



First Aid

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Owner:	Brian Gunn	Job Title:	H&S Manager
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Version Control

Date	Owner	Version	Reason for Change
October 2021	Brian Gunn	V4.0	Cyclical review

Summary of Changes

Section	Change
All	New format

First Aid

Contents

1.0 ARKs Values.....	Error! Bookmark not defined.
2.0 Purpose	2
3.0 Policy Statement	3
4.0 Scope.....	3
5.0 Legal/Regulatory Framework.....	3
5.1 Board of Management	3
5.2 Executive Team	4
5.3 Senior Leadership Team.....	4
6.0 Responsibilities	4
6.1 Board of Management	4
6.2 Executive Team	4
6.3 Senior Leadership Team.....	4
6.4 Managers	4
6.5 All Staff.....	5
7.0 First Aid	5
8.0 Related Policies & Procedures	5
9.0 Equality Impact Assessment (EIA).....	5
10.0 Data Protection Impact Assessment (DPIA).....	5
11.0 Stakeholder Consultation.....	6
12.0 Monitoring and Review.....	6
12.1 Monitoring	6
12.2 Review.....	6

1.0 Ark`s Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this Policy is to set out arrangements for the provision of first aid for people connected to Ark who are injured or become ill when they are in Ark workplaces or out in the community.

This includes providing sufficient numbers of first aid trained staff and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness occurring in the workplace.

3.0 Policy Statement

People at work can suffer injuries or fall ill. In terms of first aid provision, it does not matter whether this is caused by the work that they do. In serious cases it is important that they receive immediate attention and that an ambulance is called.

First aid can save lives and prevent minor injuries becoming major ones.

First aid covers the arrangements required to ensure that this assistance happens.

4.0 Scope

The policy and procedure applies to all employees of Ark, the Board of Management and to all people using and/or visiting the workplace e.g. visitors, relief employees, agency staff, and contractors.

Where support for first aid is commissioned then the requirements should be met and noted in a person's Good Life Plan and any associated risk work.

Some aspects of this policy and procedure do not apply to supported people's care package where the support provided is of a smaller scale and Ark are not commissioned to support with first aid.

5.0 Legal/Regulatory Framework

5.1 The Health and Safety (First Aid) Regulations 1981

Ark has a duty under the Health and Safety (First Aid) Regulations 1981 to ensure that equipment, training and facilities are available to enable first aid to be rendered to employees and commissioned supported people in the workplace who fall ill or are injured at work.

Ark has assessed its needs for first aid and in doing so has taken into account:

- the number of employees; and
- the nature (risk) of our work.

Provision of first aid to third parties does not come under the Health and Safety (First Aid) Regulations 1981. The provision of first aid in these circumstances comes under the general duty of care as afforded by the Health and Safety at Work Act 1974.

5.2 The Health and Safety at Work Act 1974

The Act imposes a general health and safety duty on employers including the provision of first aid to supported people, visitors, contractors etc (i.e. third parties).

5.3 The Management of Health and Safety (First Aid) Regulations 1981

These Regulations require the employer to make a suitable and sufficient risk assessment of the significant risks to the health and safety of their employees and third parties of work tasks and locations. These risk assessments will help identify the level of provision of first aid required.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in first aid training if required for a service.

6.5 All Staff

Ark employees are required to familiarise themselves with this policy and procedure and comply with the content to manage first aid in Ark workplaces.

Ark will provide suitable and sufficient information, instruction, training and supervision to manage first aid provision at Ark workplaces.

Depending on needs of an individual service, the local manager will identify any first aid training needs for staff.

Ark will provide first aid training for identified staff and refresher training held every three years.

7.0 First Aid

This policy and accompanying procedure will provide Ark staff with information on how to comply with first aid provision in Ark workplaces by using policy, risk assessment, training and having suitable facilities available to provide assistance in a scenario where first aid is required

8.0 Related Policies & Procedures

This policy should be read in conjunction with Ark's:

HS14 First Aid Procedure; and
HS19 Your Home, My Workplace.

9.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment has been completed in relation to the development of this policy.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team;
- Ark Senior Leadership Team;
- Ark Policy Review Group; and
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments, and in relation to ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.