

Dear Applicant,

Freedom of Information request reference K/20/042

Thank you for your Freedom of Information (FOI) request dated 21 January 2020, reference K/20/042.

Your request read:

- “• What First Aid Training and Mental Health Training, if any, do you provide to your staff?
- The current provider of First Aid Training and Mental Health Training to your staff and contract expiry date
- The name of the person responsible at your organisation for First Aid Training and Mental Health Training”

The University of Leeds holds some of this information.

The University of Leeds does not currently appoint or train mental health advisers or Mental Health First Aiders. As such, we do not hold any of the requested information in respect of Mental Health Training. However, we take the issue of staff mental health very seriously and the University has an in-house staff counselling service. The service provides direct support for all staff with any mental health-related concerns or issues, and provides training on topics related to mental health including mindfulness, personal resilience and restorative skills, supporting people in distress, as well as bespoke consultancy and training. We have in October 2019 launched a series of guidance and support documents which are aimed at providing all leaders, managers and supervisors with the competencies required to support their staff's mental health. In addition to this University-wide provision, basic and/or advanced mental health training has been undertaken locally within some areas, for example our residential services.

In relation to your first question, the University of Leeds provides First Aid Training to members of staff acting as First Aiders for the University. Depending on requirements, training may be offered in First Aid at Work, First Aid Refresher Training or Emergency First Aid at Work.

In relation to your second question, we have a 12-month rolling contract in place with Mark Clarke Training. This is an open ended contract which is due for review in April 2020. Some individual teams or departments may also procure for one-off training sessions with other providers if there are particular requirements which cannot be met via the rolling-contract (e.g. specialist training, short-notice sessions etc.).

In relation to your third question, these activities sit within the responsibility of our Director of Health and Safety Services.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds