

Health and Safety Executive Board		HSE/11/39	
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High-level External Diversity Progress Report 2010/2011 and External Priorities for 2011/2012

Purpose of the paper

1. This paper invites the Board to note progress on external diversity priorities for 2010/2011 (Annex 1) and approve the priorities in the Diversity Action Plan (DAP) for 2011/2012 (Annex 2).
2. In line with statutory duties, the paper reports External Diversity progress for 2010/2011 and planned priorities for 2011/2012. The aim is to work towards diversity considerations being an embedded way of doing day-to-day business.

Background

3. 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 the new Diversity Action Plan.
4. On External Diversity the main highlights for 2010 – 2011 were:
 - a. continuing to embed equality considerations in our work** by securing funding to enable us to deliver six Equality Impact Assessment (EIA) training sessions to new and existing policy staff.
 - b. partnership work on the age** diversity strand progressed by working with DWP age positive and other stakeholders to deliver key messages.
 - c. sustaining our focus on communication** by making sure that information, advice and guidance is accessible to everyone, this included;
 - this year's conversion of HSE's priced guidance into a 'web friendly' format has allowed our information to reach a wider audience;
 - HSE's website recently came first in an assessment of 377 central government websites; gained accreditation to the international Web Content Accessibility Guidelines; and qualified for the Ability Net 'Accredited Plus' trustmark, which is now displayed on our homepage;
 - promoting our disability web pages and guidance, for example at Expo/Safety and Health Environment events during May and June 2010.

- The Department of Communities and Local Government funded the Migrant Workers programme which included a DVD for duty holders and employees.

d. ensuring that equality issues were addressed in a number of major research projects on health. Behavioural research in relation to factors influencing the implementation of RPE programmes in the workplace was published in April 2010.

e. continuing to build upon our contact with key stakeholders. We continued to work with the TUC and its Gender Occupational Health and Safety Group (GOSH) and have also presented at events such as the Employers Forum for Disability Live: Disability and Health and Safety Masterclass and HSE's trainee inspector induction.

Argument

5. We continued to make good progress in achieving HSE's external diversity objectives for 2010/2011 ensuring that there are equality considerations in day-to-day business.
6. The SMT led DSG plays a key role in helping to sustain and progress action. The progress report and new action plan will be promoted on the HSE website and intranet and made available in alternative formats on request.

Priorities for 2011/2012

7. The new single, general Equality Duty on public bodies came into force on 5th April 2011. The Government consulted on new draft regulations earlier in the year imposing specific duties to support the general duty. HSE will review its policies and action plan in the light of the new regulations consulting on any changes as appropriate.
8. In the meantime we want to continue to build on our progress on equality and diversity to date. We will:
 - **continue to embed equality considerations in our work** by ensuring new work takes account of our diverse audience and addresses any adverse impacts.
 - **sustain our focus on communication** by working with colleagues in Communications Directorate to establish the most suitable communication mix for external and internal audiences and to ensure that target audiences can fully access the health and safety messages that are directed at them.
 - **engage stakeholders** to continue to build relationships, share information and offer advice. We will continue to have regular communication with GOSH. We will improved contact and understanding of stakeholder needs and will identify stakeholders for all diversity strands.

Financial / Resource Implications for HSE

Costs and benefits

9. The costs of delivering the action plan are approximately £187k, which is affordable within the existing 2011/2012 budgets. This includes £117k of staff costs within CCID (2.7 full time equivalents from Bands 2 – 5).
10. 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

11. Board members to note the progress made on External Diversity for 2010/2011 and note and endorse the External Diversity Plan for 2011/2012.

Paper clearance

12. This paper was cleared by the Senior Management Team on 1 June 2011.

EXTERNAL DIVERSITY PROGRESS REPORT 2010 – 2011

Continuing to embed equality considerations in our work	
Corporate processes to monitor and steer diversity progress.	The Diversity Steering Group (DSG) has continued to steer HSE's diversity agenda and met three times during 2010/2011.
To train new policy recruits and existing colleagues on Equality Impact Assessment (EIA) toolkit.	HSE appointed a training provider who delivered six sessions. The sessions were well attended and the majority of policy staff have now received training. We also ran sessions specifically aimed at communications staff and senior field staff.
Ensure that EIAs are completed when required and include information as detailed in the EIA toolkit.	HSE's External Diversity Team continued to advise policy colleagues on the completion of EIAs, ensuring that there is an EIA in place for new policies and that they are completed at the appropriate time.
DSG to monitor and review numbers and quality of EIAs.	The External Diversity Team provides an update on the current position with EIAs at each DSG.
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. Occupational health and safety issues related to gender are mainstreamed in new risk assessments produced to meet HSE strategy goals on customising support for Small and Medium sized Enterprises (SME).
Gender - integrate specific points from TUC gender checklist for occupational health and safety into new topic inspection packs.	Topic inspection packs are designed to help inspectors contribute to strategic priorities. A form of words which incorporates the TUC checklist has now been agreed and is being included in the packs as they are being revised.
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.	The workforce on the Olympic Park and Sites is now at its peak of 10,000. Construction Division are intervening in accordance with its Intervention Strategy and the Core Agenda which includes focussing on leadership, competence and worker involvement.

<p>Target premises of all sizes in the meat and poultry industry to sample the effectiveness of health and safety.</p>	<p>Breaches in the areas raised in the EHRC Inquiry Report have been addressed. FOD accepted that the work was a priority during 2010-2011 and are specifically looking at issues relating to vulnerable and migrant workers safety.</p>
<p>Partnership work on age</p>	
<p>To work with DWP age positive and other stakeholders to develop key messages on health and ageing and safety and ageing.</p>	<p>HSE met with HSL and DWP to discuss updating the 2005 report ‘Facts and Misconceptions about Age, Health Status and Employability’. A literature review and four case studies was completed and presented to stakeholders in March 2010. HSL research has now been published. http://www.hse.gov.uk/research/rrhtm/rr832.htm</p>
<p>Sustain our focus on communication</p>	
<p>Communications – promotion and financial support given to HSE policy areas on the most suitable communication channels and alternative formats.</p>	<p>HSE’s communication policy encourages a ‘media neutral’ policy at the beginning of any creative project. This allows us to develop the most appropriate channel to reach diverse target audiences, within the constraints and guidelines introduced by the government.</p> <p>HSE’s website recently came first in an assessment of 377 central government websites; gained accreditation to the international Web Content Accessibility Guidelines (WAG2); and qualified for the AbilityNet ‘Accredited Plus’ trustmark – now displayed on our homepage.</p>
<p>Maximise effectiveness of information and advice by choosing images and text that will engage with the target audience.</p>	<p>The ongoing Outreach project is a good example of tailoring messages for the audience. This has made use of specific images and channels to spread specific health and safety messages.</p> <p>The Department of Communities and Local Government (DCLG) funded Migrant Workers programme also included an excellent DVD for duty holders and employees.</p>

<p>Make sure that information, advice and guidance is accessible to everyone. We will proactively produce core health and safety information in a range of alternative formats including Braille, Easy Read, English and Welsh, British Sign Language, large print and audio. Where necessary we will translate into other languages.</p>	<p>HSE's priced guidance in a 'web friendly' format has allowed our information to reach a much wider audience as it is designed to be widely accessible by internet users. We will continue to translate and distribute core leaflets into English/Welsh format in line with the Welsh Language Act.</p> <p>Several of our newsletters, including our in house magazine is now available in an interactive web format.</p> <p>We are also planning to produce Easy Read versions of some of our in house publications. If successful, we will produce converted versions of our most popular lines.</p>
<p>Extend diversity communications toolkit to include all diversity strands.</p> <p>Work with Creative Services to identify and review what intelligence is already available and consider option of working with the Central Office for Information (COI)</p>	<p>Scoping meeting held with COI in July 2010. Work is being taken forward in line with the government's procedures on communications.</p>
<p>Provide HSE's disability guidance to a wide audience by a variety of methods.</p>	<p>A number of members of HSE's Disability Equality Reference Group volunteered to help with the EU Directive on Muscular Skeletal Disorders. The group have also commented on the age guidance and HSE will continue to look at ways of involving the group.</p>
<p>Promote disability web pages</p>	<p>Guidance promoted at Expo/SHE events in May/June 2010.</p> <p>HSE undertook a monitoring exercise by sending out questionnaires with a copy of our disability guidance to a number of disability charities to gauge their awareness of the document.</p>

<p>Agriculture Revisited.</p> <p>Communications campaign for farming</p> <p>Communications campaign focussing on older workers and parents. Aim to cut the number of deaths and injuries amongst target groups.</p> <p>Major research projects on health and other areas</p>	<p>The Make the Promise campaign is a multi year campaign which has been running since 2008. The objective of the campaign is to communicate to improve awareness of and encourage action to reduce the significant risks associated with farming activities.</p> <p>A decision has yet to be made on the fourth phase.</p>
<p>Address areas in relation to correct face fit of Respiratory Protective Equipment (RPE) particularly in relation to female face size/shape and the need for other means of protecting bearded workers.</p>	<p>Behavioural research published in April 2010 – http://www.hse.gov.uk/research/rrtm/rr798.htm</p>
<p>The External Diversity Team to report to the DSG on areas where further research maybe required in order to include all diversity strands.</p>	<p>One key area has been identified and a proposal has been put forward for a literature search on reproductive health and gender.</p>
<p>Agriculture. Possible research aimed at improving knowledge of cultural issues, e.g. how best to communicate, how groups like to receive information, how to get older workers to access occupational health advice and profiling of diversity groups across geographical regions.</p>	<p>Work completed on stakeholder mapping exercise which focussed on finding stakeholders who farmers trust, to support the Make the Promise campaign.</p> <p>Stakeholder Engagement strategy has been developed. The overarching implementation plan and individual action plans are on going.</p>

Stakeholder Engagement	
Continue to work with TUC Gender Occupational Safety and Health (GOSH) group to progress the gender work stream	Regular communications maintained. HSE's External Diversity Team spoke at the TUC Fringe in September 2010 and at the TUC women's safety representative seminar in January 2011.
We will work with colleagues to explore how we can encourage HSE's Advisory Committees and other sector and topic stakeholders	HSE's External Diversity Team gave a presentation at the Advisory Committee on Toxic Substances meeting in November 2010.
Continue to build relationships with a range of stakeholders to include all strands, particularly building relationships with those who are newer to HSE.	HSE's External Diversity Team has continued to build relationships with established strands. We provided a master class on health and safety issues relating to disability to the Employers Forum on Disability (EDF) IN October 2010. We also gave a presentation at a trainee inspector's event at Warwick in October 2010.
Agriculture: Intelligence sharing between the Gangmasters Licensing Agency (GLA) and HSE, leading to enforcement action where necessary.	Single point of contact remains. A draft memorandum of understanding has been signed off by both parties.