

Health and Safety Executive for Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2018-19

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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 2018 and March 2019

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 2018-19, 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.

During 2018-19 HSENI continued its work on the third Farm Safety Partnership (FSP) Action Plan. The Farm Safety campaign, 'Stop and think SAFE', focuses on the four main dangers on farms, Slurry, Animals, Falls and Equipment. During the year, HSENI worked in partnership with a number of groups, including the Department of Agriculture, Environment and Rural Affairs (DAERA), Ulster Farmers Union, NFU Mutual, Young Farmers of Ulster and Northern Ireland Agricultural Producers' Association (NIAPA) in an aim to get farmers, including older farmers, to change their behaviours and adopt a safer approach to working on their farms. HSENI also worked with its partners to encourage involvement from those who can influence the behaviours of farmers, including wives, daughters, sons, grandchildren, relatives and friends.

During 2018-19, HSENI also worked with a number of employers through the Farm Safety Partnership Affiliate Scheme. These organisations work with the FSP to encourage improvement in health and safety standards, and to significantly reduce work-related deaths, injuries and illness on local farms. During the year, HSENI awarded affiliate status to a further five companies, bringing the number of Affiliate Scheme members representing organisations from the public, private and voluntary sectors to 23.

HSENI also worked throughout the year to promote the farm safety message among children and young people. During 2018-19 HSENI reached over 12,900 children in 85 rural primary schools with its 'Be Aware Kids' presentations, delivering key messages on how to stay safe on the farm. HSENI staff also involved 3,500 pupils from 98 primary schools in its Child Safety on Farms Poster competition. A 2019 calendar was produced from the winning entries and this was distributed to 42,500 families of children attending rural primary schools. The calendar included a key message each month on how to avoid the dangers associated with working and playing on farms.

During the year HSENI staff attended eight rural 'Bee Safe' events across Northern Ireland, delivering farm safety presentations to over 4,000 primary 7 pupils on the three key safety issues for children and young people on farms, namely tractors and other machinery, safety with animals and safe play on the farm.

HSENI also continued to provide several publications aimed specifically at providing information on HSENI's information services for migrant workers who do not have English as their first language. HSENI has provided these publications, in hard copy and

on the web, in a number of ethnic minority languages; as well as the pictorial Universal Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

HSENI's Mental Wellbeing at Work Advisory Service (MWAWAS) worked throughout the year to increase employers' knowledge and understanding of mental health issues in the workplace. The team facilitated 12 workshops and seminars in conjunction with partners including the Labour Relations Agency and the Public Health Agency to inform and educate employers in preventing work related stress and promoting mental wellbeing.

During 2018-19 HSENI published its Corporate Plan for the period 2018-2023. The Plan will remain in draft until a Minister for the Economy is appointed. 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 dependants and persons without.

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

- 2 Please provide examples of outcomes and/or the impact of equality action plans/ measures in 2018-19 (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

HSENI issued Equality Monitoring Forms following events held by the Mental Wellbeing at Work Advisory Service during 2018-19. 89 delegates completed monitoring forms and responses showed that there were more female than male delegates (61%), more married delegates (70%) and an even mix in relation to religion. The majority of delegates (63%) stated they had no political opinion and almost all the delegates, 85 out of 89 (96%), were within the 26-59 age range. Most delegates were white and the majority were heterosexuals and had no disabilities.

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.

Throughout the year, HSENI staff always considered the need for all its campaign messages to take account of vulnerable groups. In particular, farm safety campaigns include messages for those most vulnerable in the farming community, namely older farmers and children. During the 2018-19 International Farm Safety Week HSENI issued press releases on topics including ‘Your Health, Your Safety, Your Choice’, ‘Keep Your Children Safe on Farms’ and ‘Mental Wellbeing on the Farmyard’. During Child Farm Safety Week in June 2018, HSENI issued a press release calling on the farming community to keep children safe on the farm during the summer. HSENI also launched the Child Safety on Farms Poster Competition in April 2018 in a bid to help ensure children and young people are fully aware of the dangers associated with being on the farm. This was followed by the launch of the ‘Avoid Harm on the Farm’ child safety calendar in November 2018 which was distributed to 42,500 rural families throughout Northern Ireland.

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. Throughout the year, HSENI distributed over 13,595 free publications giving health and safety advice, distributed over 20,700 promotional items which included more than 3,400 carbon monoxide alarms, dealt with 6,473 calls for information via its freephone Helpline and enabled website visitors to download some 113,605 publication files.

Provision of publications specifically for vulnerable groups, both in hard copy and online via its website, continued throughout 2018-19. 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. During the year HSENI provided several publications aimed specifically at

providing information on HSENI's information services for migrant workers who do not have English as their first language. HSENI has provided these publications, in hard copy and on the web, in a number of ethnic minority languages.

Specific guidance in relation to the dangers of Carbon Monoxide is also available both for students and in a number of minority 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 to avail of Inspire, the Charity for the Civil Servants and Welfare support. With the continued rise in the importance of ensuring awareness of mental health issues in the workplace, HSENI provides a number of publications to its website, providing both employers and employees with advice and guidance on mental health at work issues. 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 through its social media channels throughout the year. With the rise in people, particularly young people, using social media on a regular basis, the Communications team used HSENI's Facebook page, Twitter account and YouTube videos to promote workplace health and safety messages. Using these channels to promote key health and safety issues helped raise awareness among young people, including inexperienced workers and those new to jobs.

HSENI's Twitter followers now exceed 2,600 and we have attracted 3,233 likes on our Facebook account which shows a significant increase from last year. During 2018-19 views to HSENI's YouTube videos reached more than 337,500. The most recent advert on animal safety which launched in May 2017 has received significant viewing and has received over 29,000 viewers through our YouTube channel. The most viewed video is that of Wallace Gregg, former president of the Young Farmers' Clubs of Ulster (YFCU), who relates how his eight year old son was injured in an accident. This video, which was launched in July 2016, has been viewed more than 82,300 times.

Since October 2018, sponsored Facebook posts have been run as part of the multimedia campaign, highlighting farm safety key issues. Posts also include videos filmed at the Balmoral Show interviewing a range of people on a number of farm safety topics. The six videos highlighted falls, main causes of farm fatalities, visibility, animal safety, slurry mixing and fitting a PTO guard. The videos received wide interest on Facebook with over 324,500 impressions, 236 shares and an overall click through rate of 3.03%.

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any changes to policy, practice, procedures and/or service delivery areas during the 2018-19 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 2018-19 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 2018-19 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Under the NICS Performance Management Framework, equality objectives and associated performance indicators were built in to the personnel performance agreements and job descriptions of staff within Corporate Support Group, responsible for Equality related issues within HSENI. All staff's performance agreements are subject to annual appraisal to assess whether objectives set have been achieved. Objectives and targets relating to statutory duties are included on HSENI's Operating Plans. HSENI's 2018-19 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 2018-19 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 2018-19 report
- Not applicable

Please provide any details and examples:

HSENI's commitment to its Section 75 statutory duties continued throughout the last year of its current Corporate Plan. In the organisation's 2018-19 Operating Plan, the following objectives focused on meeting the needs of a number of vulnerable groups, including children, older employees to include farmers, vulnerable workers including those with disabilities and mental health issues, new and inexperienced workers, as well as migrant workers. Among the objectives which focused on the needs of these groups were:

- 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;
- To make farm safety presentations to children in 80 rural primary schools on the health and safety issues of helping, working or playing on farms by March 2019;
- To hold a Child Safety on Farms poster competition and to design and print a 2019 Child Farm Safety calendar and distribute before December 2018;
- Advisors to complete 80 premises visits offering mentoring on health and safety issues specific to the business needs and the priority issues identified in the current Corporate Plan. In addition when appropriate, the topic of 'New to the Job' risks will be raised with stakeholders;
- Assist employers to recognise and understand the causes and symptoms of workplace mental ill health; and
- Develop and provide a Coaching and Mentoring Consultancy Service which will focus primarily on enabling organisations to carry out a Mental Wellbeing at Work risk assessment process in their own organisations.

HSENI's Annual Report confirmed that all of the above objectives were met during 2018-19. Further to this, the Annual Report also reiterated HSENI's commitment throughout the year to ensuring adherence to the NI Civil Service Code of Practice for the employment of people with disabilities in working to ensure that disability is not a bar to recruitment or advancement.

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

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

Equality action plans/measures

7 Within the 2018-19 reporting period, please indicate the number of:

Actions completed:	<input type="text" value="5"/>	Actions ongoing:	<input type="text" value="6"/>	Actions to commence:	<input type="text" value="2"/>
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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.

Review of the Equality Scheme and Disability Action Plan is underway and should be completed during 2019-20.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2018-19 reporting period (*points not identified in an appended plan*):

During 2018-19 no changes or amendments have been made to the Equality Action Plan as the commitments remain relevant to our functions and work. However, Corporate Support staff continue to oversee the implementation of the existing commitments and the actions set out in the Plan.

9 In reviewing progress on the equality action plan/action measures during the 2018-19 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 2018-19 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:

In developing its 2018-2023 Corporate Plan, HSENI Senior Management continuously liaised with all management and staff throughout the organisation to ensure the needs of all stakeholders were considered in the plan. The public consultation exercise commenced on 6th April 2018 for a 12 week period. During this time, HSENI worked to address the needs of all stakeholders, including Section 75 consultees, by providing further information on the Corporate Plan where possible. This included holding a Corporate Plan stakeholder event on 11th May 2018 to allow key stakeholders the opportunity to ask questions about the Plan and raise any concerns they had about HSENI's priorities over the five year period. A number of stakeholders also requested face to face meetings with HSENI to discuss the Corporate Plan and these were accommodated in order to allow any queries or concerns to be raised and responded to.

12 In the 2018-19 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

PART A

- 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 2018-19 reporting period? (*tick one box only*)

- Yes No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2018-19 reporting period? (*tick one box only*)

- Yes No Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

Information advising of the action HSENI takes to undertaking to fulfil its Section 75 duties under the Northern Ireland Act 1998 can be viewed on the webpage below. Links to HSENI's Equality Scheme, Equality Action Plan and Disability Action Plan can also be accessed on this page.

<https://www.hseni.gov.uk/articles/equality>

A list of HSENI's consultations on policies and regulations can be viewed via the link below:

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

A list of impact assessments relating to current health and safety statutory rules and Approved Codes of Practice and guidance in Northern Ireland can be viewed via the link below:

https://www.hseni.gov.uk/publications/type/impact_assessments

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

1

16 Please provide the number of assessments that were consulted upon during 2018-19:

	Policy consultations conducted with screening assessment presented.
1	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:

HSENI Corporate Plan 2018 – 2023

HSENI issued its Corporate Plan 2018-2023 for public consultation on 6th April 2018 for a 12 week period. The Corporate Plan sets out the strategic, policy and operational environments in which HSENI will be working over the five year period. It identifies the main challenges and priorities for the sectors within HSENI’s remit. The plan details three main overlapping themes on which HSENI will focus its work during the 5 year period:

1. Safety, an area in which we have seen tremendous advances since the formation of HSENI but where we know that a number of employers in different work sectors continue to fall short of required standards.
2. Workplace ill health which is estimated to be costing the Northern Ireland Economy over £232 million per year.
3. A focus on those work activities that pose the highest risk and the causes of serious and fatal accidents.

The letter to consultees, including those from Section 75 organisations, asked for comments on the Plan and provided a number of questions seeking responses on all aspects of HSENI’s priorities over the five year period of the Plan.

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 2018-19 reporting period? *(tick one box only)*

PART A

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 2018-19 reporting period? *(tick one box only)*

Yes

No, already taken place

No, scheduled to take place at a later date

Not applicable

Please provide any details:

21 In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

Yes

No

Not applicable

Please provide any details and examples:

22 Please provide any details or examples of where the monitoring of policies, during the 2018-19 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 2018-19, and the extent to which they met the training objectives in the Equality Scheme.

In Order to meet the training objectives as detailed on paragraph 5.3 of HSENI's Equality Scheme during 2018-19:

During 2018-19, all HSENI staff undertook Autism Spectrum Disorder (ASD) Awareness training. This e-learning course provided information about what ASD is and the challenges faced by individuals living with it. The training was aimed at helping create and maintain positive working relationships by ensuring all staff have an awareness of ASD and help staff understand why an individual with ASD may be acting or reacting in a particular way. The training included information on the cause of ASD, the different types of ASD, difficulties individuals with ASD experience and the effects of ASD.

Further to this, during National Autism Week in April 2018, a representative from the National Autistic Society NI delivered an Autism Awareness talk to a number of HSENI staff, allowing staff to gain an important insight into autism and how it affects people, and the opportunity to ask questions about autism and how they can recognise the symptoms.

One member of staff attended a 'Section 75 – A Guide to Screening' course. This course was delivered by the Equality Commission for Northern Ireland. The course explained how screening should be conducted, using practical examples of real policies. It provided guidance on why screening should be carried out; when, how and by whom should screening be undertaken; information on Screening and equality impact assessment; myths around screening; Good Practice Screening; and Section 75 advice from the Equality Commission on screening and EQIAs.

Six members of staff attended First Aid at Work Training. This training helps ensure that staff are trained to deal with certain situations involving staff with hidden disabilities, e.g. if a member of staff with asthma or diabetes suffers an attack or a fit in work.

Staff participation in the above courses throughout 2018-19 has ensured HSENI met the following training objectives as per paragraph 5.3 of the Equality Scheme:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme; and
- 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:

Feedback from staff on completion of the Autism Spectrum Disorder (ASD) Awareness training and those who attended the Autism Awareness talk confirmed that staff had an increased awareness and understanding of the challenges faced by those living with ASD. Feedback from the member of staff who attended 'Section 75 – A Guide to Screening'

course said they had gained a greater awareness of the importance of screening and when it should be carried out.

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

26 Please list any examples of where monitoring during 2018-19, across all functions, has resulted in action and improvement in relation to access to information and services:

HSENI’s Communications team regularly reviews all aspects of HSENI’s website so that information is accurate and current. A wide variety of workplace health and safety advice across the range of high risk sectors is provided. This information is available not only through the website but increasingly more through the use of social media in order to reach a wider audience.

During 2018-19, HSENI continued to provide workplace health and safety information at a total of 19 events and exhibitions that were held in various locations within Northern Ireland.

The multimedia farm safety campaign continued to promote health and safety messages through a range of communication channels such as TV, sky adsmart, radio, press and digital in order to provide access to information and services to the farming community.

Articles were also produced for a range of newspapers and trade magazines to highlight workplace health and safety advice across a range of high risk areas.

The Communications team uses a range of communication methods to ensure that health and safety messages are made accessible to all and easily understood by target audiences.

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints in relation to the Equality Scheme have been received during 2018-19?

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 HSENI’s Equality Scheme will be completed during 2019-20.

PART A

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 (2018-19) 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

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

6
Fully achieved

1
Partially achieved

1
Not achieved

Fully achieved

Partially achieved

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 outline measures taken by HSENI to assist staff with disabilities.	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. Throughout 2018-19, HSENI continued to	Equal opportunity for those with and without disabilities in recruitment and promotion within HSENI. 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

PART B

		<p>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>in a fully accessible and comfortable environment.</p>
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2(b) What training action measures were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	<p>To consider the requirement for specific disability awareness training on an annual basis as part of HSENI's learning and development planning process.</p>	<p>During 2018-19 all staff received 'Autism Spectrum Disorder (ASD)' training and a number of staff attended an Autism Awareness talk delivered by a representative from the National Autistic Society NI.</p>	<p>Positive feedback from staff confirmed that there was an increased awareness of ASD and a better understanding of the behaviours of people who live with ASD.</p>
2			

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

PART B

	Communications Action Measures	Outputs	Outcome / Impact
1	<p>Review and ongoing development of HSENI website that takes account of the NICS Web Accessibility Standards.</p>	<p>Throughout the year, HSENI's Communications team was proactive in ensuring all aspects of the website were easily accessed by all members of the public and provided the most accurate and up to date information.</p> <p>In order to ensure adherence to NICS web accessibility standards, PDF documents on HSENI's website are all tagged to ensure that those who are blind or visually impaired can use to audio screen readers to access the information.</p> <p>HSENI's website has been reviewed to ensure it uses the recommended website style language, which is tailored to ensure it can be read and understood by HSENI's target audience, which includes children and young people, students, employees and employers, as well as farmers. Text on the website is consistent throughout, the language used is clear and concise and graphics are kept to a minimum to</p>	<p>Improvements throughout the year to HSENI's website have resulted in employers, employees and members of the public being able to access health and safety advice and guidance on a variety of topics more easily and quickly.</p> <p>The 'tagging' of PDF documents on HSENI's website has ensured that those who are blind or visually impaired can benefit from essential Health and Safety advice online.</p> <p>Improvements to HSENI's website language and style ensures that important health and safety advice and guidance is accessible and easily understood by a much wider target audience, including children and older people.</p>

	<p>ensure important information can be downloaded more easily and quickly. New guidance was added to the website as necessary and all topics and links improved to ensure all advice is easily located and accessed by members of the public.</p> <p>The following publications, aimed at vulnerable groups, were available to download from HSENI's website throughout the period:</p> <p>Carbon Monoxide advice Carbon monoxide – advice for students Carbon monoxide poisoning general advice available in: Chinese Polish Lithuanian</p> <p>Advice in relation to young and inexperienced workers Employing young people in the workplace Universal safety booklet for all New to the job leaflet New to the job leaflet available in: Chinese Lithuanian Polish</p>	<p>This advice has led to greater awareness among students and those from ethnic minorities on the dangers associated with carbon monoxide.</p> <p>These publications provided essential advice and guidance for both employers and workers on the risks associated with new and inexperienced workers. Publications were made available in a number of languages to ensure this guidance reached workers whose first language is not English.</p>
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		<p>Romanian Be safe when you start</p> <p>Health and Safety at Work advice Health and Safety for All available in: Lithuanian Polish Portuguese</p> <p>Advice on Disability Rights of Workers Balancing disability rights and health and safety requirements</p> <p>Farm Safety booklets for children Avoid harm on the farm: a children's guide Stay safe on the farm with Jessy Farmtastic Four</p>	<p>This leaflet contains contact information for advice on workplace health and safety in Northern Ireland, including HSENI's address, the helpline telephone number and e-mail address, as well as normal opening hours and a contact number for emergency situations outside of working hours. The leaflets are available in a number of languages so that these can be easily viewed by those whose first language is not English.</p> <p>This leaflet provided employers with a greater understanding of their responsibilities under both the DDA and health and safety at work legislation, ensuring that those with disabilities in the workplace are treated equally and fairly in all aspects of their work.</p> <p>These booklets are designed specifically for children, using graphics and colourful text to highlight the dangers children should avoid on the farm.</p>
2	Development of the equality section of HSENI's website which promotes key information	Work continued throughout 2018-19 to improve the Equality section of HSENI's website	Improvements to equality related information helped ensure better accessibility by the public

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		and Section 75 stakeholders to HSENI's equality related information and publications

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			

2 (e) Please outline any additional action measures that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1			
2			

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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	<p>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.</p>	<p>Courses in relation to Diversity and Equality completed by staff throughout 2018-19.</p>	<p>Greater awareness among staff of expected behaviours and the need to respect individual differences and of adherence to equality regulations in the workplace.</p>	<p>Following the centralisation of NICS HR functions, this measure is no longer applicable. However, going forward, HSENI will continue to ensure that equality and diversity training is obligatory for all new staff, and that refresher training is provided in line with NICS requirements.</p>
2	<p>To consider the requirements for specific disability awareness training on an annual basis as part of HSENI's learning and development planning process.</p>	<p>Whilst specific disability awareness training is not mandatory on an annual basis, all staff were required to complete 'Autism Spectrum Disorder' Awareness training as mandatory training during 2018-19. HSENI's Training Unit will continue to ensure disability awareness courses are completed on a regular basis by staff.</p>	<p>The completion of both mandatory and optional disability related training has resulted in greater awareness among staff of the behaviours expected and regulations to be adhered to in the workplace in relation to disability awareness.</p>	<p>Mandatory training takes place on a regular basis, albeit not always annually. However, in revising the Disability Action Plan, consideration will be given as to how often mandatory training, including refresher training, should take place to ensure staff are fully aware of the behaviours expected and regulatory requirements in relation to disability awareness.</p>

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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.	Other work priorities and unavailability of staff has meant that this action as not been completed. However, it is intended to include this action on the Disability Action Plan to be finalised during its completion in 2019-20.

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

Feedback from attendees at HSENI events/ courses/ seminars provided on Equality Monitoring Forms

Feedback from Section 75 consultees during public consultation exercises on new policies or regulations

(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.

Analysis of the trend in workplace accident figures on an annual basis

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6. As a result of monitoring progress against actions has your organisation either:

- made any revisions to your plan during the reporting period or
- taken any additional steps to meet the disability duties which were not outlined in your original disability action plan / any other changes?

Unfortunately due to staff shortages and other work priorities, completion of the review of HSENI's Disability Action Plan will now take place in 2019-20.

If yes please outline below:

	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?

As above, review of the Disability Plan is underway and will be completed during 2019-20.

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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.