

# Health and Safety Executive for Northern Ireland



## Public Authority Statutory Equality and Good Relations Duties

### Annual Progress Report

**Contact:**

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

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

**Signature:**



**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 2019 and March 2020**

## 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 2019-20, 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 2019-20 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 2019-20, 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 2019-20 HSENI reached over 9,000 children in 88 rural primary schools with its 'Be Aware Kids' presentations, delivering key messages on how to stay safe on the farm. HSENI staff also involved 3,300 pupils from 72 primary schools in its Child Safety on Farms Poster competition. A 2020 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 six rural 'Bee Safe' events across Northern Ireland, delivering farm safety presentations to over 3,000 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 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 15 workshops and seminars in conjunction with partners including the Labour Relations Agency (LRA) and made further presentations at events organised by the Mental Health Charter, Public Health Agency (PHA) and Workplace Health Leadership Group NI (WHLGNI) Conference in November 2019.

2019-20 saw HSENI carry out its first full year of activities relating to its 2018-2023 Corporate Plan. The Plan, which was published in draft in October 2018, was formally approved by the Minister for the Economy in March 2020 following the restoration of the NI Assembly. The Plan affirms HSENI's commitment to the fulfilment of Section 75 obligations on the promotion of equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, between persons with disability and persons without and between persons with dependents and persons without.

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

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2019-20 (*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 2019-20. 103 delegates completed monitoring forms and responses showed that there was an even mix between female and male delegates (52% and 48% respectively), more married delegates (75%) and in relation to religion, 39% were Roman Catholic, 34% were Protestants and 27% of delegates stated they had no religion. The majority of delegates (63%) stated they had no political opinion and almost all the delegates, 93 out of 103 (90%), were within the 26-59 age range. All delegates were white, heterosexuals and the majority 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 of 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.

As part of its work on focusing on the needs of the farming community, including older farmers who make up a large majority of farmers in Northern Ireland, in May 2019 HSENI, in conjunction with Rural Support, launched the booklet ‘Coping with the Pressures of Farming’ at the Balmoral Show. The booklet is aimed at offering farmers, many of whom are older, help and assistance in relation to their health and wellbeing and every day pressures of running a farm. It has been researched and collated to address some of the many and varied issues that contribute to stress when not handled appropriately.

HSENI also backed the fifth International Farm Safety Week, led by the charity the Farm Safety Foundation. HSENI’s aim was to remind the farming community that looking after their own physical and mental wellbeing should always be the priority.

HSENI issued five press releases during Farm Safety Week, entitled ‘HSENI backs call for farmers to put themselves first’, ‘Farm Safety Week: Coping with the Pressures of Farming’, ‘Farm Safety Week: Statistics’, ‘Warning when working with older tractors’ and ‘Farm Safety Week: Stop and Think SAFE’. Throughout the week, HSENI Communications Team issued a series of social media posts on Facebook and Twitter, aimed at raising the issues of mental stress and safety issues amongst the farming community.

In considering the needs of children and young people, particularly in the farming community, HSENI continued to deliver its 'Be Aware Kids' Child Safety on Farms Campaign during the year. Between April and June 2019, HSENI staff delivered important farm safety messages to Foundation, Key Stage 1 and Key Stage 2 pupils via presentations carried out in rural primary schools right across the province. HSENI staff visited 88 rural schools in the period where over 9,000 children received our farm safety messages.

Farm safety presentations were also delivered to pupils studying for a GCSE in Agriculture and Land Use at 14 schools across Northern Ireland. This is in line with the GCSE syllabus and also helps HSENI target a different audience of 14 to 16 year olds, ensuring young people receive clear messages about the dangers associated with helping on the farm.

'Bee Safe' events are a multi-agency community safety initiative organised specifically for key stage 2 children. Key safety messages are communicated to the children by various regulatory bodies at these events. HSENI attended six 'Bee Safe' events throughout the year, delivering interactive farm safety presentations and reaching over 3,000 pupils.

During the spring and summer of 2019 HSENI organised and ran another very successful primary school poster competition.

Following a number of incidents and tragedies in recent years involving children swimming at disused quarries, HSENI has worked hard to relay to young people the dangers of playing in quarries. During 2019-20, HSENI's Extractive Industries Team worked with the Mineral Products Association NI (MPANI) to ensure the message that quarries are not playgrounds was widely circulated. A joint letter highlighting the 'Play Safe Stay Safe' campaign was sent to all school principals. A joint press release was issued to alert the public of the dangers of very cold deep water in both active and abandoned quarries, warning that these should not be used for swimming.

### **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 almost 18,500 free publications giving health and safety advice, distributed almost 6,000 promotional items, dealt with 6,444 calls for information via its freephone Helpline and enabled website visitors to download almost 100,000 publication files.

Provision of publications specifically for vulnerable groups, both in hard copy and online via its website, continued throughout 2019-20. 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 the ability to avail of Inspire, the Charity for the Civil Servants and the NICS' Welfare Support Service. As mental health issues continue to rise in the workplace, HSENI has continued to focus on the need to ensure both employers and employees can access advice and guidance on mental health at work issues by providing a number of free publications on its website. Publications include HSE's 'A Workbook on tackling Work-related Stress using the Management Standards', as well as example risk assessments on work-related stress for both small and medium sized businesses.

HSENI's Communications Team continued to increase health and safety awareness via a number of channels throughout the year. Social media is now the main channel used by young people to access information and HSENI helps ensure important health and safety messages are relayed to this target audience via its Facebook page, Twitter account and YouTube videos. Using these channels to promote key health and safety issues helped raise awareness among young people, including inexperienced workers and those new to jobs.

HSENI's Twitter followers now exceed 2,900 and we have attracted 4,229 likes on our Facebook account which shows a significant increase from last year. During 2019-20 views to HSENI's YouTube videos reached almost 413,000.

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 2019-20 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 2019-20 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 2019-20 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:



PART A

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 2019-20 Annual Report (still in draft due to COVID-19) 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 2019-20 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 2019-20 report
- Not applicable

Please provide any details and examples:

2019-20 saw HSENI undertake its first full year of activities outlined on its 2018-2023 Corporate Plan. The Corporate Plan, which was published in draft in October 2018 and formally approved by the Minister for the Economy in March 2020, outlines its commitment to the fulfilment of Section 75 obligations on the promotion of equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, between persons with disability and persons without and between persons with dependents and persons without. The plan also confirms its commitment to working for the protection of vulnerable groups in the workplace.

One of HSENI's sectoral priorities for the 2019-20 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:

- Deliver farm safety presentations to a total of 240 primary schools between 1 April 2018 and 31 March 2020;
- Organise and run a farm safety poster colouring competition to improve awareness of the dangers of farms among primary school aged children;
- Design, print and distribute a 2020 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;
- Deliver farm safety presentations to P6/P7 pupils at selected BeeSafe events to improve awareness of the dangers of farms among older primary school aged children and their families;
- Deliver farm safety presentations to GCSE pupils to improve awareness of the dangers of farms among young adults who currently work or are likely to work in the agricultural industry in NI; and
- Deliver farm safety presentations to students attending CAFRE colleges to improve awareness of the dangers of farms among young adults who currently work or are likely to work in the agricultural industry in NI.

The issue of mental health was also a focus for a number of the sectors within HSENI. Among the target outputs included on the 2019-20 Operating Plan were:

- Distribute mental health advisory guide to all farmers during inspections;
- Make mental health a standing item on all farm inspections (where relevant);
- Raise awareness of potential mental health issues within the farming community; and
- Deliver 10 workshops from the existing suite of 'Managing Work Related Stress' courses.

HSENI's 2019-20 Annual Report (currently in draft due to COVID-19) confirmed that all of the above objectives were met during 2019-20. 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 2019-20 reporting period, please indicate the **number** of:

Actions completed:	5	Actions ongoing:	6	Actions to commence:	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.

HSENI's Disability Action Plan was revised during 2019-20 and reviewed by the Equality Commission. It will be published on our website within the next few weeks. The review of HSENI's Equality Scheme will be completed during 2020-21.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2019-20 reporting period (*points not identified in an appended plan*):

During 2019-20 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 2019-20 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality

PART A

- 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 2019-20 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:

**12** In the 2019-20 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)*:

PART A

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 2019-20 reporting period? *(tick one box only)*

Yes       No       Not applicable

Please provide any details and examples:

- 14** Was the consultation list reviewed during the 2019-20 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](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)*:

PART A

1
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16 Please provide the **number of assessments** that were consulted upon during 2019-20:

1	Policy consultations conducted with <b>screening</b> assessment presented.
	Policy consultations conducted <b>with an equality impact assessment (EQIA)</b> presented.
	Consultations for an <b>EQIA</b> 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:

During the year, in order to implement Directive (EU) 2017/2398, HSENI initiated a consultation exercise on proposals for the ‘Revision of limit values in EH40/2005 “Workplace Exposure Limits” and Amendments to Mines Regulations (Northern Ireland) 2016’. Following the consultation exercise, HSENI concluded that a full equality impact assessment was not required as no comments were received and therefore no screening decisions were reviewed. The approval of the revised EH40/2005 Workplace Exposure Limits document was subsequently effected.

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 2019-20 reporting period? (*tick one box only*)

Yes       No       Not applicable

PART A

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 2019-20 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 2019-20 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 2019-20, and the extent to which they met the training objectives in the Equality Scheme.

- During 2019-20 all HSENI staff undertook online 'Just a Minute' (JAM) Card training. The JAM Card initiative was developed to allow people with a learning difficulty, autism or communication barrier tell others they need 'Just A Minute' discreetly and easily by producing a JAM card. Following completion of the training, HSENI staff are now fully aware of the existence of the JAM card used by those who have difficulties communicating. Having become a JAM Card friendly organisation, HSENI's staff, particularly those on the frontline visiting premises to provide advice on health and safety issues, are now fully aware of the use of the JAM card and know to give more time to those who present the card.
- Three members of staff attended First Aid at Work Training, one staff member attended refresher First Aid Training and two attended Emergency First Aid at Work training. Completion of these courses helped 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.
- One member of staff completed a Level 5 Diploma in Wellbeing in Stress Management.
- In relation to ensuring the needs of older staff are addressed, the NICS provides the opportunity for all staff due to retire within five years to attend a 'Preparation for Retirement' Course. During 2019-20, two members of HSENI's staff availed of this training, which provides vital advice on social, financial and health choices as staff approach retirement. The option to choose partial retirement is offered to HSENI staff where business needs allow and several staff have chosen this option to allow them to take a more phased approach to retirement.

Unfortunately, due to the emergence of the COVID-19 crisis towards the end of the year, a number of events and courses, including a Mental Wellbeing Event and a Mental Health First Aid Event, were cancelled. It is hoped staff will be able to attend these as soon as Government restrictions are eased to allow events and courses to proceed.

Staff participation in the above courses throughout 2019-20 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 JAM Card online training confirmed that the majority of staff were not aware of the initiative and that the training provided important information on the difficulties faced by those with communication difficulties. Awareness of the use of the 'JAM Card' as a result of the initiative was found to be particularly useful for those frontline field staff visiting premises on a daily basis.

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

- 26** Please list **any examples** of where monitoring during 2019-20, 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 2019-20, HSENI continued to provide workplace health and safety information at a total of 101 promotional events and exhibitions that were held in various locations within Northern Ireland.

As part of its work to 'Raise awareness of farm dangers amongst vulnerable groups', in May 2019, HSENI, in conjunction with Rural Support, launched the booklet 'Coping with the Pressures of Farming' at the Balmoral Show. The booklet is aimed at offering the farming community help and assistance in relation to their health and wellbeing and every day pressures of running a farm. It has been researched and collated to address some of the many and varied issues that contribute to stress when not handled appropriately.

Throughout International Farm Safety Week in July 2019, HSENI's Communications Team issued a series of social media posts on Facebook and Twitter, aimed at raising the issues of mental stress and safety issues amongst the farming community.

PART A

On 7 January 2020 HSENI's Chief Executive, Robert Kidd, launched the 'Avoid Harm on the Farm' child safety calendar 2020. For this competition, HSENI received 3,882 entries from 72 schools all over Northern Ireland.

HSENI Twitter followers now exceed 2,900 and we have attracted 4,229 followers on our Facebook account which shows a further increase from last year. During 2019-20 HSENI's views to HSENI's YouTube channel have reached more than 412,897.

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.

**Complaints (Model Equality Scheme Chapter 8)**

**27** How many complaints **in relation to the Equality Scheme** have been received during 2019-20?

Insert number here:

0
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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 was due to take place during 2019-20. A number of other work priorities has delayed this review but it will now take place during 2020-21.

**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 (2019-20) reporting period? *(please tick any that apply)*

Employment

PART A

- 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:

**5**

Fully achieved

**2**

Partially achieved

**1**

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 <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>			
Regional <sup>iv</sup>			
Local <sup>v</sup>	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	Equal opportunity for those with and without disabilities in recruitment and promotion within HSENI.

PART B

		<p>is not a bar to recruitment or advancement.</p> <p>Throughout 2019-20, 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>Following the emergence of the COVID-19 pandemic in the final weeks of 2019-20, HSENI's management worked extremely hard to ensure all staff were able to work from home to reduce the risk of staff contracting the virus. As field staff started to visit premises again, those considered vulnerable and those with family members in high risk categories were and continue to be exempt from carrying out any work</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>Staff with underlying illnesses and those with vulnerable family members have and continue to work remotely and safely throughout the COVID-19 Pandemic with undue stress and fear of contracting the virus through their work activities.</p>
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PART B

		activities which may expose them to COVID-19.	
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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	To consider the requirement for specific disability awareness training on an annual basis as part of HSENI's learning and development planning process.	During 2019-20 all HSENI staff undertook online 'Just a Minute (JAM) Card' training. The JAM Card initiative was developed to allow people with a learning difficulty, autism or communication barrier tell others they need 'Just A Minute' discreetly and easily by producing a JAM Card.	The completion of this training has resulted in greater awareness among staff of the JAM Card initiative and how it helps those with communication problems to relay their difficulties.  HSENI has now introduced this requirement on its revised Disability Action Plan and Training Unit will ensure at least one disability awareness course is undertaken by staff on an annual basis.
2	Diversity training for all staff	Completion of the above JAM Card training by all staff.	Increased awareness of how to recognise the signs of those with hidden disabilities.

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 website	<ul style="list-style-type: none"> <li>HSENI currently tags all PDF documents placed on the website.</li> </ul>	Improvements throughout the year to HSENI's website have resulted in employers, employees

PART B

	<p>that takes account of the NICS Web Accessibility Standards.</p>	<p>This enables screen-readers for those who are visually impaired / blind. As a result, content can be magnified or zoomed up to 300% for any users with visual impairments</p> <ul style="list-style-type: none"> <li>• Navigation of the website can mostly be done using just a keyboard for users with limited dexterity; and</li> <li>• Upon request, HSENI will provide documents in alternative formats e.g. Braille</li> </ul> <p>The following publications, aimed at vulnerable groups, were available to download from HSENI’s website throughout the period:</p> <p><b>Carbon Monoxide advice</b> Carbon monoxide – advice for students Carbon monoxide poisoning general advice available in: Chinese Polish Lithuanian</p> <p><b>Advice in relation to young and inexperienced workers</b> Employing young people in the workplace</p>	<p>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>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</p>
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PART B

		<p>Universal safety booklet for all New to the job leaflet New to the job leaflet available in: Chinese Lithuanian Polish Romanian Be safe when you start</p> <p><b>Health and Safety at Work advice</b> Health and Safety for All available in: Lithuanian Polish Portuguese</p> <p><b>Advice on Disability Rights of Workers</b> Balancing disability rights and health and safety requirements</p> <p><b>Farm Safety booklets for children</b> Avoid harm on the farm: a children’s guide Stay safe on the farm with Jessy</p>	<p>number of languages to ensure this guidance reached workers whose first language is not English.</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>
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PART B

		Farmtastic Four	
2	Development of the equality section of HSENI's website which promotes key information on disability for employers and the public	Work continued throughout 2019-20 to improve the Equality section of HSENI's website. Communications team staff are currently carrying out an accessibility audit check in order to fully comply with the International Web Content Accessibility Guidelines (2.1 AA) and an Accessibility Statement will be published on our website in September 2020.	Improvements to equality related information helped ensure better accessibility by the public 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:

PART B

	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	Milestones/ 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.	Review induction pack to include equality and diversity information	Greater awareness among staff of expected behaviours and the need to respect individual differences and of adherence to equality regulations in the workplace.	Following the centralisation of NICS HR functions, this measure is no longer applicable. However, 'Inclusion of disability awareness training as part of HSENI induction for all new staff' has been included as an action measure on HSENI's revised DAP.
2	Mental well-being awareness training (on stress) offered to HSENI staff	In-house training to be provided for all staff	One member of staff completed a Level 5 Diploma in Wellbeing in Stress Management.	Unfortunately, due to the emergence of the COVID-19 pandemic towards the end of the year, a number of

PART B

				events and courses, including a Mental Wellbeing Event and a Mental Health First Aid Event, were cancelled. It is hoped staff will be able to attend these as soon as Government restrictions are eased to allow events and courses to proceed.
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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.	This action has been included on HSENI's revised Disability Action Plan with the specific requirement to work with disabled people and disability organisations in developing the information booklet.

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

PART B

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.

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?

HSENI's Disability Action Plan was reviewed during 2019-20 and will be published on HSENI's website within the next few weeks. The measures below have been added to the revised DAP.

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	Inclusion of disability awareness training as part of HSENI induction for all new staff	100% of new staff recruited will undertake training within 3 months of joining HSENI	Within 3 months of new staff joining HSENI
2	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	100% of staff who attend the talk will be asked to provide feedback on whether or not their awareness of the disability has increased	Talk to be arranged by 31 <sup>st</sup> March in each year of the DAP

PART B

3	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	100% of staff are fully aware of the duties within HSENI's DAP and the action measures to undertaken and completed during the lifetime of the plan	Within one week of the document being reviewed, approved by EC and signed by HSENI's Chief Executive and Chair
4	HSENI will continue to promote awareness of HSENI's disability duties and elements of the Disability Action Plan in its SHINE staff brief	Disability related articles included on SHINE to be discussed at subsequent team briefs to ensure awareness of article content	One article to be provided each quarter (4 per year)
5	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	MWAWAS staff will attend at least 2 partnership meetings/ events each year to fulfil HSENI's ongoing commitment to achieving the five objectives of the Mental Health Charter	Ongoing
6	Development of two NI specific work-related stress toolkits, a general one and one for the Education sector	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 conversation with team members	Completion of both stress toolkits to be completed by 31 <sup>st</sup> March 2021

PART B

7	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	Increased understanding among senior managers and line managers on how to deal with and manage work-related stress.	10 workshops to be held by 31 <sup>st</sup> March for each year of the DAP
8	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	Increased awareness of the publication and the information it contains	Ongoing
9	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	Greater accessibility to HSENI events for those with disabilities and other special requirements	31 <sup>st</sup> March 2021
10	HSENI will ensure that all key health and safety information booklets are made available in alternative formats on	100% of requests for health and safety booklets in alternative formats should be responded to	Ongoing as and when requests for booklets in alternative formats are made

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

## PART B

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- <sup>i</sup> **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.
- <sup>ii</sup> **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.
- <sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
- <sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level
- <sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.