



Health & Safety (H&S) policy

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General Statement

This policy is to provide a healthy and safe place to work and provide all staff/volunteers of **Croydon Community Energy Ltd** with training and information as is necessary.

In order to create a safe environment, we will seek to:

- Comply with legislative guidance
- Minimise risks, identifying hazards and take steps to prevent serious accidents, the spread of illnesses or fires breaking out
- Provide staff with clear guidance of what to do if prevention measures fail and accidents, fire etc. occur.

Safety Awareness

Croydon Community Energy will endeavour to develop and maintain a working environment in which there is an awareness of the vital importance of health and safety. This will form part of the induction process for all staff and appropriate training will be provided.

Risk Assessment

Croydon Community Energy would welcome any contributions from all Directors, members and volunteers on safety matters. If there is a health and safety risk identified the following procedures will be used:

- Looking for potential hazards
- Determining who can be harmed
- Establishing procedures to eliminate, reduce and control risks of the hazard
- Record findings and the action taken, informing all staff.
- Review procedures to record any incident or accident.

An example H&S risk register can be found Appendix 1 and will be completed before attending each site visit or carrying out activities at any new external sites.

Accident Reporting

All accidents and incidents (including 'near misses') will be thoroughly investigated and recorded in the accident book. These will also be reported to the Board as soon as possible. The RIDDOR Regulations require that specified work-related accidents, diseases and dangerous occurrences reportable under RIDDOR (see <http://www.hse.gov.uk/riddor/reportable-incidents.htm>) are submitted directly to the RIDDOR database using the forms at <http://www.hse.gov.uk/riddor/report.htm>.



Hazardous Substances

A hazardous substance can be liquid, dust, powder or gas which can damage health when it comes into contact with skin or eyes, inhaled, swallowed or even transferred to the mouth via contaminated hands. Such substances must be securely stored using advice from [this](#) leaflet and any use must follow manufacturer's instructions or access advice [here](#).

Covid-19

Croydon Community Energy will apply the below infection outbreak procedure to control the risk of infectious diseases at any external site visits or work outside of the home:

- strongly recommend that Directors, members and volunteers follow any Government guidance published on self-isolation/quarantine
- encourage Directors, members and volunteers to report symptoms of infectious diseases
- ensure Directors, members and volunteers who have infectious disease symptoms do not attend any in-person events or site visits, and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped
- where required, ensure notifiable outbreaks are reported to the relevant authority e.g. Health and Safety Executive (HSE)
- co-operate with any investigation by a relevant authority and comply with any investigation findings
- keep the number of Directors, members and volunteers dealing with affected persons to a minimum
- ensure Directors, members and volunteers pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required
- encourage the use of antibacterial hand wash in all hand washing areas of any external places
- receive external advice, if necessary.

Equipment

All equipment shall be suitable for its purpose and used only for that purpose, maintained adequately and restricted to only the person given the task of using it.

Croydon Community Energy will also:

- Provide all safety devices and protective equipment required by statute and supervise their use.
- Ensure that equipment and substances purchased for use at work have been so designed and constructed as to be safe and without risks to health. Full information is made available by the suppliers where additional safety precautions are required.

Duties of all employees

In particular, every person conducting activity on behalf of Croydon Community Energy has a responsibility:



- To take reasonable care for the health and safety of themselves and all other persons they come into contact with while undertaking Croydon Community Energy activities.
- To report all incidents that have led or may have led to injury.
- To co-operate in the investigation of accidents with the objective of introducing measures to prevent a reoccurrence.
- To report any maintenance issues in place of activity that could contribute to a hazard (e.g. drainage blockages, dripping hot taps, etc.).
- To ensure all others undertaking activity on behalf of Croydon Community Energy (staff, contractors, and volunteers) be made aware of the Health and Safety Policy of Croydon Community Energy.
- To ensure all practical steps are taken to ensure the health, safety and welfare of trainees/clients and staff when working away from Croydon Community Energy and on Croydon Community Energy business.
- To ensure that where plant, equipment and machinery is used or where staff are concerned with the handling, storage or transport of articles or substances, safety requirements are met with the avoidance of risk.

Alcohol and drugs

The consumption of alcohol is only allowed at specific authorised times, i.e. celebrations, leaving parties. Alcohol cannot be consumed during work hours. Any member of staff or volunteer found under the influence of alcohol when at work (e.g. conducting Croydon Community Energy activities) will be in breach of their contract and face a serious disciplinary action. Employees or volunteers found in possession of or under the influence of non-prescribed drugs are subject to serious disciplinary action.

Director and Safety Representative

The responsibilities of the Directors within Croydon Community Energy shall be:

- To read and understand the company's safety policy and to ensure that its provisions are being effectively carried out.
- To inspect machinery, equipment and structures regularly and to ensure that any defects discovered are remedied.
- To prevent access by the workforce or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- To ensure that employees are adequately instructed in the safe operation of equipment and machinery.
- To arrange for all necessary insurances, certificates etc, appropriate to Croydon Community Energy's size and function.
- To arrange for the reporting of all incidents to the insurers where appropriate.
- To ensure that all accidents are reported in accordance with the provision of this policy.
- To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
- Set a personal example.
- To give advice upon this policy when requested by either the Directors or staff.



Appendix 1

Example Risk Assessment to be completed before each external site visit or work away from the usual place.

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary	Action by whom?	Action by when?