



Health and Wellbeing Policy

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Introduction

Caplor Horizons prioritises the safety, security, health and welfare of everyone involved in its activities: Staff, Trustees, Advisors, partners of all kinds and clients. This Policy provides guidance that reflects this priority.

Safety and Security

Caplor Horizons takes safety and security seriously in all facets of its work. To ensure safety and security Staff, Trustees and Advisors must:

- Avoid any unnecessary risk to the safety and security of themselves and others, including partner organisations and the people that they work with.
- Take particular care when driving, for example:
 - Avoiding using a mobile phone while driving. The Highway Code states: “Never use a hand-held microphone when driving. Using hands-free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving or riding - find a safe place to stop first or use the voicemail facility and listen to messages later.”
 - Not driving under the influence of alcohol or drugs including some medicines. There are legal limits, eg 80 mg/100 ml of blood in England & Wales and 50 mg/100 ml of blood in Scotland, but the Highway Code states “Do not drink and drive as it will seriously affect your judgement and abilities.”
 - Avoiding driving when tired
 - Ensuring that the vehicle is in a safe and roadworthy condition including tyres and lights
 - Entering data into a sat nav system only when stationary in a safe place
 - Ensuring that the windscreen is clear of mist and ice before moving
 - Following the Highway Code¹, for example on legal requirements and what to do in the event of a breakdown or accident
- If travelling internationally, check the [FCO Travel Advice website](#)² for in-country safety and security advice, local laws and customs, entry requirements and other helpful information. The greatest risk is likely to be road traffic accidents. Particular care may be needed in areas such as the following:
 - Avoiding driving themselves at night, on poorly maintained roads or on an unfamiliar side of the road
 - Wearing seat belts, locking car doors and, in busy areas, closing car windows
 - Taking care when travelling on crowded public transport
 - Thinking through emergency response if walking alone
 - Using hotel safes and not displaying cash or valuables
 - Being alert to con tricks including by actual or pretend military and security staff
 - Avoiding dangerous animals and diseases, including in fresh and sea water
 - Carrying their passport or a copy and keeping separate records of key information

¹ <https://www.gov.uk/guidance/the-highway-code>

² <https://www.gov.uk/foreign-travel-advice>

- Being accompanied by a citizen of the area in less secure places
- Be aware of fire and evacuation procedures in all settings and of the action they should take in the event of an emergency.
- Report any safety or security concerns, near misses, accidents or injuries, no matter how minor, to Caplor Horizons Staff.
- Provide Caplor Horizons Staff with up-to-date next of kin information, emergency contact details, an in-country contact number and travel arrangements such as flight details.

Those organising and facilitating Caplor Horizons events or meetings or workshops with clients should address any safety issues at the start. For example, they should describe the escape route in the event of an emergency, indicate any hazards such as trailing wires and take account of other factors such as the following:

- The availability and location of fire extinguishers and first aid boxes
- Any signs of damage on electrical equipment, wires and plugs
- Whether an evacuation test of an alarm system is planned

Health and Welfare

Caplor Horizons expresses its commitment to the health and welfare of everyone involved in its work in various ways including this Policy and the choice of people and organisations to work with. We engage with people as meaningfully and holistically as possible, for example ensuring that the health and welfare of all participants are high priorities in designing the location, agenda, timing and pace of meetings.

In turn, Staff, Trustees and Advisors are expected to:

- Inform a Co-Director or the Chair about any issues relating to their health and welfare that may significantly affect their involvement.
- Work in a way, and at pace, that suits them and to opt out of situations they feel uncomfortable in.
- Ensure they have taken advice from health professionals regarding travel, including vaccinations and malaria tablets. Proof of yellow fever vaccination is required on entry to many countries.
- Take care when lifting furniture or heavy items, seeking help if needed.

We do not allow smoking inside Caplor Horizons premises or vehicles.

We ask that anyone suffering from an infectious or contagious disease or illness such as rubella or hepatitis should not take part in Caplor Horizons work or events without clearance from their doctor.

Other Policies

Besides the requirements described above, Caplor Horizons Staff should also comply with the guidance on the use of computers and other aspects of health and wellbeing such as alcohol, drugs and hygiene in the Employee Handbook. The Handbook also includes procedures for leave and sickness which are important for the wellbeing of Staff.

Separate Policies on Equality & Diversity and Safeguarding are also important for the wellbeing of Staff, Trustees and Advisors.