



HCV Resource Network
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03 Health and Safety Policy

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HCV Network Ltd treats health and safety extremely seriously and tries to ensure as far as practically possible a safe and healthy working environment for all staff.

1 Staff health and safety at home

All HCV Network Ltd staff work remotely (home office). All staff are expected to make adequate health and safety arrangements for their place of work. HCV Network Ltd will provide support in doing this.

HCV Network Ltd will make every practical effort to meet or exceed the health and safety obligations under UK law. This will include:

- Providing a safe workplace and a healthy working environment for all staff;
- Taking all practical steps to ensure that equipment is maintained and used in a safe manner;
- Consulting staff about arrangements for implementing, promoting and developing health and safety at their workspace.

2 Health and safety while undertaking work outside home

Much of the work undertaken by HCV Network Ltd staff is international and involves travelling to a wide variety of countries and working in variable and often remote locations. It is not possible to provide detailed guidance for such a range of possible situations, so health and safety needs to be a partnership between HCV Network Ltd and its staff. This section of the policy applies to all staff required to travel internationally on the organisation's behalf.

2.1 General provisions

HCV Network Ltd will:

- Communicate the importance of health and safety to all staff, including the importance of complying with this policy;
- Maintain adequate travel and health insurance;
- Respond constructively and supportively to all concerns about health and safety raised by staff, e.g. staff will not be required to travel to a location where they feel, based on available information, they will be subject to an unacceptable level of personal risk;
- Use the services of a professional risk management company to provide support in managing high risk and emergency situations.

Staff should:

- Always follow the Staff Travel Procedure including completing appropriate pre-travel checklists;
- Immediately communicate any concerns about health or safety issues to the Executive Director;

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- Discuss any issues relating to health and safety in staff meetings or at other appropriate times with colleagues and managers;
- Ensure that they are adequately covered by the HCV Network Ltd travel and health insurance.

2.2 Health

HCV Network Ltd will:

- Cover the cost of maintaining vaccinations and prophylactic options;
- Cover the cost of the purchase and maintenance of an appropriate travel first aid kit and any necessary safety equipment;
- Provide up-to-date information on health risks associated with travel on a regular basis;
- Encourage clients to provide business class travel or paid recovery days for any flight over eight hours.

Staff should:

- Undergo periodic medical check-ups and seek timely medical attention in response to any illness;
- Maintain preventative measures against potential diseases by maintaining up-to-date vaccinations and using prophylactics where appropriate;
- Have an up-to-date travel first-aid kit and any necessary safety equipment when travelling to locations where there is a risk that these may not be available.

2.3 Safety

HCV Network Ltd will:

- Carry out a risk assessment at least annually considering safety implications of the type of work undertaken, particularly when working in the field, and update the travel procedures and checklists accordingly;
- Consider all advice provided by the UK Foreign and Commonwealth Officeⁱ, together with any advice provided by other governments if brought to management attention by staff, when deciding about whether a trip should be undertaken;
- Respond to any report of an accident or incident occurring to a member of staff or their colleagues while working outside the office with a full and documented discussion about why the incident occurred and how it could be prevented in future;
- Respond constructively to any worry or concern about health and safety raised by a member of staff.

Staff should:

- Routinely review their own working practice and ensure that it is safe;
- Consider all travel advice provided by the UK Foreign and Commonwealth Office through their website at www.fco.gov.uk and the advice provided by the government of their country of residence and/or their country of nationality when deciding whether to undertake a trip;

- Report any incident or accident occurring to themselves or colleagues while working outside their workspace to the Executive Director or any of the Directors;
- Immediately communicate any worry or concern about the safety of a project or trip to the Executive Director or any of the Directors.

ⁱ This is a requirement for the HCV Network Ltd travel insurance as the insurer is UK-based.