

HSE Single Equality Scheme

We are pleased to present our single equality scheme 2010–13. The scheme explains how HSE plans to meet its statutory duties to promote equality for all groups in society.

As the national regulatory body responsible for promoting better health and safety at work within Great Britain, (in close partnership with Local Authorities), we are committed to ensuring our policies and employment practices are fair, accessible and appropriate for the diverse society we serve and the workforce we employ.

This document brings together and strengthens the work we have done on equality over the last three years. We have made substantial progress towards improving how we include equality and diversity in the policymaking processes within HSE, but we still need to ensure that we fully understand the equality issues for our work programmes.

We will make sure this is addressed as part of our planning regarding the delivery of our new Strategy which was launched on 3 June 2009. The Strategy recognises that care should be taken to acknowledge differences within the workforce in terms of ethnicity and language, cultural values and gender. For further information visit: <http://www.hse.gov.uk/strategy/document.htm>

Our Single Equality Scheme sets out:

- how we will work with stakeholders on objectives and actions on communications, policies, procedures and research to deliver improved health and safety outcomes for all, whatever their background;
- the actions we will take to ensure a working environment where all staff are treated with professionalism, dignity and respect and are able to deliver and develop to the best of their ability without having to face discrimination or harassment; and
- how we will meet our statutory duties and ensure that equality and fairness are embedded in all areas of our work, planning and employment.

Leadership and commitment at all levels are central to the success of the scheme. As Chair and Chief Executive of the HSE we are committed to ensuring that we take account of our stakeholders' views, and that we drive forward progress on objectives and actions agreed in the scheme.

Judith Hackitt
HSE Chair

Geoffrey Podger
Chief Executive

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Introduction

Health and Safety Executive is committed to eliminating discrimination and promoting equality in both our policies and how we deliver our services. We are committed to all aspects of equality and in recent years have followed best practice with an overarching action plan covering all equality strands.

We have taken the opportunity – in readiness for the implementation of the Equality Bill – to formalise and bring together our activities on equality and diversity into a single equality scheme. This replaces our schemes for race, gender and disability and is in line with good practice across the public sector.

The Equality Bill also proposes a socio-economic duty on public sector bodies. However, we do not know the implications for HSE, and are awaiting guidance from the Government Equalities Office. If necessary we will include new requirements in years two and three of the new HSE scheme.

Monitoring progress with our stakeholders will be essential to the ongoing success of our scheme. This document sets out how we will meet our legislative duties to promote equality. We outline:

- the mission and purpose of the Health and Safety Executive (HSE);
- our approach to diversity;
- how we consulted people; and
- our approach to impact assessment and monitoring progress.

We then set out in more detail our:

- objectives and Single Equality Scheme action plan.

The plan takes into account our progress on equality, the lessons learned from the reviews of our previous equality schemes and consultation with stakeholders.

The role of HSE

Our mission is to prevent death, injury and ill health to those at work and those affected by work activities in Great Britain.

HSE provides strategic direction and leads the health and safety system as a whole. In addition to inspection, investigation and enforcement, key activities include research, introducing new or revised regulations and codes of practice, alerting duty holders to new and emerging risks as they are identified, providing information and advice and promoting training.

Local authorities operate in partnership with HSE to ensure that duty holders manage their workplaces with due regard to the health and safety of their workforce and those affected by their work activities. To achieve this, local authorities, as with HSE, provide advice and guidance on what the law requires, conduct inspections and investigations and take enforcement action where appropriate.

With regard to the public, there are many regulatory bodies whose remit includes protection of the public from work activities. Local authorities also have wider responsibilities for the safety of local communities. Where appropriate, HSE and local authorities work with partner bodies to ensure that activities are coordinated, duplication of effort is avoided and that public safety is effectively delivered.

HSE and local authorities are independent regulators who work in partnership with a primary focus to assist duty holders in preventing work-related accidents and ill health. This is generally achieved through inspections and proactive measures including stakeholder engagement, communications programmes and the provision of information and advice. However, when accidents and ill health occur, considerable resources are invested in investigations and enforcement. Investigations enable us to learn from an event and share knowledge to help prevent recurrence in similar circumstances elsewhere. Crucially, investigation also provides the basis for enforcement action to secure justice.

Although the emphasis of health and safety is on prevention, where appropriate, HSE or the relevant local authority rigorously seeks justice against those that put others at risk and in particular where there is a deliberate flouting of the law.

Enforcement has three main objectives. Firstly, it seeks to compel duty holders to take immediate action to deal with risk. Secondly, it promotes sustained compliance with the law. Thirdly, it looks to ensure that duty holders who breach health and safety requirements, and directors or managers who fail in their responsibilities, should be held accountable for their actions.

More details of HSE's current activities can be found on our website.
Visit: <http://www.hse.gov.uk>

Our diversity commitment

The vision for diversity

Our mission is to prevent death, injury and ill health to those at work and those affected by work activities in Great Britain. For this to become a reality, we need to work with employers, workers and stakeholders to help them understand their roles and responsibilities. By working together towards a set of common goals we will bring about improvements in health and safety performance. To be successful we need to:

- understand the diverse society in which we operate;
- be clear about the impact of our policies and operations on that diverse society; and
- conduct our business with sensitivity and respect for people's different needs and perspectives on life.

We will reach out to employers, workers and other stakeholders using appropriate channels of communication. We will help them to understand individual needs and develop appropriate health and safety protective measures to promote healthier and safer workplaces for all.

HSE will be successful if we are able to relate to our diverse society. Encouraging diversity in recruitment and valuing the diversity we have among our own staff is key to our success and effectiveness. We want to be a fair and inclusive organisation, respecting what each person brings to our business and recognising the value they add.

Where we are on equality

Review of our equality schemes and diversity action plan

We have reviewed progress against our existing equality schemes (for disability and gender 2006–09 and for race 2008–11) and our diversity action plan for 2008/09 (covers all strands, ie race, disability, gender, sexual orientation, religion or belief* and transgender) (*see Annex 4 Glossary of Terms). We summarise our findings (Annex 2) on what we have done to meet the general and specific duties, and in particular:

- to promote equality of opportunity between men and women, between persons of different racial groups and between disabled persons and other persons;
- to eliminate unlawful discrimination and harassment; and
- to promote good relations between people of different racial groups.

External diversity progress

Main findings

Overall, we have made useful and consistent progress. We have made a sustained effort to continue to embed equality considerations into our normal working practices through the use of the Equality Impact Assessment (EIA) Tool and Communications Toolkit for new policies, practices and activities. This has included significant effort on training new Bootle-based staff on EIAs and on assisting colleagues preparing EIAs. We have also identified where EIAs are required for areas of work that will continue under HSE's new strategy, where the development preceded that of the EIA toolkit, this includes our work on long latency and other occupational health issues.

We have delivered a substantial communications plan. Examples include the launch of diversity web pages and articles in both HSE's Local Authority Unit newsletter (*LAU News*), and HSE's *Health and Safety* newsletter. By working closely with colleagues in HSE's Communications Directorate we have developed the web pages to suit the needs of different stakeholders – improving accessibility to information, research, case studies and good practice.

We have made significant progress on gender actions. This has included consolidating research and identifying future actions, eg gender web pages to include male and female reproductive health, pregnancy and older workers. We have also widely promoted our advice for pregnant workers. We will continue to discuss the challenge of recruiting more female safety representatives with Trade Unions to enable us to determine if an intervention is required.

We have expanded contact with key stakeholders. We have developed an effective working relationship with the Department for Work and Pensions (DWP's) Equality Schemes Stakeholder Group (DWP are our parent department). This has enabled us to make progress on the involvement of disabled people and has helped us to establish contact with a wider group of stakeholders from across all equality strands. Their input has been extremely helpful when seeking views on proposed action plans.

We explored options for increasing the involvement of external disabled people in HSE work (we have a high level of involvement from our internal group) and have set up a disabled stakeholder reference group to improve our engagement and involvement with disabled stakeholders.

We have also identified and contacted organisations prepared to work with us as we develop our web pages on the areas of religion or belief, age, sexual orientation and transgender.

We continue to build our working relationship with the TUC Gender Occupational Safety and Health Group (GOSH) and the main health and safety practitioners group. We attended a meeting of the main TUC group to outline HSE's work on external diversity leading to a useful exchange of information and views. This presentation has led to invitations to further stakeholder work, for example speaking at the TUC Education Officer's Training Course.

Internally, HSE's staff networks have also been a useful source of expertise.

Research was commissioned to establish the degree of health and safety risk faced by migrant workers. This involved an extensive review of the available literature but did not disclose any evidence of elevated risk to migrant as opposed to other groups of workers.

We reviewed the diversity of our advisory and stakeholder groups and concluded that the membership of our advisory groups reflects the industries they serve, and that no further action was required at this stage.

Externally, good work has been done in the field by our operational staff. Examples include:

- sponsoring a slot on an ethnic radio station;
- organising an event for young people in a local college;
- developing a plan to provide advice to firms using a business centre run by a local Sikh temple;
- building relationships and working with organisations focusing on migrant workers; and
- using HSE's inspector language skills to promote key health and safety messages to speakers of Urdu, Hindi and Punjabi.

Lessons Learned

Our review shows that we need to improve our action planning by focusing on fewer actions that will make a key difference, tighter performance measures and clear evidence of performance monitoring.

Next steps for external elements of our equality scheme

We want to build upon our progress on equality and diversity. We have taken account of our review findings, our 'lessons learned', our statutory duties and our stakeholder views in our planning and prioritising for our Single Equality Scheme. We summarise below the key priority objectives we want to take action on.

More detailed information, including timescales, can be found in the Single Equality Scheme action plan. In future, we may add new actions to reflect changes to business priorities and take account of emerging issues, for example, obesity.

We will continue to ensure that consideration of diversity issues is firmly embedded in our working practice and consistently built into our key programmes by using the EIA tool and Communications Toolkit. We will also undertake EIAs on continuing areas of work where the development preceded that of the EIA toolkit.

We will continue to work with DWP Age Positive campaign, and other stakeholders, jointly writing and promoting guidance on health and safety and ageing to a wide number of stakeholders.

We will sustain our focus on communication. We have developed effective internal communications on equality through our diversity intranet site which provides information on equality issues, research findings and good practice. We launched our diversity web pages in December 2008. Our next step is to further develop our website to enable the wider health and safety community to capitalise on work-to-date. We will explore the possibility of extending our Communications Toolkit to other diversity strands, eg gender, age, sexual orientation, religion or belief. We will also work with the Equality and Human Rights Commission and other stakeholders to explore the possibility of extending the disability guidance to include guidance on disability and service provision.

We will continue with existing inspection, advice and guidance for both workers and employers and exploratory collaborative work designed to protect migrant workers. Research reviewing the evidence for increased health and safety risks faced by migrant workers reported in December 2008, has been published on HSE's website. Visit <http://www.hse.gov.uk/research/rrhtm/rr691.htm>

The extensive review of existing literature which formed part of the research revealed no evidence of an increased risk – noting the limitations of all existing statistical and administrative data collection arrangements for an investigation such as this. It recommended that HSE consider further small-scale geographical or sector studies. HSE is at present awaiting detailed analysis of research carried out by the Dutch labour inspectorate highlighting an apparently increased risk to some migrant worker subgroups and will review the findings and methodology before deciding on the merits of a further UK study.

We will ensure that equality issues are illuminated in a number of major research projects on health in order to inform future policy development, eg estimating the cancer burden, correct face-fit of respiratory protective equipment (RPE) and respiratory disease in the bakery industry etc.

We will continue to focus on stakeholder engagement. HSE staff will engage and involve a range of stakeholders, building relationships and sharing information and advice, including enforcement action where necessary. In particular, we will build relationships with stakeholders for equality strands newer to HSE, for example LGBT, faith or belief stakeholders.

The Olympic Delivery Authority Equality and Inclusion team is working with Construction Skills and the London Development Agency to promote equality of opportunity. They are working to encourage training and employment opportunities by focusing support on people from Black, Asian, and minority ethnic backgrounds, especially within Host Boroughs. The London Olympic Games and Paralympic Games have the potential to reduce traditionally high unemployment among people from those communities and to provide skills to ensure opportunities for employment in the long-term. We will support this approach and ensure all

contractors working on Olympic projects have systems in place for providing and checking the competence of appropriate health and safety induction for all workers. We will also ensure that the Olympic Delivery Authority and its delivery partners continue to monitor these systems to ensure equality of health and safety outcomes for all workers regardless of race, ethnicity or cultural background.

External Diversity Assessment of functions and policies

We have assessed our functions and policies for their relevance to equality duties and have prioritised them for future action. We assessed both our public duties and those to our staff. Policy makers, operational staff, facility management managers, staff networks and trade union representatives were involved. Details of the outcomes of the assessments are at Annex 2.

Consultation

Engaging and involving our external stakeholders

We contacted a wide range of external stakeholders in the field of health and safety. For example, organisations such as the DWP Equality Schemes Reference Group which includes, among others, TUC, Scottish Council on Deafness (SCoD), The Women's National Commission, British Humanist Society, Stonewall, the British Federation of Racial Equality Councils and the Federation of Small Businesses. We also consulted other independent stakeholders with disabilities. Their feedback has been taken into consideration when producing the action plan for this equality scheme, for example including a new action on disability and service provision.

We regularly involve disabled people both within HSE and from external organisations. We now have a disabled stakeholder reference group. This has helped us to identify new actions and new approaches to effective communication.

Promoting positive attitudes to disabled people and good race relations

We promote positive attitudes to disabled people by widely publicising our disability and risk assessment guidance – written with the former Disability Rights Commission. Our staff communications toolkit covers disability.

We promote good race relations by providing HSE staff with a Communications Toolkit and key briefs on our web site and intranet. Our internal training courses for frontline staff are designed to help them deal with diversity issues that may arise, for example, during a visit to an employer or when dealing with a member of the public.

Complaints

We have well-established formal systems for handling complaints about HSE and its staff.

Monitoring progress and evaluation

The Diversity Steering Group (DSG) meets three times a year to monitor progress against our schemes and initiate action to ensure delivery. The DSG is a senior management team group that includes representatives from our Trade Unions and staff networks.

We also involve external stakeholders in the review of our progress. We do this through relationships we have established with key groups. Internally, we consult trade unions and the staff networks for race, gender, sexual orientation, gender identity and disability. We also use staff surveys as part of the reviewing process.

Progress against the schemes is reported to the Senior Management Team (SMT) and HSE Board every year.

Equality Impact Assessment

We have developed a web-based tool to carry out equality impact assessments. The tool involves a two-stage process:

- an initial screening to assess whether the proposed policy, service, project or procedure has potential equality implications for different groups; and
- a full assessment with detailed evidence analysis, stakeholder engagement and consideration of alternative approaches. The tool does not assume that because a service is generally available to all, that all will have equal access.

The assessment tool is also used to assess human resources policies and functions to meet the specific employer duties under the equality schemes. We have set up a rolling programme of seminars to help understanding, and have provided training for both key staff and new staff.

We actively promote the tool to staff, including publishing examples. The Diversity Steering Group monitors its use in terms of the difference to service provision it has made, the quality of EIAs and activity. A summary of assessments will be published on the web and intranet annually, along with a survey and assessment of our monitoring.

All new work is subject to an EIA where necessary. An EIA was completed by December 2009 for all existing work continuing under the new HSE strategy.

Equality Scheme Review

We will review our Single Equality Scheme every 12 months and carry out a full evaluation within three years' time to help set a new agenda for action.

Due to the development of HSE's new strategy and the Equality Bill we will initially review the Single Equality Scheme (SES) in 2011 to ensure all elements are captured and that it fully complies with statutory requirements.

As part of this process we will make sure that we involve stakeholders, staff and trade unions.

Annual progress reports

Annual progress reports on our single equality schemes will be published on our intranet and website and summarised in our annual reports.

External Equality Objectives and Action Plan 2010 onwards

Action and timing	Outcomes and Performance Measures
Continuing to embed equality considerations in our work	
<p>To train new policy recruits and others, where relevant, on EIA toolkit.</p> <p>To ensure EIAs are completed when required.</p> <p>Diversity Steering Group (DSG) to monitor and review EIA numbers three times per year. (Ongoing).</p>	<p>Training provider appointed to meet contract specification.</p> <p>All recruits new to HSE and existing staff new to policy and sector work are trained in the use of the EIA tool and legislative background.</p> <p>New work subject to an EIA takes account of the needs of our diverse audience and addresses any adverse impacts and promotes good race relations where appropriate; the EIA process leads to improved service delivery.</p>
<p>Gender: identify sectors where women and/or men are particularly at risk and ensure that example risk assessments for these areas include gender occupational health and safety issues.</p>	<p>Occupational health and safety issues related to gender are mainstreamed in example risk assessments used by employers and other stakeholders.</p>
<p>Make sure all workers including migrant workers, whatever their migration status, have equal protection from work-related risk. (Ongoing with updates to Board annually.)</p>	<p>Develop better channels of communication with workers, developing advice for employers, targeted inspection and enforcement working with other departments and organisations research.</p>
<p>Agriculture: working with stakeholders as the HSE single point of contact for issues arising from the BERR Vulnerable Workers Enforcement helpline, ensuring that issues affecting vulnerable workers, (in particular migrant workers, women and young workers) are dealt with across HSE, including enforcement action where necessary. (2010 onwards).</p>	<p>Effective intervention to deal with working time matters such as type of enforcement action taken.</p> <p>Effective referral of other health and safety issues and enforcement action taken.</p>

Action and timing	Outcomes and Performance Measures
Gender: integrate specific points from Fact Sheet 43 and TUC gender sensitivity checklist for occupational health and safety into topic inspection packs. (2010 onwards).	Gender issues included in the content of new and existing topic inspection packs. Existing topic packs needing updating identified. Packs updated and gender issues mainstreamed into HSE's work.
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. (Ongoing).	Design interventions to take account of different needs among particular groups of workers.
To promote HSE's disability guidance to a wide audience by a variety of methods. (Ongoing).	Raised awareness of risk assessment for disabled employees and development of reasonable adjustments in the workplace. Monitoring to check that outcomes are being met.
To explore the possibility of extending the disability guidance to include guidance on risk assessment in relation to service delivery, eg duties relating to disabled visitors and customers. (2010 onwards).	Relevant stakeholders identified, exploratory meeting held and decision taken on whether to proceed with guidance. If proceed, project plan drawn up with performance measures and outcomes.
Corporate processes to monitor and steer diversity progress. (Ongoing).	The DSG steers HSE's diversity agenda, approve progress reports and action plans, clears Senior Management Team and Executive Board papers.
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 developed for employers on key actions that can be taken to make a difference to retaining and employing older workers. This will support the introduction of new age legislation. Monitoring to check that outcomes are being met.

Action and timing	Outcomes and Performance Measures
Sustain our focus on communication	
Communications: promotion and financial support given to HSE policy areas on most suitable communication channels and alternative formats. (Ongoing).	Policy staff and Communications staff work together to establish suitable communication for external and internal diverse audiences. Policy staff use EIAs to establish any special communication requirements for target audience and use the communications toolkit to consider the best way of communicating with the audience. Communications staff will determine the best way of reaching the target audience, using EIAs as appropriate. This will include the provision of talking leaflets and alternative formats where necessary.
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.
Communication of key health messages to young learners entering the workforce, via vocational training stakeholders. (2010 onwards).	Ensure engagement with all key stakeholders. Update occupational health section of LSC Safe From Harm document.
To further develop gender web pages. (2010 onwards).	To promote gender specific messages about risks to health in the workplace. Work with TUC to promote the web pages by attendance at TUC GOSH meetings.
Develop web pages for new diversity strands. (March 2010).	Develop web pages for new diversity strands to increase awareness of diversity specific messages and control measures that can improve occupational health and safety outcomes. Monitoring to check effectiveness with audience.
To further develop disability web pages to include guidance on mental ill-health. (March 2010).	Identifying suitable stakeholder campaigns and gaining agreement to promote our guidance as part of their campaign. Communications plan to include how we will promote guidance using other channels.
Agriculture revisited: Communications campaign for farming. Communications campaign focusing on older workers and parents. Aim to cut the number of deaths and injuries among target groups. (2010/11).	Effective advertising and direct mail campaign as determined by independent evaluation. Revised attendance at agricultural shows to reach target audience. Development of effective supporting collateral products.

Action and timing	Outcomes and Performance Measures
<p>To 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, Welsh, British Sign Language, large print and audio.</p> <p>Where necessary we will continue to proactively translate information into other languages. (Ongoing).</p>	<p>A range of key health and safety publications will be available in a range of formats.</p> <p>Compliance with Equality legislation.</p>
<p>Extend Diversity communications toolkit to include all diversity strands. (Ongoing).</p>	<p>To work with COI to explore the possibility of extending the HSE's 'Communicating with diverse audiences toolkit' to other diversity strands (gender, age, sexual orientation, religion or belief). Develop a useful insight into how this applies to HSE's stakeholders and provide sound practical advice to HSE's communications teams.</p>
<p>Major research projects on health</p>	
<p>Ongoing series of population based surveys and other projects on the scale of work-related illness, injury and working conditions. (Annually and ad hoc.)</p>	<p>Report to be produced to time and quality. Further actions identified from the report will be taken forward.</p>
<p>Address issues in relation to correct face-fit of RPE, particularly in relation to female face size/shape and the need for other means of protecting bearded workers. (March 2010).</p>	<p>Research on behavioural aspects toward RPE resulting in a report for dissemination to HSE and stakeholders. Research on supply of RPE in the construction industry and development of a model simulation for face fit.</p>
<p>EDT to report to DSG on areas where further research may be required (to include all diversity strands).</p>	<p>To have an agenda of future work for Sexual Orientation, Transgender & Religion or Belief. This will tie in with HSE strategy. Key Briefs produced with relevant information and issues that are in line with HSE strategy.</p>
<p>Research into the reported association of shift work and breast cancer and other major diseases. (Early 2012).</p>	<p>Report to be produced to time and quality.</p>

Action and timing	Outcomes and Performance Measures
<p>Agriculture: Possible research. Aimed at improving corporate knowledge of cultural issues, eg 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. (2010 onwards).</p>	<p>Appointment of consultant for stakeholder work stream. Identification of new partnerships. Development of base cultural profile.</p>
Stakeholder engagement	
<p>Continue to work with the TUC GOSH group to progress the gender work stream. (Ongoing).</p>	<p>Key stakeholders with HSE to progress gender work, sharing experience and good practice. Regular communication between EDT and GOSH.</p>
<p>We will work with colleagues to explore how we can encourage HSE's Advisory Committees, and other sector and topic stakeholder forums to address and take account of diversity in the committee and forum agendas.</p>	<p>Key groups identified and given a general overview of diversity to raise awareness of issues in their particular area of expertise. Closer relationships established with the secretariats to enable identification of how diversity can be mainstreamed in committee and forum agendas and business.</p>
<p>To build relationships with a range of stakeholders to include all groups, particularly building relationships with those stakeholders for diversity strands newer to HSE, eg stakeholders identified for all diversity strands. Improved understanding of stakeholder needs. Heightened HSE profile with LGBT community, faith or belief. (2010–2013).</p>	<p>Stakeholders identified for all diversity strands. Improved understanding of stakeholder needs. Heightened HSE profile with LGBT community.</p>
<p>Agriculture: intelligence sharing between the GLA and HSE leading to enforcement action where necessary.</p>	<p>Prompt and effective response to requests for information about those who apply to hold a gangmaster licence. Effective screening and referral by HSE single point of contact to the field and subsequent enforcement action.</p>

Action and timing	Outcomes and Performance Measures
<p>Car Wash Project. First phase visits from September were across Essex, Suffolk, Bedfordshire, Hertfordshire and part of Cambridgeshire. These visits to be advisory except for matters of evident concern and ELCI. Education product and second phase of visiting to poor first phase performers. Visits to be conducted by HSAOs and LA personnel with input from Inspectors where necessary for enforcement. Where possible, HSAOs to follow up ELCI. (Ongoing).</p>	<p>Outcomes looked for include improved safety precautions, greater awareness of rights and responsibilities among both employers and employees, improved compliance rates with ELCI. Performance measures: Quantitative – rating system used on first and any second visits to judge improvements. Qualitative – compliance and evidence of improvement and evidence of improved knowledge and awareness.</p>

External Diversity Review of equality progress 2008/09

Continuing to embed equality considerations in our work

- An extensive communication plan was developed and delivered to help raise awareness of the business benefits of diversity, the equality impact assessment tool and equality legislation requirements. This included using the in-house e-Bulletin to make staff aware of new information, as well as using the news area on the intranet pages.
- Presentations were given to new Redgrave policy staff on the requirement to carry out Equality Impact Assessments and the business benefits that will result from the process.
- Operations managers have been briefed on key findings about causes of accidents to migrant workers and what to do to prevent them. This work will also be incorporated into a forthcoming revision of the Migrant Workers inspection topic pack.
- New, simplified guidance has been drafted for staff completing Equality Impact Assessments (EIA).
- We have worked with the Olympic Delivery Authority (ODA) to ensure that Principal Contractors have systems in place to check competence and provide appropriate health and safety induction for all workers, complying with the ODA standard by providing all workers, including non-English speaking staff, with a health and safety induction in a form they easily understand before commencing work on site.
- Work was undertaken to gather as much information as possible on the composition of major industries supported by advisory groups. There was limited data on industry by diversity strands. Furthermore, the ONS data was not collated in a way that matched the tripartite nature of the groups. Available data suggested that membership of the advisory groups reflected the make up of the relevant industries. On this basis the Diversity Steering Group agreed that no further action need be taken.
- The Diversity Steering Group met three times to review and steer progress with HSE's Diversity Action Plan (which includes all equality scheme actions), approve Senior Management Team and HSE Board papers and to ensure compliance with our statutory duties.

- Colleagues in the field have provided examples of their outreach work with diverse groups throughout the year. These have been published on HSE's website. Visit: <http://www.hse.gov.uk/diversity/hse.htm>

Partnership work on age

- The DSG considered various options for work on ageing, and agreed that HSE should work closely with DWP's Age Positive Programme to develop key messages on health and safety and ageing. This will feature as significant priority in 2009/10 and beyond.

Sustain our focus on communications

- New web pages were launched in December 2008. These will be a continuing area of development. The pages were widely publicised in e-bulletins and newsletters.
- The joint Disability Rights Commission/HSE guidance on health and safety risk management and disability has been made more accessible by production of a large print and Easy Read version of the guidance.
- Staff changes and other priorities meant that the full brief for managers on stress and mental health will be taken forward to the next operating year. Until then, anyone accessing the diversity web pages will be directed to HSE web pages on work related stress.
- We reviewed the accessibility of HSE's web pages. Feedback from specialists in the field on the issue of accessibility/disability issues has been positive.
- We produced a flyer promoting HSE's guidance and web pages on a range of diversity strands including guidance for new and expectant mothers.
- We contributed to a cross-government initiative, led by BIS, to bring together web-based wider maternity advice and guidance. Links to our guidance for new and expectant mothers have been placed on a range of websites, in particular business link and BIS.

Major research projects on health

- Existing gender research been reviewed and priority areas for web development identified as male and female reproductive health, older workers, and pregnant workers. This work will link into new work programmes, taking account of HSE's new Strategy.
- Research has been carried out on risks to migrant workers followed by an expert seminar to discuss the findings. Decisions on further actions await completion of a review of research conducted elsewhere in the EU.
- Literature searches have been completed on race, religion or belief and disability.

Stakeholder engagement

- Initial scoping work has been completed to identify the agenda for sexual orientation. Useful contact has been made externally with Stonewall and the Gay Business Association. Our internal staff diversity network SAGE (Sexual and Gender Equality) have also helped progress this work.
- We have worked closely with the TUC resulting in increased networking with stakeholders, understanding of issues, views and priorities for action.
- Worker involvement is a key part of HSE's new strategy and the action on encouraging more involvement of women in health and safety decision making will be taken forward and reviewed in this context.

- We have worked closely with DWP's Equality Scheme Reference Group; this has enabled more involvement, in HSE's policy and equality scheme development, across all diversity strands. Work has also been undertaken to increase the involvement of people with disabilities by working with RADAR to promote the opportunity for involvement. This has led to the setting up of HSE's disability stakeholder reference group.

Internal Diversity Progress

Main Findings

We have made steady progress across a number of areas. On recruitment we have taken a number of initiatives to increase the diversity of recruits, including:

- specifying job descriptions as broadly as possible to attract a wide range of applicants;
- advertising in a variety of media, including newspapers, trade magazines, local radio and making extensive use of the intranet; and publishing general information about careers in HSE in magazines targeted at specific diversity groups;
- diversity training for staff involved in recruitment, and using external psychologists to help diversity proof recruitment campaigns; and
- building a network of contacts with regional and specialist recruitment agencies.

On performance, pay and rewards we have:

- introduced systems to monitor that all staff have a performance agreement and a face to face performance review at least twice a year;
- succeeded in virtually closing gender pay gaps across most job bands; and
- taken action to ensure that performance related payments are awarded fairly.

To support the career development of staff we have:

- introduced a mentoring scheme for all staff in 2007 to support their personal career development;
- supported three staff on the Civil Service wide Leadership Unlimited development programme for people in under represented groups with the potential to reach the Senior Civil Service; and supported two staff on a Stonewall leadership event for middle managers;
- appointed two new training providers to develop and deliver a new range of standalone and integrated diversity training across HSE;
- carried out a study into the career progression of BME staff in 2008 and as a result we are designing a career development scheme for BME staff at junior job bands with the potential to reach senior levels; and
- started a career progression study for disabled staff, which will report by December 2009.

To help promote an inclusive and diverse culture we support four staff networks (race, women, disability and sexual orientation) by:

- funding awareness and development events;
- consulting the networks about diversity issues and developing new policies; and
- giving the organisers time to run their networks and arrange events.

HSE staff use a range of information and communication technologies to carry out their work. We have set up a group to ensure that adaptive equipment users receive appropriate corporate support. We continually work to improve our monitoring statistics:

- In 2006 we introduced self-service HR records and periodically write to staff to encourage them to declare their ethnic group and whether they have a disability.
- We collect information from job applicants relevant to all the diversity strands and in 2009 we changed our self-service system to collect information from existing staff about sexual orientation and religion and belief.

Lessons Learned

Our review shows that we need to improve our action planning by focusing on:

- fewer actions that will make a key difference;
- tighter performance measures; and
- clear evidence of performance monitoring.

Next steps for internal diversity in our equality scheme

We want to build upon our progress on equality and diversity. We have taken account of our review findings, our 'lessons learned' in planning for the Single Equality Scheme. We summarise below the key priority objectives we want to take action on.

More detailed information, including timescales, can be found in the Single Equality Scheme action plan. We may add new actions in the future to reflect changes to business priorities.

We will take forward a wide range of actions to promote diversity in HSE as set out in our Single Equality Scheme action plan. As an initial priority to help establish the scheme we will extend our workforce diversity monitoring arrangements to include sexual orientation and religion and belief. We will also use our next staff survey in the autumn to obtain feedback about a range of diversity issues to further inform the equality scheme. Where needed, we will use this information to revise or set further priorities for action.

To promote career development for all staff we are designing and introducing a new range of personal development and management training in 2009/10. Diversity will be mainstreamed into all training courses and standalone courses will also be offered.

In autumn 2009 we announced the launch of a pilot career development programme for BME staff with the potential to be promoted quickly to senior levels. The first group of participants will start the two-year programme in 2010. If the programme is successful we will extend it to other diversity groups where there is under representation.

We will complete a study looking into issues that impact on the career progression of staff with disabilities and report the findings, including any recommendations, by the end of 2009. We will continue to run the mentoring scheme to support the personal career development of staff.

As part of our recruitment strategy we are developing a new employer brand to direct, shape and inform all recruitment campaigns. We will use the brand to promote HSE as a diverse and inclusive employer. The new branding will be introduced in 2009/10.

We will consult and involve the HSE Trade Unions and staff networks in designing, taking forward actions and reviewing progress as part of the single equality scheme.

Internal diversity assessment of functions and policies

We have assessed our functions and policies for their relevance to equality duties and have prioritised them for future action. We assessed both our public duties and those to our staff. Policy makers, operational staff, facility management managers, staff networks and trade union representatives were involved. Details of the outcomes of the assessments are at Annex 3.

Consultation

Engaging our staff

Internally, the Trade Unions and staff networks are represented on the Diversity Steering Group (DSG) and are regularly consulted about taking forward our duties both as an employer and service provider. We have discussed the proposed 2010–13 Single Equality Scheme with them as part of the consultation process and included a number of their suggestions.

Employment data

HSE's workforce data is currently analysed by race, gender, disability, working pattern and age. Our database also holds information on location, length of service, time in current post, salary, hours of work and employment status (temporary/permanent etc). We also collect statistics about starters, promotion, performance appraisal and leavers.

We collect information about sexual orientation and religion and belief as part of the recruitment process and will be changing our self-service e-HR personal record system to collect it from existing staff, starting in 2009/10.

We run regular exercises to improve disclosure rates – currently about two-thirds of staff declare their ethnic group. We will run a special campaign to encourage staff to declare information about sexual orientation and religion or belief.

Complaints

We have well-established formal systems for handling complaints about HSE and its staff.

We provide our staff with clear guidance about how they should conduct themselves when dealing with the public, duty holders or other groups. Any complaints against staff relating to their conduct, including any form of harassment, would be independently investigated and appropriate action taken if the complaint were upheld.

Grievances

Internally, our HR guidance identifies all forms of harassment and discrimination (whether related to race or the other diversity strands) as misconduct or serious misconduct, which line management is required to deal with effectively. The guidance advises staff how to raise grievances informally or formally, with line managers, HR Division or via trade union representatives. We have contracted an external agency to provide an employee assistance programme that staff can approach in confidence about any issues of harassment or unacceptable behaviour.

HR monitors all formal grievance and discipline cases. There are very few formal grievance or discipline cases from which to identify trends or patterns. However, all cases are monitored for equality and discrimination issues.

Monitoring progress and evaluation

The Diversity Steering Group (DSG) meets three times a year and monitors progress against our schemes, and initiates action where required to ensure delivery. The DSG is a senior management team group that includes representatives from our Trade Unions and staff networks.

We also involve external stakeholders in the review of our progress. We do this through relationships we have established with key interested groups. Internally we consult trade unions, the staff networks (for race, gender, sexual orientation and disability) and staff (through staff surveys) as part of reviewing progress.

Progress against the schemes is reported to the Senior Management Team (SMT) and HSE Board every year.

Equality Impact Assessment

We have developed a web-based tool to carry out equality impact assessments. The tool involves a two-stage process:

- an initial screening to assess whether the proposed policy, service, project or procedure has potential equality implications for different groups; and
- a full assessment with detailed evidence analysis, stakeholder engagement and consideration of alternative approaches. The tool does not assume that because a service is generally available to all, that all will have equal access.

The assessment tool is also used to assess human resources policies and functions to meet the specific employer duties under the equality schemes. We have provided training for key staff and identified new staff that require training, setting up a rolling programme of seminars to help understanding.

We actively promote the tool to staff, including publishing examples. The Diversity Steering Group monitors its use in terms of the difference to service provision it has made, the quality of EIAs and activity. A summary of the results of assessments will be published on the web and intranet annually. We will also publish a survey and assessment of results of our monitoring annually on the web and intranet. All new work is subject to an EIA where necessary. An EIA will be completed by December 2009 for all existing work that is continuing under the new HSE strategy.

Procurement standard

We regularly review our procurement policies and practices to ensure that they do not discriminate unlawfully and that they promote equality of opportunity. We comply with the latest Office of Government Commerce guidance and carried out our latest review in preparing this consultation document.

Where relevant, we work with contractors to develop the delivery of specific goods, works or services in ways that promote equality and diversity. We regularly monitor performance with contractors and consult service users.

Equality Scheme Review

We will review our Single Equality Scheme every 12-months and will carry out a full evaluation within three years' time to help set a new agenda for action.

Due to the development of HSE's new strategy and the Equality Bill we will initially review the SES in 2011 to ensure all elements are captured and that it fully complies with statutory requirements.

As part of this process we will make sure that we involve stakeholders, staff and trade unions.

Annual progress reports

Annual progress reports on our single equality schemes will be published on our intranet and website and summarised in our annual reports.

Internal Equality Objectives and Action Plan 2010 onwards

Action and timing	Outcomes and performance measures
Monitoring of diversity data	
To extend monitoring arrangements to enable monitoring across all diversity strands to include religion or belief and sexual orientation. (Ongoing).	E:Hr enables comprehensive monitoring of HR processes. Monitoring data will inform HR policy development and reviews
Learning and development activities	
Contribute to the development of diversity-related aspects of HSE's new Management Development and Personal Skills Development Training Programmes. (Ongoing).	Diversity related learning and development issues identified during the review of corporate functions and policies are factored into the development of the new Management Development and Personal Skills Development programmes. The diversity-related content of learning and development activities are relevant to HSE and people from various diversity strands. They meet diversity standards and are sensitive to individual requirements.
To introduce a pilot career development programme for BME staff (and consider extending if successful).	BME staff with potential are identified and their development supported on the programme. More BME staff promotion rates to senior positions. (Band 3 and above).
To continue to support the mentoring scheme. (Ongoing).	Improved promotion and level career moves to broaden skills and experience among mentees.
Career progression research	
To conduct a study to identify issues that might impact on the career progression of staff with disabilities, and where necessary, make recommendations for change. (Early 2010).	Identify potential barriers and the actions necessary to remove barriers. Improved promotion and level career moves for staff with disabilities.

Action and timing	Outcomes and performance measures
External recruitment activities	
<p>Employer branding promotes HSE as a diverse and inclusive employer. (Summer 2009 onwards).</p> <p>Ensuring that diversity data collected during the recruitment process is input to e-HR.</p> <p>Consider the introduction of a post-recruitment questionnaire. (Spring 2010).</p>	<p>There is a more diverse range of applicants and successful recruits.</p> <p>Improved diversity declaration rates among staff new to HSE.</p> <p>If required implement a system for collecting information from new recruits on such things as their experience of our recruitment process and their early months with HSE.</p>
Absence and ill health and internal and occupation health and safety	
<p>Review information and support available to managers on supporting staff with disabilities.</p> <p>Consider reviewing our policy on equipment needed for medical reasons.</p> <p>Review absence levels based on gender and disability. (Spring 2010).</p>	<p>Managers feed back that they feel more confident on managing absence, ill health and disability related issues.</p> <p>Policy reviewed and recommendations identified.</p> <p>Monitoring data available on the level and spread of absences across these diversity strands.</p>
Discipline and grievance	
<p>To undertake an Equality Impact Assessment following changes to Discipline and Grievance procedures in line with the new legislation. (Ongoing).</p>	<p>Discipline and grievance procedures that ensure that there are no disparate impacts on any group of people.</p> <p>Ensure that the penalty notification provides information on any diversity related issues associated with the penalty.</p>
Equal pay	
<p>To undertake a gender pay review following the latest three year pay award. (2010)</p>	<p>Identify any changes to the gender pay position.</p>
Exit monitoring	
<p>Review our exit monitoring process and investigate extending the invitation to complete an exit questionnaire to everyone who leaves HSE. (Ongoing)</p>	<p>Develop revised processes, if required, using the outcome of exit monitoring to inform policy development.</p>

Action and timing	Outcomes and performance measures
Learning and development	
<p>Continue to review information available to managers on their diversity responsibilities.</p> <p>Review how our IT training is advertised in respect of meeting special requirements of delegates.</p> <p>Review take-up of L&D activities across the diversity strands.</p> <p>Include a facility on course feedback forms for delegates to report issues which they may not want to write down on the feedback form. (Summer 2010)</p>	<p>Relevant information is available to managers.</p> <p>IT training provision that meets the needs of delegates with special requirements eg special chairs in training rooms, access packages on equipment, one-to-one training at a person's desk etc.</p> <p>Monitoring data available on the take-up of L&D activities across the diversity strands.</p> <p>Delegates feel comfortable to discuss issues directly with the Learning & Development team.</p>
Performance appraisal	
<p>Investigate the best approach for developing a corporate approach to diversity training for managers.</p> <p>Investigate data from e-HR on completion of performance agreements, end of year reviews/ checkpoints (mid May 09 for 08/09 report year).</p> <p>Continue to review the 2008 high performance award data to determine spread across the diversity strands. (2010).</p>	<p>A appropriate corporate approach to diversity training for managers is identified.</p> <p>Analysis completion of performance appraisals.</p> <p>Analysis of distribution of HPA awards to people in each of the diversity strands, making recommendations for improvement where necessary.</p>

Internal Diversity Review of Equality Progress 2008/9

Diversity of the Workforce: as part of the workforce strategy continue to improve the diversity of our workforce.

Recruitment

- In 2008/09 there was a substantial increase in recruitment compared with the previous two years. We recruited over 350 new staff into a range of functions at nearly 30 different locations.
- We introduced a number of improvements to our recruitment processes to attract as large and diverse field of applicants as possible. The improvements included:
 - greater use of web based information featuring interviews with current inspectors;
 - regionally based radio advertising to reach a more diverse audience;
 - general information about careers in HSE in magazines targeted at BME people from black and minority ethnic backgrounds and gay people; and
 - working with specialist and regional agencies to generate interest in vacancies.
- In 2008/09, women accounted for 45% of recruits (up from 35% in 2007/08). Staff with a disability accounted for seven (2%) of recruits and BME staff for seven (2%) of recruits (both rates were slightly up from the previous year). The median age of recruits was 36 years (down from 39 in 2007/08). We do not currently have information for the other diversity strands.

Levels of representation

- The overall levels of representation of staff by race, gender and disability have only slightly altered over the last twelve months. Full details are at Annex 3.
- At 31 March 2009 the overall levels of representation of the diversity strands were:
 - women were 47% of the workforce;
 - BME staff were 4% of the workforce and 6% of staff who have declared their ethnic group;
 - 4% of staff had declared they have a disability; and
 - median age of staff was 45 years; a quarter of staff were under 38 and a quarter over 53.
- The relative levels of representation also demonstrated little change:
- Just under 10% of women are in the top three job bands compared with 30 per cent of men ;
- 12% of BME staff were in the top three job bands compared with 22% of white staff (and 19% of staff who had not declared their ethnic group); and
- 15% of disabled staff were in the top three job bands compared with 21% of staff who had not declared a disability.

Career development: continue and develop positive action to enable under-represented groups to develop the skills to progress upward more quickly.

- In 2007 we introduced a mentoring scheme to support the personal career development of staff in diversity groups under represented at senior levels. There have been three intakes, with the fourth due at the end of June 2009. So far 66 staff have participated in the scheme. We have also built up a pool of 92 in-house mentors at all job bands. Feedback from both mentees and mentors

has been positive – over 75% of both mentees and mentors provided positive reports about taking part in the programme. One mentee, on taking up a post with another government department, attributed her success directly to taking part in the mentoring programme.

- We have carried out an extensive study into HR systems and wider organisational issues that might impact on the career development of BME staff. The study found no evidence of significant trends in the overall success rates of BME staff, but it found BME staff had concerns that HSE's staff development policies were not fully effective in supporting the career progression of all staff – not just BME staff. They were disappointed at the lack of substantial progress in increasing levels of representation at higher job bands.
- As a result of the study three broad areas of recommendations are being taken forward including:
 - a more regional approach to recruitment to increase the number of applicants;
 - designing a career development programme for BME staff with the potential to develop quickly to work effectively at senior levels; and
 - encouraging more BME staff to act as members of internal promotion panels and external recruitment panels.
- We are also carrying out a similar career progression study for staff with disabilities. There is under representation at higher job bands and we are researching whether there are systems or wider organisational barriers to the development of disabled staff. The study will report by the end of 2009.
- We have appointed two new training providers to deliver all our training and are working closely with them to design a range of courses and learning programmes to support the career development of all staff.

Encourage and support the existing networks for women, disability, ethnic minorities and LGBT staff.

- There are four staff networks, covering Race, Gender, Disability and Sexual Orientation (including Gender identity). The networks are given financial support to run events, be members of equality organisations and to attend external events or meetings. Steering members of the networks are supported to include their network duties in their performance agreements and given time to run their networks.
- HSE meets with the networks regularly and consults them about equality and diversity issues. The chair of each network is a member of the senior level diversity steering group, which steers and directs internal and external diversity policy and action. They were consulted and involved in identifying the priorities for action included in this single equality scheme consultation document.

Annex 1 Internal Diversity Employment data

Staff in post (headcount) at 31 March 2009

Race Number

Job Band	White	BME	Non participant	Unknown	Grand Total
SCS	36		11	4	51
Band 1	95	4	28	8	135
Band 2	393	14	171	23	601
Band 3	778	52	381	64	1275
Band 4	335	20	122	106	583
Band 5	325	37	148	19	529
Band 6	377	29	250	48	704
Grand Total	2339	156	1111	272	3878

Percentage of Row

Job Band	White	BME	Non participant	Unknown	Grand Total
SCS	71%	0%	22%	8%	100%
Band 1	70%	3%	21%	6%	100%
Band 2	65%	2%	28%	4%	100%
Band 3	61%	4%	30%	5%	100%
Band 4	57%	3%	21%	18%	100%
Band 5	61%	7%	28%	4%	100%
Band 6	54%	4%	36%	7%	100%
Grand Total	60%	4%	29%	7%	100%

Percentage of column

Job Band	White	BME	Non participant	Unknown	Grand Total
SCS	2%	0%	1%	1%	1%
Band 1	4%	3%	3%	3%	3%
Band 2	17%	9%	15%	8%	15%
Band 3	33%	33%	34%	24%	33%
Band 4	14%	13%	11%	39%	15%
Band 5	14%	24%	13%	7%	14%
Band 6	16%	19%	23%	18%	18%
Grand Total	100%	100%	100%	100%	100%

Disability Number

Job Band	No	Yes	Unknown	Grand Total
SCS	46	1	4	51
Band 1	123	4	8	135
Band 2	561	17	23	601
Band 3	1177	34	64	1275
Band 4	450	27	106	583
Band 5	490	20	19	529
Band 6	605	51	48	704
Grand Total	3452	154	272	3878

Percentage of Row

Job Band	No	Yes	Unknown	Grand Total
SCS	90%	2%	8%	100%
Band 1	91%	3%	6%	100%
Band 2	93%	3%	4%	100%
Band 3	92%	3%	5%	100%
Band 4	77%	5%	18%	100%
Band 5	93%	4%	4%	100%
Band 6	86%	7%	7%	100%
Grand Total	89%	4%	7%	100%

Percentage of column

Job Band	No	Yes	Unknown	Grand Total
SCS	1%	1%	1%	1%
Band 1	4%	3%	3%	3%
Band 2	16%	11%	8%	15%
Band 3	34%	22%	24%	33%
Band 4	13%	18%	39%	15%
Band 5	14%	13%	7%	14%
Band 6	18%	33%	18%	18%
Grand Total	100%	100%	100%	100%

Gender Number

Job Band	Male	Female	Grand Total
SCS	39	12	51
Band 1	102	33	135
Band 2	478	123	601
Band 3	796	479	1275
Band 4	292	291	583
Band 5	158	371	529
Band 6	195	509	704
Grand Total	2060	1818	3878

Percentage of Row

Job Band	Male	Female	Grand Total
SCS	76%	24%	100%
Band 1	76%	24%	100%
Band 2	80%	20%	100%
Band 3	62%	38%	100%
Band 4	50%	50%	100%
Band 5	30%	70%	100%
Band 6	28%	72%	100%
Grand Total	53%	47%	100%

Percentage of column

Job Band	Male	Female	Grand Total
SCS	2%	1%	1%
Band 1	5%	2%	3%
Band 2	23%	7%	15%
Band 3	39%	26%	33%
Band 4	14%	16%	15%
Band 5	8%	20%	14%
Band 6	9%	28%	18%
Grand Total	100%	100%	100%

Age Number

Job Band	<20	20–29	30–39	40–49	50–60	>60	Grand Total
SCS				13	35	3	51
Band 1			7	42	78	8	135
Band 2		3	50	187	320	41	601
Band 3		31	358	514	324	48	1275
Band 4		86	170	209	114	4	583
Band 5		53	117	223	121	15	529
Band 6	1	80	135	252	201	35	704
Grand Total	1	253	837	1440	1193	154	3878

Percentage of Row

Job Band	20–29	30–39	40–49	50–60	>60	Grand Total
SCS	0%	0%	25%	69%	6%	100%
Band 1	0%	5%	31%	58%	6%	100%
Band 2	0%	8%	31%	53%	7%	100%
Band 3	2%	28%	40%	25%	4%	100%
Band 4	15%	29%	36%	20%	1%	100%
Band 5	10%	22%	42%	23%	3%	100%
Band 6	11%	19%	36%	29%	5%	100%
Grand Total	7%	22%	37%	31%	4%	100%

Percentage of column

Job Band	20–29	30–39	40–49	50–60	>60	Grand Total
SCS	0%	0%	1%	3%	2%	1%
Band 1	0%	1%	3%	7%	5%	3%
Band 2	1%	6%	13%	27%	27%	16%
Band 3	12%	43%	36%	27%	31%	33%
Band 4	34%	20%	15%	10%	3%	15%
Band 5	21%	14%	15%	10%	10%	14%
Band 6	32%	16%	18%	17%	23%	18%
Grand Total	100%	100%	100%	100%	100%	100%

Annex 2 External Diversity Review of Corporate Functions and Policies

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Communications					
Policy and practice	All	1-3, 5	3	High Low	Communications will be important for our new strategy for workplace health and safety (H&S); be it promoting the need for strong leadership, publicising court cases or communicating sensible advice in an accessible way through appropriate channels to our many stakeholders. Success is vital to embedding sensible health and safety – therefore accessibility is vital as are other communication media and methods.
Publication and promotion of information regarding workplace risks etc, including website, leaflets and advice	R D A G	1,2,4 1,2, 5 1,2 2, 8	3	High	We will continue to ensure that Policy and Communications staff work together to establish the most suitable communication mix for internal and external audiences.
Promotion of our messages through the media	R D G	1,2,4 1,2 1,3	3 3 2	High High Low	We will ensure that information, advice and guidance is accessible to everyone. We have a policy on alternative formats and will proactively produce core health and safety information in a range of alternative formats. Where necessary we will continue to proactively translate information into other languages.
Advice on occupational health and safety	R A G D R&B SO TG D	1,2,4 1,2 1,2,8 1,2, 5 1,2 1,2 1,2 1,2,5	3 3 3 3 1 1 1 3	High High High High Low Low Low High	<p>We need to continue engagement with organisations in local communities, intermediaries and with employers and workers from ethnic minorities. This activity also links to stakeholder engagement which is key to influencing others and promoting our messages about sensible health and safety.</p> <p>We established an EHRC-HSE partnership to develop a joint approach to enabling sensible risk management and DDA needs. We have provided guidance for employers, disabled people and H&S Regulators (including Easy Read format).</p> <p>The EHRC/HSE partnership is key to constructive influence, wider government welfare agenda and HSE's reputational risk. Next steps will be to work with and through stakeholders to widely promote the guidance both as hard copy and on HSE's Web pages.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
	G	1,3,8	3	High	<p>A review on gender issues was undertaken and highlighted priorities as reproductive health, pregnant workers and older workers.</p> <p>We will expand the information on our web pages by working with stakeholders to develop cross-cutting information on rights for pregnant workers and older workers.</p> <p>Publishing the results of research that has been commissioned on reproductive health (particularly ovarian and testicular cancers).</p>
Stakeholder Engagement					
Working with other departments and organisations.	All	1,2,4	2/3	Moderate	Stakeholder engagement continues to grow as a HSE tool and we must bear in mind the ethos of government leading by example.
Promotional initiatives and events.	All	1,2,4	2 / 3	Moderate	Joint working with stakeholders helps develop policy and deliver our strategy and priorities.
	D	1,2,6,7	3	High	We need to develop sustained relationships to ensure we involve disabled people in policy/service development and performance monitoring.
	All	1,2	3	High	We have a role to play in ensuring consideration of accessibility/communication media in our event management both in-house and subcontracted.
	G R R&B	1,2	1	Moderate	Notably, we may have a role in influencing supply chains, eg PPE for women.
Consultation with stakeholders on new policy.	All	1,2,4, 5, 7, 8	2 / 3	High	<p>Our understanding of stakeholder needs and how to reach minority groups is growing and we are building stronger links with both regulatory partners and external stakeholders.</p> <p>The External Diversity Team can provide advice for colleagues on how to deal with issues – or contact relevant stakeholders who can advise.</p>
	All	1,2	2	Moderate	At local level, Field Directorates continue to effectively engage with organisations and intermediaries in local communities and with employers and workers from ethnic minorities.
	All	1	2	Low	By first building the evidence base we will strengthen our ability to involve stakeholders and work with them to influence others in respect of equality sensitivity in H&S.

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Research and building the evidence base					
Health and Safety Laboratory (HSL) research.	All	1,2	2	High	We are building up our evidence base across all diversity strands.
				Low	We have commissioned research on cancer and gender, eg reproductive health, breast cancer and shift work, and developed model risk assessments which are gender relevant.
				Low	We will consider developing guidance on disabled people's access to public services and consider how best to build our evidence base for the new equality strands of Age, Sexual Orientation, Faith/Belief and Gender Reassignment.
				Low	We recognise the need to improve our evidence base in certain areas. HSL will ensure that sectors of society are not unjustifiably omitted from research.
Policy					
Development of guidance, Codes of Practice and legislation.	All	1,2, 4, 5, 8	3	High	Our work using the impact assessment tool means the effect of new policies on groups can be assessed – leading to wider consultation and involvement. HSE's Diversity Steering Group (Senior Management Team level) monitors progress three times per year.
Assessment of impact on proposed new policies.	All	1,2,5,8	3	High	
Consultation on new policy.	All	1,2,5,8	3	Moderate	Consultation on new policy will mean views of stakeholders feed through into policy development.
Legal interpretation.	All	1,2	3	Moderate	Our legal advisors are involved in policy development at an early stage.
Business					
Procurement.	All	1,2	2	Low	Communication considerations are built into our procurement administration and we ensure sufficiently flexible contractual arrangements exist to accommodate diverse needs.
Permission and licensing.	All	1, 2	1	Low	Equality-sensitive specifications are made and we ensure that sufficiently flexible contractual arrangements exist to accommodate diverse needs.

	General Duty	Race	Disability	Gender	Religion/ Belief ¹	Age ¹	Sexual Orientation ¹	Transgender ¹
1.	Eliminating unlawful discrimination							
2.	Promoting equality of opportunity							
3.	Eliminate harassment							
4.	Promote good relations between different racial groups							
5.	Promote a positive attitude towards disabled people							
6.	Encourage participation by disabled people in public life							
7.	Take account of specific disabilities, including offering preferential arrangements etc for disabled people							
8.	Promote equality of opportunity between men and women							

¹ Public authorities do not currently have a general duty for these equality strands, however proposed legislation will require public authorities to include all 7 strands in their equality schemes.

Annex 3 Internal Diversity Review of Corporate Functions and Policies

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Overarching issue – We currently monitor on Race, Gender, Disability and Age. A priority action for us is to extend our monitoring to include all the diversity strands. We will then be better placed to review the fairness and effectiveness of our functions and policies, and identify our achievements and areas for improvements, in relation to all of the diversity strands.					
Provision of HSE's IT services through Refit	All	1,2,5&7	R – 1 G – 1 D – 3 A – 2 R/B – 1 SO – 1 TG – 1	Low Low Mod Low Low Low Low	Disability – in response to concerns previously raised regarding IT accessibility we set up our Adapted Equipment Special Interest Group. Arrangements are now in place to respond to special IT requirements from staff at all locations. REFIT give top priority to requests from users with special needs and accessibility issues for new IT projects are given high priority. We have reviewed our IT provision in respect of people in other diversity strands. Evidence indicates effective arrangements are in place.
Estate wide issues	All	1, 2, 3, 4, 5, 7, 8 & 9	R – 1 G – 3 D – 3 A – 1 R/B – 1 SO – 1 TG – 1	Low Low Moderate Low Low Low Low	Disability – we make reasonable adjustments to our buildings in the event of the employment of a disabled person. Alternative arrangements for meetings, visitors etc are in place where existing meeting facilities may have associated access issues. We have reviewed our accommodation provision in respect of people in other diversity strands. Evidence indicates effective arrangements are in place.

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
HR					
Absence and ill health management	All	1, 2, 3, 4, 5, 7, 8 & 9	R – 1 G – 2 D – 2 A – 1 R/B – 1 SO – 1 TG - 1	Low Mod Mod Low Low Low Low	<p>We will continue to monitor and review the level of absence rates for Gender and Disability compared to those for other diversity strands. This work will be supported by information from our Managing Attendance Support Team (MAST) who visit all of our offices to provide support to managers on absence issues.</p> <p>We have reviewed our absence and ill health management processes in respect of people in other diversity strands. Evidence indicates effective arrangements are in place.</p>
Discipline and grievance	All	1, 2, 3, 4, 5, 7 & 8	All – 2	All – Moderate	We monitor formal Discipline and Grievance actions and are currently reviewing our procedures. We will carry out an Equality Impact Assessment once the review is completed.
Exit monitoring	All	1, 2, 4, 5, 7, 8 & 9	All – 3	All – Moderate	We look at all exit questionnaires and follow-up any issues identified.
External recruitment	All	1, 2, 4, 5, 7, 8 & 9	All – 3	All – High	<p>We actively promote careers with HSE. We use diversity recruitment specialists and advertise in a range of diversity-related advertising media, eg specialist press, regional radio etc.</p> <p>We want to ensure that our assessment centre process is fair to everyone. We are currently setting up a recruitment framework agreement and intend to review our assessment centre process in association with our new providers, and we will also carry out an Equality Impact Assessment of our assessment centre process once this review has been completed.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
					We are also interested in the experiences of people who join us. We intend to introduce a questionnaire for new recruits to be completed after approximately six months employment.
HR guidance	All	1, 2, 3, 4, 5, 6, 7 & 8	All – 2	All – Moderate	Our guidance is designed to promote diversity and good practice. Our review indicates that effective arrangements are in place.
Internal vacancy filling	All	1, 2, 3, 4, 5, 7 & 8	All - 2	All – Moderate	<p>Race – HR carried out a major BME staff career progression study. The study analysed the outcomes of vacancy panels over eight years from April 1999 to March 2007 and conducted focus groups with BME staff. The statistics did not reveal any systemic problems.</p> <p>As a result of the study, proposals are being researched for a career development scheme to help BME staff to compete more effectively for senior posts. We are also reviewing the make up of interview panels in relation to BME staff.</p> <p>Disability – HR are currently carrying out a major disability career progression study. An action plan will be drawn up on completion of the study.</p> <p>Gender – we will continue to monitor promotion rates. Initial statistics show that relatively more women were promoted from bands 1 to 4 along with more men from bands 5 and 6.</p>
Learning and development	All	1, 2, 3, 4, 5, 7 & 8	All – 3	All – High	It is important that the content of activities are relevant to HSE and people from various diversity strands; that they meet diversity standards and are sensitive to individual requirements.

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
					We will continue to monitor the take up of L&D activities across the diversity strands compared with general take-up trends across the organisation.
Occupational and Internal Health and Safety	All	1, 2, 5, 7 & 9	R – 1 G – 3 D – 3 A – 1 R/B – 1 SO – 1 TG - 1	All – Low	Disability – we support individual line managers to make reasonable adjustments to meet the needs of staff with disabilities. We have reviewed our occupational & internal health & safety provision in respect of people in other diversity strands. Evidence indicates effective arrangements are in place.
Pay and conditions eg hours, pay, taking time off etc (excludes HPAs, see Performance Appraisal)	All	1, 2, 3, 4, 5, 6, 7 & 8	All – 2	All – Mod	Generally we have developed terms and conditions to anticipate legislative changes and drive forward organisational objectives. We have a good record of keeping HR Guidance, (and therefore terms and conditions), up-to-date to ensure managers and staff are aware of their rights and responsibilities.
Pensions and retirement	All	1 & 2	All – 1	All – Low	The Civil Service Pension Scheme is run centrally. Occasionally HSE operates early retirement schemes. Staff are invited to apply and are selected against published criteria.
Performance Appraisal (inc HPAs)	All	1, 2, 3, 4, 5, 7 & 8	All - 3	All - Moderate	Performance appraisal and the related process of High Performance Awards (HPAs) remains a priority for us in relation to diversity and we will continue to monitor and review our HPA process.

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
					<p>Race – the difference in the percentage of HPAs between BME staff and white staff has narrowed significantly. The focus has been to encourage senior management to take action to manage the HPA process effectively. An audit of performance management was conducted and we will be taking performance management forward as part of a new <i>People Strategy</i> supported by a range of new training courses and other learning interventions.</p> <p>Gender – overall, there are no significant differences in the distribution of HPAs by gender. However, a small percentage of part-time staff (12%) received HPAs compared with full time staff (21%). Given that approximately 85% of part-time staff are women – there is evidence of a disparate impact here.</p> <p>Disability – issues tend to be more with line management skills than the performance system. We will address this through our new management development training programme. Analysis of HPAs indicates an improvement in the number of awards received by disabled staff but – as noted above – we will continue to monitor HPA awards across all diversity strands.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
					<p>Your Performance Matters – There was a degree of flexibility built into the YPM system during its design. Questions continue to be raised by staff regarding the role of the manager within YPM. This may be an aspect of ‘The Role Of Managers’ that requires more attention as part of management training and development, plus improving awareness and understanding for staff regarding their responsibilities within the process.</p>
BSD Information Management	All	1, 2, 4, 5 & 8	R – 1 G – 1 D – 3 A – 1 R/B – 1 SO – 1 TG- 1	R – Low G – Low D – Mod A – Low R/B – Low S – Low T – Low	<p>Race – No immediate evidence of any race-related issues.</p> <p>The Language Translation service is instantly accessible to staff when they need it to interact with members of the public.</p> <p>Disability – new information from the Knowledge Centre is available online. Older information is only held on paper – this might be harder for staff and/or the public to access. The EDRM project factored in meeting the needs of visually impaired staff from the outset. The FOI tracking system (accessed by FOI practitioners and the FOI unit) has been adapted for use by all adaptive equipment users the Unit are aware of. All enquirers are advised to contact FOI staff if they have difficulty accessing the system.</p> <p>We have reviewed our Information Management provision in respect of people in the other diversity strands. Evidence indicates effective arrangements are in place.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Internal Communications	All	1,2,3,4,5,6,7,8&9	R – 1 G – 1 D – 3 A – 1 R/B – 1 SO – 1 TG - 1	R – Low G – Low D – Mod A – Low R/B – Low S – Low T - Low	<p>Providing an accessible IT experience for staff with disabilities is a priority for HSE. This involves up-to-date equipment (hardware and software) and training.</p> <p>Work is underway to redesign HSE's Website. It is important to maintain accessibility levels – while making the site more usable and useful. The British Standard 8878 is taken as the benchmark HSE should aim for.</p> <p>The Intranet needs the same review and change. We aim to make a case for improving the Intranet in August 2009.</p> <p>Internal Communications – we work to ensure that our policies, channels, corporate messages etc are appropriate and accessible – challenging anything that could be seen as discriminatory. We also work to ensure that any imagery or design elements used to support corporate internal communication helps to promote a positive and inclusive attitude among our staff. We ensure that Express is representative of all HSE colleagues and their roles.</p> <p>We regularly consult with the staff networks and HR on internal communications matters and work closely with our staff networks to ensure that all the needs are taken into account, encouraging everyone's staff to see the networks as a source of advice on diversity issues. We support all the staff networks by helping them to promote their networks, advise on communication approaches etc.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Motor Transport and Travel	All	1, 2, 4 & 8	R – 1 G – 2 D – 2 A – 1 R/B – 1 SO – 1 TG – 1	R – Low G – Mod D – Mod A – Low R/B – Low S – Low T – Low	<p>Gender – There is published guidance for women travelling alone, but no evidence of any other gender-related issues.</p> <p>Disability – Policies and arrangements will be adjusted to meet individual needs with disability-related mobility issues.</p> <p>We have reviewed our Motor Transport and Travel provision in respect of people in other diversity strands. Evidence indicates effective arrangements are in place.</p>
PEFD Travel and Subsistence Expenses	All	1, 2, 4 & 8	All – 1	All – Low	<p>Disability – HSE's Finance team have a very supportive and helpful approach to people requiring various adaptations, eg cars, hotels etc. The system is adaptable to take on board individual needs.</p> <p>We have reviewed our Travel and Subsistence provision in respect of people in other diversity strands. The evidence indicates effective arrangements are in place.</p>

Functions and policies	Race Gender Disability Age Religion or Belief Sexual Orientation Transgender	Relevant aspects of the general duties Refer to key below for codes	Degree of relevance 0 – none 1 – a little 2 – some 3 – a lot	Priority: High Moderate Low	Supporting notes or evidence for rating
Procurement	All	1, 2, 4, 5 & 8	All – 2	R – Mod G – Mod D – Mod A – Mod R/B – Mod SO – Mod TG - Mod	<p>HSE's current procurement policy covers race, disability and gender equality. All those submitting tenders are required to include details of their diversity policies. Responsibility is given to the HSE staff member letting the contract to monitor performance and raise any breaches of contract with the supplier.</p> <p>Gender – issues linked to PPE are addressed, eg size of clothing and boots, and items are sourced to meet need.</p> <p>Disability – issues linked to PPE are addressed, eg adaptations to equipment and items are sourced to meet individual needs.</p> <p>Further information will be available from OGC on future diversity requirements for companies tendering for HSE contracts.</p>

Annex 4 Glossary Of Terms

ACoP	Approved Code of Practice
Belief	Includes non-religious beliefs such as Humanism, Atheism etc
BERR	Department for Business, Enterprise and Regulatory Reform
BME	Black and minority ethnic
COI	The Central Office of Information
DDA	Disability Discrimination Act
DRC	Disability Rights Commission
DSG	Diversity Steering Group
DWP	Department for Work and Pensions
EIA	Equality Impact Assessment
EDT	External Diversity Team
EHRC	Equality and Human Rights Commission
FOI	Freedom of Information
GLA	The Gangmasters Licensing Authority
GOSH	Gender Occupational Safety and Health (TUC committee)
HPA	High Performance Award
HR	Human Resources
HSL	Health and Safety Laboratory
LGBT	Lesbian, Gay Bi-sexual, Transgender
LSC	Learning and Skills Council
NIOSH	National Institute for Occupational Safety and Health
OGC	Office of Government Commerce
ONS	Office National Statistics
PPE	Personal Protective Equipment
RADAR	Royal Association for Disability Rights
RPE	Respiratory Protective Equipment
SAGE	Sexual and Gender Equality
SPARC	Strategic Promotion of Ageing Research Capacity
SMT	HSE's Senior Management Team
TUC	Trades Union Congress
WRULD	Work related upper limb disorder