



Ark[®]
People
Housing
Care

Incident Reporting

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Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:	Board of Management ARK Management All Staff Other (Delete as appropriate)		
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Version Control

Date	Owner	Version	Reason for Change
Mon 2021	Brian Gunn		Cyclical review

Summary of Changes

Section	Change
Whole Policy	New policy format with information and updated information on incident reporting



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Reporting of Incidents

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1.0 Ark`s Values

Ark values should be stated at the heading of every policy. Additional contextual information can be added here if required, relating the policy document to the 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

Ark recognises that, as an employer, it has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to ensure, so far as is reasonably practicable, that the working environment for all employees is healthy and safe.

3.0 Policy Statement

Ark will fulfil its responsibilities as an employer and as a social care provider in respect of incident reporting in terms of health and safety legislation and regulation of care legislation. This not only includes recording incidents but also investigating, taking appropriate measures to prevent future occurrences, and reporting to the appropriate enforcing authorities as applicable.

4.0 Scope

This policy and associated procedure applies to all staff. It includes agency staff, volunteers, students and third parties.

5.0 Legal/Regulatory Framework

The key piece of legislation underpinning this policy is the Health and Safety at Work Act 1974.

In terms of regulatory expectations, Standard 1.3, of the Scottish Housing Regulator's Regulatory standards of Governance And Financial Management requires each RSL should ensure that it complies with its constitution and its legal obligations, and Requirement 3, have assurances and evidence that it is meeting all of its legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety.

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.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy within their area of responsibility, and for complying with its provisions. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

6.5 All Staff

All Ark employees are required to familiarise themselves with this policy and comply with its provisions as well as undertake any training implemented as part of the rollout of this policy.

6.6 Third Parties

Ark will ensure that this policy is complied with, when third parties, such as supported people / tenants / contractors/ visitors / others, are affected by Ark's work activities.

7.0 Reporting of Incidents

This policy and accompanying procedure will provide staff with information on types of workplace incidents that have to be reported, how to report H&S and Care Sector related incidents in Ark workplaces to managers and regulators, how to prevent and incident happening again and gaining advice about preventing future incidents.

8.0 Related Policies & Procedures

This policy should be read in accordance with Ark's Reporting of Incidents Procedure.

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 Managers; and
- Ark Employees.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Health and Safety Adviser, on behalf of Ark's Executive and Senior Leadership Teams, will monitor implementation of this policy on an ongoing basis and ensure 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.