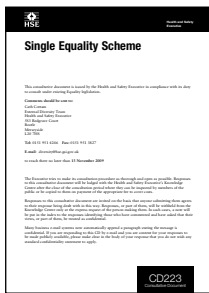


HSE's Single Equality Scheme What do you think?

Easy read





This Easy read booklet is a shorter version of a booklet called **HSE Single Equality Scheme**.



When **we** say we in this booklet we mean the **Health and Safety Executive** or **HSE** for short.

When we say **Scheme** we mean our **Single Equality Scheme**.

There are some difficult words in this booklet. These words are in **red** letters.

There is a list of these words and what they mean on page 19.

You may like to have someone to help you when you look at this booklet.

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What is the Health and Safety Executive?

The **Health and Safety Executive**, or **HSE** for short, is the part of the Government that makes sure that people stay healthy at work and are safe at work.

We do things like:

- give advice about making places where people work safer
- give advice about keeping people healthy at work
- make sure that everyone obeys the laws about health and safety at work.

To help make places where people work safer, we work with:

- employers
- workers
- other people interested in health and safety.

You can find out more about what we do on our website at www.hse.gov.uk

What is our Single Equality Scheme?

This booklet is about **HSE's Single Equality Scheme**.

- Single means one.
- **Equality** means different sorts of people being treated fairly and having **the same chances** in their lives as other people.
- **Scheme** means a **plan**.

So our **Single Equality Scheme** puts in **one** place all our **plans** to make sure different sorts of people have **the same chances** to stay healthy at work and to be safe at work.

We have had Equality Schemes since 2002.

We check every year how well our plans in the Scheme are working. And we change things if we need to.

We have talked to a lot of people about our Scheme.

Now we have written a new Scheme for 2010 to 2013.

Our new Scheme explains:

- what we will do to make sure our plans for health and safety at work are better for everyone
- how we will work with other people and organisations
- what we will do to look after the people who work for us – our **staff**
- how we will make sure we do what the law says we must do.

We want **you** to tell us what you think about our new Scheme. We tell you how to do this on page 17.

Why do we have a Single Equality Scheme?

Everyone should be able to stay healthy and be safe at work. But different sorts of people have different sorts of needs at work.

The law says that all organisations like HSE must think about equality when they plan their services.

The law says that organisations must not allow discrimination against the sorts of people in the list on page 9. **Discrimination** means treating someone unfairly because of things like their age, disability or religion.

But it is not only because of the law that we have our **Scheme**.

We also want to:

- understand the different needs of different sorts of people at work
- understand how our plans will affect different sorts of people

- treat everyone fairly and with respect
- have lots of different sorts of people working for us.

Our **Single Equality Scheme** explains what we will do to make sure we treat everyone fairly and that everyone has the same chances.



Our Scheme is about being fair to everyone.

It is about:

- men and women
- disabled people
- people from **ethnic minorities**. These are people who come from another country, or whose families came from another country
- people with different religions or beliefs
- people who have different **sexual orientations**. Sexual orientation means whether someone is attracted **to men or women or both**.

Our Scheme is also about:

- our **staff**
- other organisations that we work with.

You can read our Single Equality Scheme at:
www.hse.gov.uk/consult/condocs/cd223.htm

What have we done already?

We have learned a lot in the last 3 years about how to make sure we always think about **equality** for people at work when we make our plans.

These are some of the things we have done already:

- We have given training about equality to our staff.
- We have made information on our website easier to find and easier to understand.
- We have started to make our website more useful for the different sorts of people in the list on page 9.
- We have looked at the different needs of men and women at work.
- We have worked with more disabled people to help us make plans that are good for disabled people.
- We have looked at the special needs of migrant workers. **Migrant workers** are people who move around the country to find work and move on when the work finishes.

- We have told some people who speak different languages about health and safety in their own languages.
- We have worked with our staff to help us understand their different sorts of needs.

You can see the full list of everything we have done in our Single Equality Scheme at:

www.hse.gov.uk/consult/condocs/cd223.htm



What do we plan to do in the future?

We have done a lot in 3 years, but we know we still need to do more.

We have made a long list of the things we need to do in the next 3 years. This list is in our **Single Equality Scheme**. It is called our Action Plan.

We will use our Action Plan to help us make services better.

Our Action Plan says we will do things like:

- Train our **staff** to always think about equality when they make plans about health and safety at work.
- Find out where women or men are at more risk from things at work.
- Make sure that people do not work more hours than the law says they can.
- Work with the Department of Work and Pensions to look at health and safety at work for older people.
- Help more people from ethnic minorities to get skills that will help them get good jobs.

- Give important information about health and safety in accessible formats like Easy read, Braille and British Sign Language.
- Make our website better for the sorts of people in the list on page 9.
- Help people who work on farms to be safer.
- Look at some illnesses like breast cancer to see if they might be linked to the sort of work a person does.
- Work with other organisations to help them understand the needs of the different sorts of people who work for them.

You can find the full list of the things we plan to do in our **Action Plan** at:
www.hse.gov.uk/consult/condocs/cd223.htm

How do we help our staff?

Our **staff** are very important to us. We want to make sure that we are fair to all the different sorts of people working for us.

To make sure we have different sorts of people working for us we do things like:

- Advertise jobs at **HSE** in lots of different sorts of magazines and newspapers.
- Advertise jobs that can be done by different sorts of people.
- Pay men and women the same money for the same jobs.
- Give extra support to disabled people to help them do their jobs.
- Train our staff about equality.
- Look at how well different sorts of people do in their jobs in HSE.

- Listen to what our staff tell us. We have four staff groups at HSE which look after things to do with:
 - race
 - women
 - disability
 - **sexual orientation.**

Having different sorts of people working for us helps us to understand the needs of the different sorts of people in the list on page 9.



What will we do for our staff in the future?

We want to treat all our **staff** fairly. In the future we plan to do more to give everyone equality.

We plan to:

- Keep records about the **sexual orientation**, religion and belief of our staff.
- Train all our staff to understand why **equality** is important.
- Train people from **ethnic minorities** to help them get better jobs.
- Look at what we can do to help disabled people get better jobs.
- Talk to our staff about what we can do to make things better for them.
- Make it clear when we advertise jobs at **HSE** that we believe in equality.

There is a list of all the things we want to do for our staff in our **Action Plan** at:
www.hse.gov.uk/strategy/document.htm

What do you think?

We have already talked to a lot of people about how we can make health and safety at work better for everyone.

Now we would like you to tell us what you think about our plans.

If you would like to tell us what you think about the things we have said in our **Single Equality Scheme** you can:



Write to
Cath Cottam
External Diversity Team
Health and Safety Executive
5S3 Redgrave Court
Bootle, Merseyside L20 7HS



Or telephone **0151 951 4246**

Or email **diversity@hse.gsi.gov.uk**



Please tell us what you think before
13 November 2009

About what you tell us

We may share what you tell us with other people.

If you want us to keep what you tell us private, please tell us why you think we should do this.

If we are asked about the information you have given us, we will think about why you want us to keep it private. But we cannot promise to always keep your information private.

We will **not** usually give your name or address to other organisations.

What do the words mean?

Action Plan	A list of the things HSE needs to do in the next 3 years to make equality better at work
equality	Different sorts of people being treated fairly and having the same chances in their lives as other people
ethnic minorities	People who come from another country, or whose families came from another country
Health and Safety Executive (HSE)	The part of the Government that makes sure that people stay healthy at work and are safe at work
HSE Single Equality Scheme	The long version of our Single Equality Scheme
Scheme	In this booklet Scheme is short for Single Equality Scheme

sexual orientation	Whether someone is attracted to men or women or both
Single Equality Scheme	HSE's 3-year plan to make sure different sorts of people have the same chances to stay healthy at work and to be safe at work
staff	The people who work for HSE

You can print more copies of this booklet from our website at

www.hse.gov.uk/consult/condocs/cd223-easy.pdf

If you would like us to send you a paper copy of this booklet, you can:



telephone: **0845 345 0055**

email: **infoline@connaught.plc.uk**

You can see the longer HSE Single Equality Scheme on our website at

www.hse.gov.uk/consult/condocs/cd223.htm

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