

Health and Safety Policy

1. Our Statement of general policy is:

- 1.1 To provide adequate control of the health and safety risks arising from our work activities;
- 1.2 To consult with our employees on matters affecting their health and safety;
- 1.3 To provide information, instruction and supervision for employees;
- 1.4 To ensure all employees are competent to do their tasks, and to give them adequate training;
- 1.5 To prevent accidents and cases of work-related ill health;
- 1.6 To maintain safe and healthy working conditions; and
- 1.7 To review and revise this policy as necessary at regular intervals

2. Responsibilities

- 2.1 The Director of Comas will take overall and final responsibility for health and safety in the organisation
- 2.2 All associates are home working and therefore must:
 - a) Take reasonable care of their own health and safety; and
 - b) Report all health and safety concerns to the Director (as detailed in this policy statement)

3. Health and safety risks arising from our work activities

- 3.1 Risk assessments will be undertaken by the individual charged with leading/delivering contracts and will include:
 - An assessment of the risks incurred during travel to and from contractor/delivery locations; and
 - An assessment of any risks of lone working when visiting clients or communities in areas which may present higher risk in terms of their remoteness or other factors
- 3.2 The findings of the risk assessments will be reported to, and discussed with, the Director of Comas, action required to remove/control risks will be agreed and the associate will be responsible for ensuring the action required is implemented.
Mitigating action may include:
 - Maintaining contact with colleagues at agreed times when away from work base/home during contract delivery;
 - Liaising with contractors or beneficiary organisations to ensure their own policies relevant to health and safety are understood and are appropriate to the activities planned on which the contractor will be engaged

- 3.3 Assessments will be reviewed for each contract

4. Information and instruction

- 4.1 Health and safety advice is available from the Director of Comas
- 4.2 Comas aims to ensure good practice in health at work, and will provide support to promote positive health and mental and emotional wellbeing for all associates proportionate

to their level of work with Comas. Requests for support (e.g. therapy, adapted office furniture) should be made to the Director of Comas in the first instance and will be considered for approval by the Board of Directors as quickly as possible

4.3 Comas encourages all associates to become members of health care schemes such as Benenden (low cost health services to public and voluntary sector workers), by providing information on available schemes. It is for associates to choose whether to join to receive the benefits of these schemes in access to a range of health services
www.benenden.org.uk

5. Accidents, first aid and work-related ill health

5.1 Associates are expected to keep a first aid box in their work space (at home) and the car they use to travel for contract delivery.

5.2 All accidents and cases of work-related ill health are to be recorded by emailing the Director of Comas. Reports will be filed and RIDDOR reports made as appropriate. A review will take place when necessary to ensure an appropriate response by Comas to

- a) reduce future risk to employees;
- b) ensure appropriate support for the employee involved (and, if required, to his/her family)

6. Monitoring

6.1 To check our working conditions, and ensure our safe working practices are being followed, we will hold regular discussions to review practices. The Director will from time to time visit associates in the home-based environment to ensure it is a safe and healthy base.

6.2 The Director of Comas is responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

7. Emergency procedures – fire and evacuation

7.1 All home working associates are responsible for ensuring that they have assessed their home base fire risks, and fire risks at locations for contract delivery (e.g. training venues) and are expected to

- a) Be aware of the emergency exits in the event of fire;
- b) Maintain a home fire alarm in working order

8. Health and safety of stakeholders

8.1 A risk assessments will be carried out of venues used for contract delivery to ensure the health and safety of our stakeholders, to include

- (a) Ensuring that we know in advance of the needs of our stakeholders by including relevant questions in our booking forms or contract agreement;
- (b) A review of disabled access including toilets;
- (c) Healthy dietary options arranged and where needed special dietary needs met;
- (d) Awareness of safe travel requirements of stakeholders and availability of public transport;
- (e) Where relevant, awareness of the needs of carers and parents

8.2 When working with children and vulnerable adults all associates will respect the guidelines in Comas' Care, Safety and Protection Policy