbers for the Farming Community' leaflet, developed as part of the Farm Safety Partnership in July 2016. Given the number of accidents involving farmers, particularly older farmers in recent years, this is a useful information leaflet for farmers and their families who find themselves in an emergency situation as a result of an accident on the farm.

All new publications, as well as those produced in previous years, are available on HSENI's website.

3 Has the **application of the Equality Scheme** commitments resulted in any **changes to policy, practice, procedures and/or service delivery areas** during the 2016-17 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 2016-17 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 for members of staff within HSENI's Corporate Support Group include the requirement to carry out various Section 75 duties, including attendance as the HSENI representative at Departmental Equality and Diversity Group meetings, as well as the issue of Equality Screening letter updates to Section 75 consultees on a six monthly basis.

5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 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:

All staff's Performance Plans 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 Business Plans. HSENI's Annual Report includes information on whether or not these targets were achieved during 2016/17. The Personal Performance Agreement for staff within Corporate Support Group included an objective to fulfil duties in relation to HSENI's adherence to Equality issues.

6 In the 2016-17 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 2016-17 report
- Not applicable

Please provide any details and examples:

HSENI's commitment to Equality, Disability, Access to Information and Human Rights is detailed on HSENI's Corporate Plan in order to meet the statutory obligations required by Equality, Disability Discrimination and Freedom of Information legislation.

HSENI's Operating Plan for the 2016/17 year included as one of its goals, "Vulnerable groups - Assist in highlighting the needs of vulnerable groups to ensure that their needs are recognised and managed within the workplace". As a result, there were a number of targets set within both HSENI's 'Promotion, Information and Advice' and 'Compliance' objectives, which focused on meeting the needs of vulnerable groups within the workplace. In particular, HSENI focused on vulnerable workers, including those with a disability, young and inexperienced workers, older employees and migrant workers. Work carried out under the 'Promotion, Information and Advice' objective included the following targets which focused on the needs of vulnerable groups:

- To deliver farm safety presentations to children in 80 rural primary schools on the health and safety issues around helping, working or playing on farms by 31 March 2017;
- To exhibit at the CAFRE campuses to raise awareness and provide health and safety information to students by March 2017;
- To run a school farm safety poster competition; and
- To design and print a child safety on farms calendar for 2017 and distribute by 31 December 2016.

All targets were achieved during the 2016/17 period.

Within HSENI's 'Compliance' objective, a target was set to:

- Ensure that the health and safety needs of vulnerable workers such as those having a disability, young workers (including school leavers entering the workplace for the first time), older persons and migrant workers, are addressed during all inspection and investigation activities where appropriate.

In order to achieve this target, inspectors completed all inspections and investigations throughout the period, taking into consideration the needs of these vulnerable groups in order to ensure their health and safety needs within the workplace were met.

HSENI is currently drafting a new Corporate Plan for the period 2018 – 2022 and will ensure that objectives, targets and performance measures in relation to Section 75 duties

are fully incorporated into the new plan.

Equality action plans/measures

7 Within the 2016-17 reporting period, please indicate the number of:

Actions completed:

Actions ongoing:

Actions to commence:

Please provide any details and examples (*in addition to question 2*):

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

Review of the Equality Scheme and Disability Action Plan is due to take place in 2018 in line with HSENI's new Corporate Plan.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period (*points not identified in an appended plan*):

N/A

9 In reviewing progress on the equality action plan/action measures during the 2016-17 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 2016-17 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:

None identified

12 In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were most frequently used by consultees: *(tick all that apply)*

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

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

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? *(tick one box only)*

- Yes No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2016-17 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)

<https://www.hseni.gov.uk/sites/hseni.gov.uk/files/publications/%5Bcurrent->

[domain%3Amachine-name%5D/equality action plan 2011 - 2015 april 2012 final.pdf](#)

<https://www.hseni.gov.uk/sites/hseni.gov.uk/files/List%20of%20Impact%20Assessments%20-%20updated%2017.07.17.pdf>

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

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 2016-17:

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

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

Consultation on revised Approved Code of Practice : Safe work in confined spaces: Confined Spaces Regulations 1997 (L101)

Consultation on revised Approved Code of Practice – Safe use of lifting equipment (L113)

Consultation on revised Approved Code of Practice – Safety of Pressure Systems (L122)

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 2016-17 reporting period? (tick one box only)

Model Equality Scheme) undertaken during 2016-17, and the extent to which they met the training objectives in the Equality Scheme.

During the year:

- One member of staff completed an 'Advanced Diploma in Mental Health & Wellbeing Coaching' in order to develop her skills in her role within the Mental Health and Wellbeing Advisory Service.
- One member of staff from the Major Investigations Team attended a course aimed at 'Dealing with People Traumatized by a Work Related incident' in order to help develop his skills in dealing with workers, colleagues and families affected by serious work accidents and fatalities.
- Six members of staff attended First Aid at Work refresher training.
- One member of staff completed the First Aid at Work training course for the first time.
- All staff attended a Defibrillator refresher course.
- One member of staff completed the Diversity Now e-learning course.

Staff's attendance at these courses helped achieve HSENI's training objective: *'to provide frontline staff with the relevant skills to improve service delivery to disadvantaged groups.'*

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

During the year, HSENI placed much emphasis on the importance of mental health at work. A 2016 report by the Mental Health Foundation found that one in five people in the UK will experience mental health problems at some stage in their life. The report also calculated a cost of £26 billion per year for UK businesses, based on estimates of 10% due to replacing staff, 30% for sick absence and 60% as a result of reduced productivity.

Feedback from the member of staff who completed the 'Advanced Diploma in Mental Health & Wellbeing Coaching' confirmed that the course helped her develop new skills in her role within the Mental Wellbeing at Work Advisory Service, which was her objective in completing the course. In particular, the staff member stated in her feedback that she acquired questioning techniques and listening skills, which she has since used in her work with focus groups. She also advised that she has applied the knowledge and understanding of positive psychology techniques gained during the course in everyday interactions with both colleagues and clients.

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

- 26** Please list any examples of where monitoring during 2016-17, across all functions, has resulted in action and improvement in relation to access to information and services:

As alluded to in Section 2 (Action Measure 3), HSENI has placed much emphasis on promoting important health and safety messages via social media channels to increase awareness among young and inexperienced workers as well as children on farms. Examples of this include:

YouTube

New 'Dangerous Playgrounds' videos, a series of DVDs published on 10 May 2016 which deliver messages on how children should stay safe on the farm, have received in total 1,949 views on Youtube.

Twitter

Students Carbon Monoxide Tweet (Nov 16)

Students - be aware of the risk of CO poisoning and how to protect yourselves
#COMonth16 – gained 1,319 impressions

Child Farm Safety Week (13-17 June 2016)

Over the 5 day period HSENI sent out 21 tweets about the importance of child safety on farms. These tweets made 16.3k impressions on twitter over the 5 day period and earned 62 retweets.

Facebook

Child Farm Safety Week (13-17 June 2016)

Over the 5 day period HSENI posted 11 facebook posts about child farm safety. There were 62 visits to our page and 212 people engaged during this 5 day period.

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints in relation to the Equality Scheme have been received during 2016-17?

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:

The Equality Scheme will be reviewed in line with the new Corporate Business Plan in 2018.

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 (2016-17) 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:

4

Fully achieved

Partially achieved

3

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	HSENI will promote diversity information for HSENI staff regarding specific disabilities, reasonable adjustments available, and outlining measures taken by HSENI to assist staff with disabilities.	<p>During 2016/17 one member of HSENI staff continued to represent the organisation on the DfE Diversity Group.</p> <p>During the year, HSENI ensured the needs of all staff with DDA requirements, as well as those returning from</p>	Staff's access to publications produced by the DfE Diversity Group including leaflets on Diversity, Harassment and Bullying and Non-Visible Disabilities ensures their awareness of these issues both in the workplace and when dealing with members of the public.

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		sick absence, were identified and reasonable adjustments have been considered and implemented where appropriate to ensure adequate employee access throughout the organisation.	Making adjustments to meet staff needs in relation to DDA has meant that staff with specific needs have been able to remain in work and that staff absent from work have been able to return to work, knowing that adjustments are in place to allow them to carry out their duties in a more suitable environment.
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2(b) What training action measures were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Mental well-being awareness training (on stress) offered to HSENI staff	During the year, one member of staff completed an Advanced Diploma in Mental Health & Wellbeing Coaching.	The staff member who completed the 'Advanced Diploma in Mental Health & Wellbeing Coaching' has developed new skills in areas including questioning techniques and a better knowledge and understanding of positive psychology techniques to be able to perform her role within the Mental Wellbeing at Work Advisory Service and has applied these in everyday interactions with colleagues and clients.
2	Diversity Training for all HSENI staff	One member of staff completed Section 75 e-learning training during the year. All staff at EOII grade and above received this training during 2014/15.	The provision of Diversity training for managers helps raise their understanding of diversity in the workplace and consider perspectives of diverse groups when making decisions. This increased

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		This training has now been replaced with an 'Unconscious bias' e-learning package and this training has been confirmed as mandatory for all staff EOII and above to undertake during 2017/18. This training is also available to staff at AA and AO grades but it is not mandatory.	awareness and understanding helps eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations among all staff regardless of age, disability, gender, sexual orientation, race, religion or belief.

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

	Communications Action Measures	Outputs	Outcome / Impact
1	Review and ongoing development of HSENI's website that takes account of NICS web accessibility standards	<p>Topic pages were created on HSENI's website for Young People and Migrant workers</p> <p>The following publications aimed at a number of vulnerable groups were made available to download in 2016/17:</p> <p>'Carbon monoxide – Advice for students'</p> <p>'Carbon Monoxide Poisoning - General Advice' was made available in</p>	<p>The Topic page for Young People had 290 page views during the period</p> <p>The Topic page for Migrant Workers had 218 page views</p> <p>39 downloads</p>

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	Chinese; Lithuanian; and Polish.	15 downloads 9 downloads 16 downloads
	'Health and Safety for All' leaflet was made available in: Lithuanian; Polish; and Portuguese	10 downloads 12 downloads 3 downloads
	'Employing Young People in the Workplace'	626 downloads
	'Universal safety booklet for migrant workers'	43 downloads
	'New to the job' leaflet aimed at young people entering the workplace	237 downloads
	'New to the Job' leaflet was available to download in: Chinese Lithuanian Polish Romanian	23 downloads 29 downloads 26 downloads 14 downloads
2		

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

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	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			
2			

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

	Action Measures partly achieved	Milestonesvi/ Outputs	Outcomes/Impacts	Reasons not fully achieved
1	HSENI's Corporate Support Group, in conjunction with Departmental Human Resources (HR), to develop induction material to include more detailed information on disability and diversity in the workplace.	Courses in relation to disability and diversity in the workplace are run regularly and staff at EOII grade and above are obliged to complete		A decision was taken not to revise induction material to include this information. HSENI's DHR function was superseded by a central NICS HR function during the

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		these. Most of the material is now covered within the Unconscious Bias E-learning training.		period, which has left HSENI no longer having to deliver inductions. An evaluation of the mandatory Unconscious Bias e-learning training will take place in 2018 and this objective will be contained within the revised Equality Scheme.
2				

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

	Action Measures not met	Reasons
1	To review the booklet – Balancing Disability Rights and Health and Safety Requirements – A Guide for Employers to ensure that the information contained is up to date.	HSENI was not in a position to commit to this during 2016/17 due to resource issues. This will be revisited and consideration will be given to including this measure in the revised Disability Action Plan.
2	Development of the equality section of HSENI’s website which promotes key information on disability for employers and the public.	An equality section was added to HSENI’s website during 2012/13 and will be further developed following the publication of the revised Equality Scheme, which should take place during 2018 in conjunction with HSENI’s new Corporate Plan.
	To consider the requirement for specific disability awareness	Although staff are encouraged to participate in disability awareness training, this was not a requirement during

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3	training on an annual basis as part of HSENI's learning and development planning process.	2016/17. Consideration will be given to this when developing HSENI's revised Disability Action Plan in 2018.
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5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

- Feedback on training attended by HSENI staff
- Feedback from attendees at events/ courses /seminars run by HSENI
- Feedback from S75 Consultees as necessary following issue of consultation documents
- 6 monthly letters issued to Consultees to advise of the policies and legislation considered and screening out during the period

(b) Quantitative

- Analysis of a number of down loads of publications
- Analysis of accident figures

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

If yes please outline below:

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

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

The Disability Action Plan will be fully reviewed in line with the revised Equality Scheme which will be developed in conjunction with HSENI’s new Corporate Plan, currently being drafted at present and is due to be completed in 2018.

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.

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