



CREW Energy Health and Safety Policy

(a) General Statement

Our policy is to provide a healthy and safe place to work and provide all staff/volunteers 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.

(b) Safety Awareness

CREW 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.

(c) Risk Assessment

CREW Energy would welcome any contributions from staff 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.

A H&S risk register has been prepared and the current version is attached as Appendix I.

CREW Energy will perform a H&S risk assessment before beginning work at any new external sites

(d) 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>.



(e) 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 <http://coshh-tool.hse.gov.uk/assets/live/SR24.pdf> and any use must follow manufacturer's instructions or access advice here www.hse.gov.uk/pubns/indgl36.htm. (This pdf is also saved in Dropbox <https://www.dropbox.com/s/lwgxyde1wsklrw/indgl36.pdf?dl=0>)

(f) 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.

CREW 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.

(g) Duties of all employees

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

- To take reasonable care for the health and safety of her/himself and all other persons s/he comes into contact with while undertaking CREW 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 CREW Energy (staff, contractors, volunteers...) be made aware of the Health and Safety Policy of CREW Energy.
- To ensure all practical steps are taken to ensure the health, safety and welfare of trainees/clients and staff when working away from CREW Energy and on CREW 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.

(i) 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 CREW 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.

(n) Director and Safety Representative

The responsibilities of the Directors and safety representative within CREW Energy shall be:

- To read and understand the company's safety policy and to ensure that its provisions are being effectively carried out.
- To bring the provisions of this policy, in so far as they affect the personnel, to the attention of the employees under the control of particular managers/supervisors.
- 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 CREW 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/management board or staff.

This Policy was approved by CREW Energy on 29/07/2019



Appendix I

CREW Energy Risk Assessment

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?
Work outside office	Risk of assault and accidents	Staff/volunteers provided with contact details of Directors. Staff/volunteers instructed to report to Director if they feel they are working in unsafe environments.	More investigation of this area is needed. Training may be required		
Working with vulnerable people	Vulnerable people may be mistreated-abused by staff or other users of CREW Energy	Members of staff/volunteers in contact with vulnerable groups have received training	CREW Energy needs to develop a policy on Working with vulnerable people.		
Use of outside training venues	CREW Energy delivers energy cafes and service users may be under risk in unsuitable venues	Checking that all energy cafes takes place in suitable buildings that have GSliid policies in place and provide optimal security under H&S regulations	H&S check list available to all staff that arranges training in remote places. Request H&S policy and procedures in all venues used.		