

Health and Safety Executive Board		HSE/10/55	
Meeting Date:	June 2010	FOI Status:	Fully open
Type of Paper:	Above the line	Exemptions:	None
TRIM Reference:	2010/267757		

High-Level Diversity Progress Report 2009/2010 and External Diversity Priorities for 2010/2011

Purpose of the paper

1. This paper invites the Board to note progress on external diversity priorities for 2009/2010 (Annex 1) and approve the priorities in the Diversity Action Plan (DAP) for 2010 –2011 (para 8 and Annex 2).
2. In line with statutory duties, the paper reports External Diversity progress for 2009/2010 and planned priorities for 2010/2011. Our aim, and the spirit of our work, is such that we are working towards diversity considerations being an embedded way of doing day-to-day business. In February 2010, the Board approved the Single Equality Scheme (HSE/10/26); the majority of the actions in the 2010/2011 plan are contained in the Scheme.
3. The Director of Human Resources reported progress with internal diversity work for 2009/2010 in a Board paper in January 2010 (HSE/10/08). The Board will receive the next internal diversity report as requested, with the Workforce Update early in 2011.

Background

4. HSE's Diversity Steering Group (DSG), which includes senior management, trade unions and internal staff networks membership have been consulted on the progress report and new Diversity Action Plan.
5. On External Diversity the main highlights for 2009-10 were:
 - a) **preparation, development and publication of a Single Equality Scheme for 2010/2013.** The Scheme was subject to public consultation. Following consultation the Scheme was presented to the Board for approval in February 2010 and launched 5 April 2010.
 - b) **continuing to embed equality considerations in our work** by raising the awareness of Equality Impact Assessments (EIA). The EIA toolkit has been revised to make it more user friendly. Over the past 12 months we have seen a noticeable increase in the number of EIAs completed.
 - c) **that partnership work on the age** diversity strand progressed following an initial meeting between HSE, DWP and HSL at which work was commissioned to review and update the 2005 report 'Facts and misconceptions about age, health status and employability'. This was completed in March 2010 and the findings presented to stakeholders.
 - d) **sustaining our focus on communication.** We continued to promote HSE's disability guidance in a number of ways, for example by 'piggy backing' on campaigns run by various organisations; by presenting at events such as the

National Union of Teachers Equality Conference and the Employers Forum on Disability helpline. We continued to work closely with Communications Delivery Service (CDS) to ensure delivery of materials in alternative formats. Both the Diversity intranet site and the website were redesigned. An EU Occupational Health and Safety Administration (OHSA) report on diversity and risk assessment commended HSE's web site content for disability and risk assessment and recommended the site as a source of useful information.

- e) **ensuring that equality issues were addressed in a number of major research projects on health.** Research to estimate the occupational cancer burden in the UK, including breast and prostate cancer continued.
- f) **continuing to build upon our contact with key stakeholders.** We continued to work with the TUC Gender Occupational Safety and Health Group (GOSH) and the main health and safety practitioners' group. We attended a NUT Health and Safety Advisors conference and ran a workshop to consider ways to actively encourage more women to become health and safety representatives.
- g) We have developed our links with the Employers' Forum on Disability. We will continue this work this year.

We formed a Disability Equality Reference Group in line with our statutory duties as a public authority to promote equality of opportunity for disabled people.

- h) that externally, much good work continued to be done by operational divisions such as the DCLG-funded pilot project for 3 outreach workers. Rhaynukaa Soni was named "Female Professional of the Year" at the Political and Public Life Awards, for her work with the Asian community as part of the FOD Construction Division's London outreach project.

Staff in the Midlands delivered Enterprise days to pupils from the Muslim community prior to them beginning their work experience placements.

Argument

6. Good progress has been made towards achieving HSE's external diversity objectives for 2009/10 and we have continued to see the integration of equality considerations into our day to day business, for example through the increase in Equality Impact Assessments.

7. The SMT-led DSG plays a key role in helping to sustain and progress action. The progress report and the new action plan will be promoted on the HSE website and intranet and made available in alternative formats on request.

Priorities for 2010/2011

8. We want to build on our progress to date and this means prioritising five broad areas from our action plan:

Continuing to embed equality considerations in our work

9. The DSG will continue to steer HSE's diversity agenda and approve external progress reports and action plans. We will prioritise future EIA training for new and existing staff.

10. We will work with colleagues in Business Involvement Unit (BIU) to identify sectors with gender specific risks and ensure that new example risk assessments are produced.

a) Partnership work on age

HSE will continue to work with DWP age positive programme and other stakeholders to develop key messages on workplace health and safety and ageing. We will take account of findings from the literature review 'Review of Age Misconceptions' (draft title) produced by HSL in early 2010, together with case studies from a variety of sectors: these will be published later in 2010. We will jointly promote the guidance to a wide number of stakeholders in recognition of the public policy agenda to support older workers and extend working life.

b) Sustain our focus on communication

The External Diversity Team (EDT) and Communications Directorate (CD) will continue to work together to establish the most suitable communication mix for diverse audiences. Working with the Central Office of Information (COI) we will make sure that information, advice and guidance is accessible in a range of alternative formats. We will continue to promote HSE's disability guidance to a wide reaching audience.

c) Major research projects on health and other areas

An ongoing series of population based surveys will continue, as will other projects on the scale of work related illness, injury and working conditions. This research will inform HSE interventions to ensure that we take into account all groups within the population and evaluate the extent of our success.

d) Stakeholder engagement

HSE will continue to work with TUC GOSH group and we will develop relationships with a range of stakeholders to include all diversity strands in line with new legal obligations.

Financial / Resource Implications for HSE

Costs and benefits

11. The costs of delivering the action plan are approximately £203k, which is within existing budgets. This includes £177k of staff costs in CCID (4.1 Full Time Equivalents from Bands 2 – 5), £20k of dedicated communications effort with the Central Office of Information and £6k for the Equality Impact Training.

12. The principal benefits include drawing on the outputs of other HSE areas and Directorate initiatives, leading to a more effective, better targeted delivery of our business; continued progress towards achieving our vision and compliance with legal requirements.

Action

13. Board members to note the progress made on External Diversity for 2009/2010 and note and endorse the External Diversity Plan for 2010/2011.

Paper clearance

This paper was cleared by the Senior Management Team on 2 June 2010.

EXTERNAL DIVERSITY PROGRESS REPORT 2009/2010

Key area 1	
Preparation of a single equality scheme (SES)	
Development and publication of a single equality scheme for 2010	The draft scheme was cleared in July 2009. The public consultation period was 24 August – 13 November 2009 and the scheme launched on 5 April 2010. It will be reviewed after a year.
Key area 2	
Continuing to embed equality considerations in our work	
HSL to include a check in their Quality System which requires HSL staff to ensure, when reviewing research specifications, that they do not overtly omit sectors of society.	HSL have included a check in their Quality System.
To carry out race disability and gender equality impact assessments on back catalogue of policies and services. Ensure that work falling out of HSE's new strategy is equality impact assessed.	Policies identified. EIAs are in place. Strategy Action Team Chairs briefed on the need to EIA developing policy. EIAs will be completed at the appropriate time
To train new recruits and others on EIA toolkit. To ensure EIAs are completed when required, To monitor and review EIA numbers.	Training provider appointed and four training sessions held, with positive feedback. Funding secured for additional training sessions in 2010 – 2011.
Gender – identify sectors with gender specific risks and ensure that example risk assessments for these areas include relevant occupational health and safety issues.	We have identified sectors and example risk assessments, which are currently awaiting publication.
Make sure that all workers including migrant workers have equal protection from work-related risk.	CLG funding for a pilot range of worker and employer-facing projects 2009-2011. HSE continues to support the cross- departmental Pay and Work Rights Helpline and to provide input to BIS proposals under regulations implementing the EU Agency Directive.

	<p>Better channels of communication with workers: We also supported an English language DVD for use as a teaching aid by ESOL courses for learners of English (March 2010).</p> <p>Vulnerable workers HSE has supported the work of the Pay and Work Rights Helpline on working time issues, investigating complaints referred to it by the Helpline's call centre operator BSS. In some cases these are collaborative investigations with other enforcement agencies.</p> <p>Advice for employers: HSE has published (February 2010) the web-only Information Sheet 'Protecting migrant workers', aimed at helping SMEs control relevant risks.</p> <p>Targeted inspection/enforcement: FOD inspectors continue to raise management of migrant workers' health and safety with duty holders where relevant. There were a number of prosecutions in 2009/10 following serious accidents to migrant workers.</p>
<p>Agriculture – working with stakeholders as the HSE single point of contact for issues arising from the BERR (now BIS) vulnerable Workers Enforcement helpline.</p>	<p>The BIS Pay and Work Rights helpline went live on 18 May and as a result, HSE has received a number of complaints, some of which involve working with other enforcement agencies (HMRC, EASI & Defra).</p>
<p>Agriculture – intelligence sharing between the Gangmasters Licensing Authority (GLA) and HSE, leading to enforcement action where necessary</p>	<p>Sharing of intelligence continues routinely. To date, we have received and responded to 67-70 National Intelligence reports.</p>
<p>Gender – integrate specific points from Fact Sheet 43 and TUC gender sensitivity checklist for occupational health and safety into topic inspection packs</p>	<p>“Keepers” of Topic Inspection packs have been contacted and a way forward has been agreed. Revised packs are currently awaiting publication. This work will continue as new packs are developed.</p>
<p>To require that the Olympic Delivery Authority and the Principal Contractors have systems in place to check competence and provide appropriate health and safety induction for all workers.</p>	<p>All workers receive briefings according to need. Worker involvement actively encouraged.</p>

Key area 3	
Partnership work on age	
To work with DWP age positive programme to develop key messages on health and safety and ageing	EDT and MSD project lead met with DWP and HSL in June 2009 to discuss updating the 2005 report 'Facts and Misconceptions about Age, Health Status and Employability'. A literature review and 4 case studies were completed in March 2010. The review was presented to stakeholders in March 2010.
Key area 4	
Sustain our focus on communication	
Communications – support to HSE policy areas on most suitable communication channels and alternative formats.	CDS continue to work with policy teams to give advice on the best channels of communication for individual messages. Recent work has included producing Easy read and 'non verbal' versions of HSE's advice where the audience required it.
Maximise effectiveness of communications by choosing images and text that will engage with the target audience.	CDS always consider the needs of the intended audience when commissioning illustrations or photographic images. A good example of this was the selection of images and text for the new Law Poster.
Disability – examples of case studies from EHRC added to web / intranet pages	Practical guidance on reasonable adjustments in the workplace for people with disabilities available on HSE's website. Guidance available for external stakeholders on accessibility of their premises and adjustments that can be made etc.
Promote disability guidance to a wide audience by a variety of methods, including identifying stakeholder campaigns and piggy-backing on them, reaching out to the disabled community	The guidance was promoted widely to stakeholders and at events such as the Safety & Health Environment (SHE) and the Risk Assessment & Insurance conferences. It was also publicised on the Employers' Disability Forum radio helpline. A recent EU OSHA report on diversity and risk assessment praised HSE's web site content for disability and risk assessment.
Develop web pages for new diversity strands	A review of current research / information has been completed. Pages to be drafted and published in early 2010 / 2011.
To further develop disability web pages to include guidance on mental ill-health.	The Mental Health Guidance supplied by the stress team is signposted on the diversity web pages. This has been publicised, for example, on Mental Health Awareness Day.

<p>“Agriculture Revisited”</p> <p>Communications campaign focussing on older workers and farming families.</p>	<p>We have developed, delivered 3 phases of a new farm safety campaign. This generated nearly 30,000 responses from farmers who asked for more details and further contact from HSE.</p> <p>Qualitative research undertaken - initial findings show positive attitudes to campaign- full evaluation in process.</p>
<p>To make sure that information, advice and guidance is accessible to everyone. We will produce core health and safety information in a range of alternative formats including Braille, Welsh, large print and audio.</p>	<p>Basic set of 12 core leaflets identified and will be made available in a range of alternative formats on the website and on a CD (with the exception of Braille).</p> <p>HSE’s alternative format policy will be promoted on all publications and web pages.</p>
<p>Key area 5 Major research projects on health</p>	
<p>Continuation of independent research to estimate the occupational cancer burden in the UK, including breast and prostate cancer.</p>	<p>Estimates for current cancer burden completed by the end of 2009. Work on future burden from current exposures published in 2010, with further results due in 2011.</p>
<p>Follow up of research on possible increased risk of certain cancers at a Scottish semi conductor plant.</p>	<p>Research concluded at the end of 2009, with the final report published in 2010.</p>
<p>Research into the risk of mesothelioma in females as well as males</p>	<p>Current research jointly funded by HSE and Cancer Research UK. The study found the only substantial risk factor on those with no direct occupational exposure was living with a high risk worker before the age of 30.</p>
<p>Ongoing series of population based surveys and other projects on the scale of work related illness, injury and working conditions.</p>	<p>On going action. Annual population surveys are carried out which are representative of the whole population and not biased towards or against any group.</p>
<p>Address issues in relation to correct face fit of RPE, particularly in relation to face size/shape.</p>	<p>A steering group has been set up by the RPE unit with representatives from a wide range of industries and the TUC to bring together a broad spectrum of views. HSL will carry out research in 2010 / 2011, titled ‘Research into Respiratory Protective Equipment Supply Services’.</p>

<p>To take part in the DWP Equality Scheme stakeholder group.</p>	<p>HSE have joined the group, sharing information and building relationships.</p>
<p>Set up a disabled stakeholder group</p>	<p>HSE now has a Disability Equality Reference Group with a membership of around 40.</p>
<p>To encourage more involvement of women in health and safety decision making by working with others such as the TUC to persuade more women to become safety representatives.</p>	<p>HSE met with TU lead contacts twice to work on the issues, barriers and proposed plans regarding the recruitment of female H&S representatives.</p>
<p>Scoping study on respiratory disease in the bakery industry to include diversity issues of gender, age and race.</p>	<p>The aim of the project was to identify groups of bakery workers who are at risk of respiratory disease. The conclusions of the research will be used to develop future interventions with the bakery industry to reduce exposure to flour dust.</p>

EXTERNAL DIVERSITY ACTION PLAN 2010 – 2011

Action	Timing	Outcomes and Performance Measures
Continuing to embed equality considerations in our work		
Corporate processes to monitor and steer diversity progress.	Ongoing	The DSG steers HSE's diversity agenda, approves progress reports and action plans, clears Senior Management Team and Executive Board papers.
To train new policy recruits and others, where relevant, on Equality Impact Assessment (EIA) toolkit. Run 6 training sessions.	2010 - 2011	Training provider appointed that meets contract specification. The training will ensure that staff working in the areas of policy, communications and sector work are trained in the use of the EIA tool and HSE's statutory equality duties.
To ensure EIAs are completed when required, and include information as detailed in the EIA toolkit. Diversity Steering Group (DSG) to monitor and review EIA numbers and quality at DSG meetings 3 times per year	Ongoing	New work subject to an EIA takes account of the needs of our diverse audience, addresses any adverse impacts. The EIA process leads to improved service delivery and statutory compliance. Changes to improve service delivery recorded on the EIA record, and examples reported to the DSG.
Gender: Identify sectors with gender specific risks and ensure that new example risk assessments (produced 2010/11) for these areas include relevant occupational health and safety issues.	2010 - 2011	Relevant occupational health and safety issues related to gender are included in new example risk assessments produced to meet HSE strategy goals eg on customising support for SMEs. BIU have an evaluation plan in place, including questions in the annual HSE Employer Survey.
Gender: Integrate specific points from Fact Sheet 43 and TUC gender sensitivity checklist for occupational health and safety into new topic inspection packs.	Ongoing	Gender issues included in the content of new topic inspection packs. Gender issues mainstreamed into HSE's work to help HSE comply with its statutory equality duties.
Agriculture: Working with stakeholders as the HSE single point of contact for issues arising from the BERR Vulnerable Workers Enforcement helpline	Ongoing	Effective intervention to deal with working time matters such as type of enforcement action taken. Effective referral of other health and safety issues and enforcement action taken.
To require through early interventions that the Olympic Delivery Authority and the Principal Contractors have systems in place to check competence and provide appropriate health and safety induction for all workers.	2010 - 2012	Design interventions to take account of different needs among particular groups of workers.
Target premises of all sizes in	2010 - 2011	Breaches in the areas raised in the EHRC

Action	Timing	Outcomes and Performance Measures
the meat and poultry industry to sample the effectiveness of health and safety management.		Inquiry Report are addressed and actions recorded on COIN. Appropriate enforcement action taken in line with HSE's guidance.
Partnership work on age		
To work with DWP age positive programme and other stakeholders to develop key messages on health and safety and ageing.	Ongoing	Employers aware of health and safety issues with age and what control measures can be put in place to enable older workers to continue at work. Guidance will support the public policy agenda, businesses and employees on extending working life and the introduction of new age legislation.
Sustain our focus on communication		
Communications: Support given to HSE policy areas on most suitable communication channels and alternative formats.	Ongoing	Policy staff and Communications staff work together (using EIAs as appropriate) to establish most suitable communication mix for external and internal diverse audiences.
Maximise effectiveness of campaigns, press, public relations, events and stakeholder engagement, by choosing images and text that will engage with the target audience.	Ongoing	Target audiences can fully access the health and safety messages directed at them.
To make sure that information, advice and guidance is accessible by producing core health and safety information in a range of alternative formats including Braille, Welsh, large print and audio.	Ongoing	A range of key health and safety publications will be available in a range of formats. Compliance with Equality legislation.
Extend Diversity communications toolkit to include all diversity strands.	Sept 2010	Identification of work required to ensure communications toolkit includes information on all diversity strands in line with legal obligations and timetable for work agreed.
Promote HSE's disability guidance to a wide audience, by a variety of methods.	2010 - 2011	Disability reference group expertise used to help promote the guidance, helping HSE meet its statutory duty to involve disabled people. Raised awareness of risk assessment for disabled employees and development of reasonable adjustments in the workplace.
To explore the possibility of extending the disability guidance to include guidance on risk assessment in relation	Dec 2010	Relevant stakeholders identified, issues and need explored and decision taken on whether or not to proceed with guidance.

Action	Timing	Outcomes and Performance Measures
to service delivery i.e. duties relating to disabled visitors and customers.		
Communication of key health messages to young learners entering the workforce, via vocational training stakeholders.	Sept 2010- March 2011	Ensure engagement with all key stakeholders. Update occupational health section of LSC Safe From Harm document. Develop learning pack, train the trainers and deliver into colleges.
Develop web pages for new diversity strands and ensure all HSE diversity web pages are up to date with research and legislation.	Ongoing	HSE web pages available for all diversity strands, to increase awareness of diversity specific messages and control measures, which can improve occupational health and safety outcomes. Establish method to monitor effectiveness with audience.
Agriculture revisited: Communications campaign for farming. Communications campaign focussing on older workers and parents.	2010 - 2011	Effective advertising and direct mail campaign as determined by independent evaluation.
Major research projects on health and other areas		
Ongoing series of population based surveys and other projects on the scale of work-related illness, injury and working conditions. In surveys we shall record gender, diversity and demographic characteristics, where there is the potential for these to impact upon outcomes.	Ongoing	Report to be produced to time and quality. Research is conducted which informs HSE interventions to ensure that we take account of all groups within the population (to the greatest degree practicable), and evaluates the extent to which we are successful in doing so. This will enable HSE policy teams to use the research to tailor policy and service provision, with the aim of improving HSE outcomes.
Address issues in relation to correct face fit of RPE particularly in relation to face size/shape.	2010 – 2011 / Ongoing	Research conducted on behavioural aspects towards RPE resulting in a report for dissemination to HSE and stakeholders. Action plan to implement recommendations.
Stakeholder engagement		
Continue to work with the TUC GOSH group.	Ongoing	Key stakeholders with HSE to progress gender work, sharing experience and good practice.
To continue to build relationships, particularly with those stakeholders for diversity strands newer to HSE.	Ongoing	Stakeholders identified for all diversity strands in line with new legislation. Improved contact and understanding of stakeholder needs.

Action	Timing	Outcomes and Performance Measures
Agriculture: Intelligence sharing between the Gangmasters' Licensing Authority and HSE, leading to enforcement action where necessary.	Ongoing	Prompt and effective response to requests for information about those who apply to hold a gangmaster licence.