

Ark[®]
People
Housing
Care

Extra Duty of Care

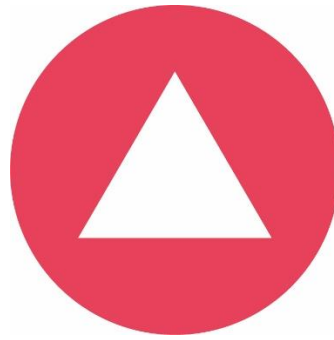
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Approved by P&PRG	Jan 2024	Approved by BoM:	Feb 2024
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management Ark Management All Staff Ark Policy Review Group	
Method of Delivery:		Email Policy LearnPro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
2021	Brian Gunn	V4.0	Cyclical review
2024	Brian Gunn	V5.0	Cyclical review

Summary of Changes

Section	Change
Whole Policy 2021	New format
Whole policy 2024	No changes



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Contents

1.0 Arks Values.....	3
2.0 Purpose	3
3.0 Policy Statement	3
4.0 Scope.....	4
5.0 Legal/Regulatory Framework.....	4
5.1 Health and Safety at Work Act 1974.....	4
5.2 Management of Health and Safety Regulations 1999	4
6.0 Responsibilities	4
6.1 Board of Management	4
6.2 Executive Team	4
6.3 Senior Leadership Team.....	5
6.4 Managers	5
6.5 All Staff.....	5
6.6 Third Parties	5
7.0 Extra Duty of Care	5
8.0 Related Policies & Procedures	6
9.0 Equality Impact Assessment (EIA).....	6
10.0 Data Protection Impact Assessment (DPIA).....	6
11.0 Stakeholder Consultation.....	6
12.0 Monitoring and Review.....	7
12.1 Monitoring	7
12.2 Review.....	7

1.0 Ark's Values

Ark's 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 and accompanying procedure is to provide regulatory / organisational information and guidance to Ark managers and staff involved in the extra duty of care process.

3.0 Policy Statement

This policy and accompanying procedure describes how Ark will meet and implement the requirements of our Extra Duty of Care process to identified staff and describe the responsibilities and duties of Ark employees and others that use our workplaces.

4.0 Scope

This policy applies to all employees of Ark, relief employees, agency staff, students, volunteers, contractors and the Board of Management.

An extra duty of care is owed to employees whose health, safety or welfare, for whatever reason, cannot be guaranteed due to a physical or mental health condition.

Employees may not be able to work safely with current workplace precautions. Staff who communicate to their manager that they have a long or short term health issue are owed an extra duty of care, e.g. an employee with a back injury may support people who require a wheelchair, will have to have an extra duty of care in place to minimise the risk of further injury and absence.

5.0 Legal / Regulatory Framework

5.1 Health and Safety at Work Act 1974

The Act imposes a general duty on employers to ensure the health, safety and welfare at work of their employees.

5.2 Management of Health and Safety at Work Regulations 1999

These Regulations place a general duty on employers to assess risks which may occur in connection with their work and to provide measures to eliminate or reduce the effects of that risk to staff and others.

Ark will provide an extra duty of care risk assessment with information, instruction to comply with the general duty to keep identified staff and others safe in the workplace.

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 Operational Management Team

Ark's Operational Management 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 associated 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 any identified training courses to help manage risks in your workplace.

Depending on the needs of an individual service, the local manager will identify any further health and safety workplace control measures for staff if identified after a discussion with staff for after an incident.

6.5 All Staff

Ark employees are required to familiarise themselves with this policy and associated procedure.

Ark will provide suitable and sufficient information, instruction and training to safely manage staff who require an extra duty of care in Ark workplaces.

6.6 Third Parties

Third parties such as contractors and families may need to know of any workplace precautions in place for staff who have an extra duty of care assessment in place .

7.0 Extra Duty of Care

Ark staff must comply with this policy and procedure / consideration of any reasonable adjustments for staff / risk assessment / follow workplace adjustments that are developed to keep them safe at work.

Ark expect staff to promote a safe working environment for themselves and people we support by regularly monitoring workplace practices / workplace inspection / reporting equipment defects / reporting workplace incidents promptly to an Ark Manager.

Breaches of this policy and procedure will be viewed seriously and will be investigated in accordance with Ark's Disciplinary Policy and Procedures. Non-compliance breaches investigations will use Ark's Extra Duty of Care Policy but also the Health and Safety Policy.

8.0 Related Policies & Procedures

This policy should be read alongside Ark's:

HS01 Health and Safety Policy and Procedure

HS03 Risk Assessment

HS05 Fire Safety

HR11 Maternity

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)

Data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has been completed.

11.0 Stakeholder Consultation

- Ark Board of Management.
- Ark Executive Team.
- Ark Operational Management Team.
- Ark Policy and Procedure Review Group.
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Operational Management 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.