

Health and Safety policy of Croclean Ltd

General statements of intent

This policy sets out how the business intends to provide and maintain safe premises and healthy working environments for its staff and visitors. To achieve this, the business will:

1. Assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
2. Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
3. Provide information, instruction, training and supervision to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
4. Involve and consult with worker representatives on Health and Safety issues.
5. Investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
6. Have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
7. Make sure information on Health and Safety issues is shared across the business.
8. Make sure it continuously improves its Health and Safety performance and that resources are available to help it deliver those improvements.
9. Review its Health and Safety policies and procedures at least once a year.

General information

1. The business employs less than five (5) employees. Its sole place of business is: PO Box 67389, London, N8 1EL.
2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business.

Organisation of Health and Safety responsibilities within Croclean Ltd

Everyone within Croclean Ltd has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

1. The senior management through Robert - Cristian Calina will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
2. The senior management through Robert - Cristian Calina has delegated the day-to-day responsibilities for Health and Safety to Robert - Cristian Calina who has the following specific responsibilities:

- 2.1. Robert - Cristian Calina is to ensure that the business is given current information regarding Health and Safety legislation.
 - 2.2. Robert - Cristian Calina is to assist Robert - Cristian Calina in identifying the business's responsibilities and to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.
 - 2.3. Robert - Cristian Calina shall disseminate information on health, safety and welfare within the organisation as appropriate.
 - 2.4. Robert - Cristian Calina shall be the custodian of the business's Health and Safety records.
 - 2.5. Robert - Cristian Calina shall co-ordinate the business's Health and Safety audits and inspections/risk assessments and supervise the general administration arising from Health and Safety matters.
 - 2.6. Robert - Cristian Calina shall arrange for workers' safety representatives to be appointed (where appropriate) and trained, and shall ensure that they perform their duties satisfactorily.
 - 2.7. Robert - Cristian Calina shall ensure that records are kept of the business's activities in respect of:
 - 2.7.1. Training given to all workers (including safety representatives);
 - 2.7.2. Copies of all inspection/audit and risk assessment reports; and
 - 2.7.3. Accident/incident reports and statistics.
 - 2.8. Robert - Cristian Calina shall compile the following for Robert - Cristian Calina:
 - 2.8.1. An annual report on the state of Health and Safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation and accident statistics for the business.
 - 2.9. Robert - Cristian Calina will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accidents/incidents are reported to the appropriate enforcing authority.
 - 2.10. Robert - Cristian Calina will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
 - 2.11. Robert - Cristian Calina will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
 - 2.12. Robert - Cristian Calina will arrange for the testing and inspection by a competent contractor, of fire alarms, fire fighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
 - 2.13. Robert - Cristian Calina will monitor the safety performance of the business as a whole by monitoring the accident books, the use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, and reports from enforcement authorities, safety representatives and Health and Safety advisers.
 - 2.14. Robert - Cristian Calina will monitor the appointment of contractors to perform work for the business, and will ensure, by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Robert - Cristian Calina will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
 - 2.15. Robert - Cristian Calina will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
 - 2.16. Robert - Cristian Calina will arrange for occupational health medical examinations to be undertaken where necessary.
3. All workers have the following responsibilities:
- 3.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;

- 3.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
- 3.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
 - 3.3.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
 - 3.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
 - 3.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
 - 3.3.4. To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
 - 3.3.5. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
 - 3.3.6. To follow laid down procedures and report to their line manager:
 - 3.3.6.1. Any injury to themselves or others caused by work activities;
 - 3.3.6.2. Any hazards that they find;
 - 3.3.6.3. Any damage or defect to equipment, machinery, etc;
 - 3.3.7. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
 - 3.3.8. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
 - 3.3.9. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
 - 3.3.10. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
 - 3.3.11. Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
 - 3.3.12. To ensure that any young or inexperienced person working on the premises is not put at risk;
 - 3.3.13. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment; and
 - 3.3.14. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular surveillance

1. Robert - Cristian Calina will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Smoking

1. Smoking is prohibited throughout the entire workplace with no exceptions.
2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with Robert - Cristian Calina. All workers are obliged to adhere to, and facilitate the

implementation of the policy. Robert - Cristian Calina shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Robert - Cristian Calina will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

Risk assessments

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Robert - Cristian Calina for information on specific risks.
2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 09 October 2015.

Robert - Cristian Calina

Croclean Ltd

PO Box 67389, London, N8 1EL

Statement of development of the Health and Safety Policy for Croclean Ltd at 09 October 2015

Date of this statement: 09 October 2015

Date of next review: 09 October 2016

I, Robert - Cristian Calina, am the person at Croclean Ltd who has overall responsibility for compliance with the Health and Safety policy of the business. I set out below a record of the current status of the business in respect of its Health and Safety compliance.

Day-to-day matters concerning Health and Safety are delegated to Robert - Cristian Calina.

The business is of a specialist nature which is outside the scope of the logic of the Health and Safety Procedure Creator. Consequently, it needs to seek specialist guidance from the HSE (Health and Safety Executive) in preparing its risk assessment for compliance with the legislation. The guidance in undertaking a risk assessment performed in this document cannot be considered to be comprehensive.

General statement

The business whose sole place of business is PO Box 67389, London, N8 1EL is a business employing less than five (5) employees.

1. The business currently has no disabled employees and therefore a risk assessment in respect of disabled workers has not been carried out.
2. The business currently has no employees who are pregnant or who are capable of bearing children.
3. The business does not employ workers who are under 18 years of age but may at some point employ workers who are under 18 years of age.
4. The business does not employ workers who are children (i.e. over 13 but under 18 years of age) nor is it likely to do so in future. Additionally the business does not allow children on work experience.
5. Some of the business's workers work from home.
6. The business allows children in its workplace but has conducted a risk assessment that has confirmed that this is not a material risk.

Environment

1. The business confirms that the air quality of the working environment is satisfactory and that there is adequate ventilation.
2. The business confirms that the temperature of the working environment is satisfactory.
3. The business confirms that the lighting of the working environment is satisfactory.
4. The business confirms that the workplace, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.

5. The business confirms that the room dimensions and space for the workers of the business are satisfactory.
6. The business confirms that the sanitary facilities for the workers of the business are satisfactory.
7. The business confirms that the washing facilities for the workers of the business are satisfactory.
8. The business confirms that an adequate supply of drinking water is available for the workers of the business.
9. The business confirms that suitable and sufficient accommodation is provided for personal clothing not worn at work, and for special clothing worn at work but not taken home.
10. The business confirms that suitable and sufficient rest facilities are provided, including facilities for eating meals where meals are taken in the workplace.
11. The business has implemented a smoke-free policy in its workplace.
12. The person responsible for implementation and maintenance of the smoke-free policy in the workplace is Robert - Cristian Calina.

Insurance and registration

The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at each of its places of business.

The details are as follows:

HISCOX - HIBI279615XB

Date of commencement of policy: 20 March 2015

Date of expiry of policy: 20 March 2016

Notices, first aid and the accident book

1. The business correctly displays the Health and Safety Law poster in its premises.
2. The business has a correctly stocked first aid box at its premises.
3. The business has appointed a worker as the appointed person to take charge in an emergency.
4. The approved person to take charge in an emergency and administer first aid is Robert - Cristian Calina.
5. The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.
6. At least one of the workers is a trained first aider.
7. The business has two workers holding current and valid first aider certificates.

Resolved or non-existent risks to the business

1. The business does not involve working at height.
2. The business does not involve any manual handling.

3. The business does not involve working with guarded machinery.
4. The business does not involve high stress at work.
5. The business does not involve workplace transport.
6. The business does not make significant use of VDUs.
7. None of the workers has to work unsocial hours in the business.
8. The business premises are located in a safe location.

Driving at work

1. The business involves some workers doing work-related driving. Workers in the business drive on work-related activities occasionally. The business has begun and continues to consult its workers on the topic of driving on work-related matters.
2. The business has appointed a person to check compliance with Health and Safety regulations for driving on work-related matters.
3. The person appointed to take responsibility for compliance with Health and Safety regulations regarding work-related driving matters is Robert - Cristian Calina.
4. The business keeps a record of its workers who drive on work-related matters which is reviewed to determine whether any particular workers require additional training to carry out their duties safely.
5. The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
6. The business has checked that its workers who drive on work-related matters know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their particular vehicles.
7. The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

Fire safety

1. A fire risk assessment of the premises was completed on 9 October 2015 by Robert - Cristian Calina.
2. There were no specific issues arising from the fire risk assessment requiring action or review.
3. The premises used by the business do not have gas appliances.
4. The business does not have a fire certificate in respect of its premises.
5. The workers know what to do in case of fire.
6. The workers are trained in how to raise a fire alarm and which extinguishers to use for different types of fires.

Asbestos

1. The business has not yet commissioned the preparation of a professionally produced Type 2 asbestos survey of its premises.

Repetitive tasks

1. The business involves repetitive tasks. Workers in the business rarely perform tasks requiring repetitive movements of the upper limbs for two hours or more per shift.
2. The business has begun and continues to consult its workers on the topic of repetitive tasks.
3. All equipment used in the business that could give rise to a repetitive injury conforms to a recognised ergonomic standard.
4. The business has ensured that no twisting or stretching is involved in the undertaking of repetitive tasks.
5. The business has determined that none of the repetitive tasks undertaken by workers involves the application of significant force.
6. The business has provided its workers with written information about the health risks from repetitive tasks.
7. The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes in every hour.
8. The business has checked to determine whether workers have any health problems and has made sure the repetitive tasks will not make them worse.
9. The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.
10. The business has ensured that all workers have been told to report injuries that may have been caused by repetitive tasks.
11. The business has appointed a person to check compliance with safety rules for repetitive tasks.
12. The name of the person responsible for compliance with safety rules in respect of repetitive tasks is Robert - Cristian Calina.

Hazardous materials

1. The business involves hazardous materials. Workers in the business work with or near hazardous substances on a daily basis.
2. The business has begun and continues to consult its workers on the topic of hazardous materials.
3. The business regularly checks the performance of safety equipment for hazardous substances.
4. The business has made an assessment to ensure that for all hazardous materials used, there are no less harmful substances available.
5. The business has made a record of all hazardous materials provided and everyone who might be exposed to them.
6. The business has trained its workers in the safe use of hazardous materials, including the use of safety equipment.
7. The business has protective equipment available at all times for hazardous materials.

8. The business has checked its workers for health problems or symptoms that can be made worse by hazardous materials.
9. The business has nearby facilities for washing off hazardous materials from the skin or eyes.
10. The business has ensured that all workers have been told to report injuries that may have been caused by hazardous materials.
11. The business has appointed a person to check compliance with safety rules for use of hazardous materials.
12. The name of the person responsible for compliance with safety rules in respect of hazardous materials is Robert - Cristian Calina.

Slips and trips

1. The business involves workers moving in or across areas where there is the potential for slips, trips and falls. Workers move in or across areas where there is the potential for slips, trips and falls on a daily basis.
2. The business has consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
3. The business provides the necessary equipment for tackling spills, wet and contaminated floors.
4. The business has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles.
5. The business does not provide safety footwear where required, free of charge and in consultation with its workforce.
6. The business has trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs.
7. The business has begun and continues to involve its workers in considering how floors will be used; the main types of contamination likely to find its way onto them; and whether floors are appropriate to the business and give good slip resistance.
8. The business ensures that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed.
9. The business has informed all workers of basic housekeeping methods for different jobs in different locations.
10. The business has been unable to organise work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces.
11. The business has ensured there is a competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards.
12. The competent person responsible for prevention of slips and trips is Robert - Cristian Calina.

Noise

1. The business involves excessive noise. Workers in the business work in a place where noise is excessive on a monthly basis.

2. The business has adequate expertise within its business to perform a noise risk assessment but plans to employ a professional noise consultant.
3. The business confirms that the noise levels within the business are below the limits set under the Control of Noise at Work Regulations 2005.

Vibrating equipment

1. The business involves vibrating equipment. Workers in the business use vibrating equipment on a weekly basis.
2. The business confirms that it has undertaken an assessment of the risk from vibration to the health and safety of its employees.
3. The business confirms that it is not reasonably practicable for the risk from the exposure of its employees to vibration to be eliminated at source. However, it also confirms that it has reduced exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures that are appropriate to the activity.
4. The business confirms that it has a regular maintenance programme for all vibrating tools to ensure they remain at the manufacturer's specification and avoid worsening vibration.
5. The business makes sure that all workers who use vibrating equipment have been trained in its safe use and are provided with written information on the health risks of vibrating equipment.
6. The business makes sure that any workers who already have health problems will not be made worse by using vibrating equipment.
7. The business makes sure that no worker who uses vibrating equipment has 'active trigger' times of more than one hour a day for hammer action or four hours a day for rotary or other actions.
8. The business makes sure that all workers who use vibrating equipment vary the tasks they do during their shift, to include tasks not using vibrating equipment.
9. The business makes sure that any worker using vibrating equipment is under regular health surveillance, supervised by a suitably qualified medical doctor.
10. The business has involved its workers in considering all the tasks they do that use vibrating equipment that could cause an injury, and how to reduce the chances of it happening.
11. The business has instructed all its workers who use vibrating equipment to report to the business any symptoms, such as numb or tingling fingers, whether this occurs at work or away from work, as soon as possible.
12. The business has identified a competent person who regularly checks for compliance with safety rules concerning vibrating tools.
13. The business has appointed Robert - Cristian Calina to take responsibility for ensuring compliance with safety rules concerning vibrating tools.

Display-screen equipment

1. The business involves the use of Display Screen Equipment (DSE). Workers in the business use computer screens, but for short periods only (less than one hour) without a break.
2. The business has worked through the HSE workstation checklist in respect of all of its computer workstations.

3. The business has concluded that none of its workers have a need for enhanced accessibility features on their workstation.
4. The business has notified all employees who habitually use display screen of their right to free eye tests.

Statement of Development - Approved: _____

Actions

Actions are set out below. Note that the specified time limits are given as latest dates. All actions should be commenced immediately and completed as soon as practically possible. Until some of the actions are completed, the business may be in breach of Health and Safety legislation and it (and in some cases individuals within the business) may incur criminal and/or civil liability:

1. The business needs to prepare a risk assessment in respect of young people by 08 November 2015.
2. The business needs to obtain the fire certificate in respect of its premises.
3. The business should ensure that it provides safety footwear where required, free of charge and in consultation with its workforce by 08 November 2015.
4. The business needs to organise work so that workers do not carry awkward or heavy loads across obstacles or slippery surfaces.
5. The business should commission the preparation of a professionally produced Type 2 asbestos survey of its premises by 07 January 2016.

Signed as being the position on 09 October 2015.

Robert - Cristian Calina

Croclean Ltd

PO Box 67389, London, N8 1EL