



THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND

DISABILITY ACTION PLAN [April 2011 to March 2015]

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| 1.1 | <p>Introduction</p> <p>Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by the Disability Discrimination (Northern Ireland) Order 2006), The Health and Safety Executive for Northern Ireland (HSENI) is required when carrying out its functions to have due regard to the need to:</p> <ul style="list-style-type: none">• promote positive attitudes towards disabled people; and• encourage participation by disabled people in public life ('the disability duties'). <p>Under Section 49B of the DDA 1995, HSENI is also required to submit to the Equality Commission a disability action plan showing how it proposes to fulfil these duties in relation to its functions.</p> |
| 1.2 | <p>As Chairman and Chief Executive of HSENI, we are committed to full compliance with the disability duties and effective implementation of this disability action plan (DAP). We have taken the opportunity to incorporate HSENI's DAP within our four year corporate planning cycle.</p> <p>The commitment to fulfilling our duties is explicit in HSENI's 2011-2015 Corporate Plan, helping to ensure that the achievement of the DAP is an important part of our strategic planning processes. We will therefore allocate proportionate resources (in terms of people, time and money) to achieve this. Where appropriate, we will build objectives and targets relating to the disability duties into our annual operating plans.</p> <p>We will also put appropriate internal arrangements in place to ensure that the disability duties are complied with and this disability action plan is effectively implemented. We will continue to ensure the effective communication of the plan to staff and provide all necessary training and guidance for staff on our disability duties and the implementation of the plan.</p> |

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| | <p>We will consult with people with disabilities and /or their representative organisations as part of the process of implementing and reviewing our Disability Action Plan.</p> <p>Day to day responsibility for the implementation, review and evaluation of our disability action plan and the point of contact within HSENI will be:-</p> <p>Dermot Breen Deputy Chief Executive 83 Ladas Drive, Belfast, BT6 9FR Tel: 028 9024 3249 Textphone: 028 9054 6896 Fax: 028 9023 5383</p> <p>This plan can be made available in alternative formats. To receive copies in alternative formats, such as large print, Braille, or audiocassette, or in another language, please contact HSENI by telephone (028 9024 3249), textphone (028 9054 6896) or the website at www.hseni.gov.uk to discuss your requirements. The plan can also be downloaded from HSENI's website.</p> |
| 1.3 | <p>We confirm our commitment to submitting an annual progress report on the implementation of this plan to the Equality Commission and carrying out a four year review of this plan (in line with HSENI's Corporate Planning Cycle).</p> <p>A copy of this plan, our annual progress report to the Equality Commission on the implementation of this plan and any review reports will be made available on our website www.hseni.gov.uk.</p> |
| 1.4 | <p>Functions</p> <p>The Health and Safety Executive for Northern Ireland was established on the 1 April 1999 as an executive Non-Departmental Public Body with Crown Status and is sponsored by the Department of Enterprise, Trade and Investment (DETI).</p> <p>HSENI has a statutory responsibility for the promotion and enforcement of health and safety law in the workplace and works alongside district councils in achieving this. Led by HSENI's Board, HSENI and the district councils devised a long term strategy for the better regulation of health and safety at work in Northern Ireland, which spells out the shared vision, mission and goals that both organisations will abide by as</p> |

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| | <p>each delivers its services in their respective enforcement environments. The essence of the work that HSENI undertakes is encapsulated in the mission statement:</p> <p>“To significantly reduce the number of work-related fatalities, injuries and cases of ill health in Northern Ireland”.</p> <p>In addition, HSENI has responsibility for working alongside DETI to ensure an up-to-date health and safety regulatory framework.</p> <p>HSENI will endeavour to realise its vision through the following key objectives:</p> <ul style="list-style-type: none"> • To provide the highest standards of service delivery at the regional level; • To promote key workplace health and safety messages and themes to targeted sectors and groups; • To communicate appropriate, timely and practical workplace health and safety information and advice; • To improve compliance with health and safety standards through inspection investigation activities; and • To ensure that an effective and up to date health and safety at work regulatory framework is maintained. |
| 1.5 | <p>Public Life Positions</p> <p>HSENI has no responsibility for appointments to public life positions (for further details please see the last point in Section 2).</p> |
| 2. | <p>Previous Measures</p> <p>Outlined below are the key measures which HSENI as part of the Northern Ireland Civil Service, has already taken to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.</p> <p><i>Policy Making</i></p> <ul style="list-style-type: none"> • HSENI revised its equality screening form to include a reference to the disability duties by including a section that looks at how/if the legislation, policy etc undergoing the screening exercise will/has the potential to impact on the areas covered by the two duties. |

Recruitment

- HSENI, as an NDPB, employs its own staff but our unique crown status means that HSENI staff are civil servants. Recruitment to HSENI is therefore undertaken centrally by HR Connect. The Department of Finance and Personnel's Disability Action Plan (www.dfpni.gov.uk)'s should be consulted for further information on actions taken or planned centrally in respect of the two disability duties.

Diversity Group

- HSENI actively participates in the Department of Enterprise Trade and Investment's (DETI) Diversity Group. One of the Group's key activities is to 'promote an understanding amongst staff of the needs of people with disabilities'.

Promotion of understanding/information

- HSENI made available a guidance booklet to all staff on 'Making reasonable adjustments for disabled staff' to raise awareness and ensure that employees with disabilities are treated fairly and enabled to participate fully in the workplace
- Recent awareness-raising events and factsheets organised by the DETI Diversity Group and publicised widely to HSENI staff include: - a mental health event (December 2009), factsheets on hearing and visual impairment (May 2009), a respecting difference factsheet and lunchtime event (March/April 2010) and factsheets on diabetes (June 2010) and mobility (September 2010).

Equal Opportunities Policy

- HSENI fully implements the Northern Ireland Civil Service Equal Opportunities Policy, developed by DFP which applies to all aspects of working life. For further information on details of any actions taken or planned centrally in respect of the two disability duties, please refer to DFP's Disability Action Plan. (www.dfpni.gov.uk).

Buildings/Accessibility

- HSENI's headquarters building was made fully DDA compliant during major refurbishment works carried out in 2005 by Properties Division of DFP

For further information including details of any actions taken or planned centrally in respect of the two disability duties, please refer to DFP's Disability Action Plan. (www.dfpni.gov.uk);

Training

- HSENI has availed fully of the equal opportunities training for Northern Ireland Civil Servants provided by the Centre for Applied Learning. Further information, with details of any actions taken or planned centrally in respect of the two disability duties, is contained in DFP's Disability Action Plan. (www.dfpni.gov.uk).

Publications

- Northern Ireland's long term strategy for the better regulation of health and safety at work, which HSENI developed in conjunction with the district councils, alongside HSENI's Corporate and Operating Plans all identify that vulnerable groups, including workers with certain disabilities, merit special attention;
- HSENI in partnership with Disability Action, the Equality Commission and the 26 District Councils produced a booklet entitled Balancing Disability Rights and Health and Safety Requirements – A Guide for Employers; and
- HSENI has published a universal picture-based safety booklet for migrant workers and those with learning difficulties.

Communications

- HSENI has delivered presentations to groups working with disabled people;
- HSENI has installed a textphone and provided disability awareness training for frontline staff;
- HSENI has employed therapy/sheltered centres for event mailing;
- HSENI has developed a website that is representative of the range of work activities it undertakes. The site meets the NICS Web Accessibility Standards; and
- HSENI's Employment Medical Advisory Service informs

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| | <p>employers of their legal duties under DDA, as appropriate, and of the services provided by the Disabled Employment Advisers when advising on the management of ill employees.</p> <p>Public Appointment</p> <p>HSENI Board appointments are made by DETI in accordance with the Code of Practice for Ministerial Appointments to Public Bodies, published by the Office of the Commissioner for Public Appointments (Northern Ireland) and follow the guidance provided by the Central Appointments Unit. Further information, with details of actions taken or planned centrally in respect of the two disability duties, is contained in the Disability Action Plan for the Office of the First Minister and Deputy First Minister (www.ofmdfmni.gov.uk).</p> |
| 3 | <p>Action Measures</p> <p>Outlined below are the measures which we propose to take over the period of this disability action plan, together with performance indicators or targets.</p> |

Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

| Measures | Timescale | Performance Indicators/target |
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| Mental well-being awareness training (on stress) offered to HSENI staff | In-house awareness training to be offered to HSENI Staff by December 2011 | 1) Raise awareness of the event to 100% of staff 2) Uptake by at least 10% of HSENI staff 3) Overall increased awareness, by HSENI staff in attendance, of mental well-being issues |
| Diversity Training for all HSENI staff | (1) Implementation of NICS online training package for existing staff by June 2011 | 100% up-take of two diversity training packages |

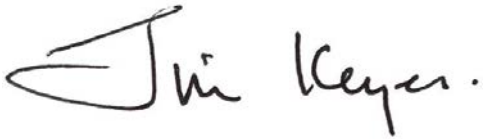
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| <p>Corporate Support Group to distribute material aimed at raising awareness of the needs of HSENI's customers/staff with Autism.</p> <p>HSENI's Corporate Support Group, in conjunction with Departmental Human Resources (HR), to develop induction material to include more detailed information on disability and diversity in the workplace.</p> <p>Review and ongoing development of HSENI website that takes account of the NICS Web Accessibility Standards.</p> | <p>(2) Implementation of NICS classroom training for new staff from June 2008 by September 2011</p> <p>By May 2012 to have issued to all staff, a fact sheet on autism provided by the DETI Diversity Group.</p> <p>By June 2012 to have reviewed HSENI's current induction pack to determine if further relevant information should be included</p> <p>By January 2013 to have reviewed the website developed in 2011 to determine if any improvements can be made beyond that of the NICS Web Accessibility</p> | <p>To raise awareness to 100% of HSENI staff, of the social and communication barriers faced by individuals with autism.</p> <p>Impact of new material to be assessed on an ongoing basis as part of the evaluation of induction undertaken by Departmental HR</p> <p>(1) All visitors to HSENI's website are asked for comments on the information and suggestions for improvement.</p> <p>(2) 100% of comments received regarding any possible improvements to the site for customers with</p> |
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| <p>Development of the equality section of HSENI's website which promotes key information on disability for employers and the public</p> <p>HSENI will promote diversity information for HSENI staff regarding specific disabilities, reasonable adjustments available, and outlining measures taken by HSENI to assist staff with disabilities.</p> | <p>Standards.</p> <p>By December 2012 to have relevant information available on the website</p> <p>To provide at least one member of staff to attend all DETI Diversity Group meetings and input to the development of key information (ongoing action).</p> <p>Encourage as many HSENI staff as possible to attend promotional events organised by DETI's Diversity Group (ongoing action).</p> <p>By December 2012 to have an HSENI specific Diversity Notice Board, including specific disability</p> | <p>a disability will be fully considered in terms of viability and implemented where appropriate.</p> <p>Information available on the website</p> <p>Attendance at all Diversity Group meetings.</p> <p>To monitor attendance of HSENI staff at diversity events.</p> <p>Increased awareness by 100% of HSENI staff of key diversity information and how it should be applied in the workplace</p> |
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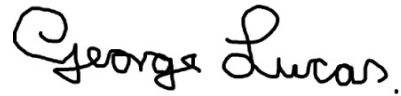
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| <p>To consider the requirement for specific disability awareness training on an annual basis as part of HSENI's learning and development planning process.</p> <p>To review the booklet – Balancing Disability Rights and Health and Safety Requirements – A Guide for Employers to ensure that the information contained is up to date.</p> | <p>awareness materials at Ladas Drive and promote this to the out-stationed staff</p> <p>Inclusion of appropriate training and delivery as part of the implementation of HSENI's Learning and Development Plan processes (annual basis)</p> <p>To meet with representatives from disability groups to look at the relevance of the information in today's workplace by September 2012.</p> <p>By December 2012 to have met with the key contributors to the original publication to update them on findings and explore the possibility for</p> | <p>That all staff in attendance at any awareness events would show an increased awareness and/or knowledge in how best to meet the needs of customers with a disability.</p> <p>Increased awareness of the publication and the information it contains.</p> |
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| | revising and/or promoting the publication in the 2013/2014 operating year. | |
| 4. | Publication of Disability Action Plan HSENI's draft Disability Action Plan has been published on HSENI's website at hseni.gov.uk. Hard copies and copies in alternative formats are available by contacting HSENI as outlined in Section 1.2 above | |

Signed by:



Chief Executive



Chairman