

## Health and Safety Risk Assessment & Policy

This is the statement of general policy and arrangements for: Therapy Box Ltd

Rebecca Bright, Director has overall and final responsibility for health and safety

Swapnil Gadgil, Director has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of	Name/Title Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Swapnil Gadgil, Director	Maintain a safe environment with rapid risk identification and repair. Log all incidents and monitor health and safety policy implementation.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Swapnil Gadgil, Director	Full training and induction program in place.
Engage and consult with employees on day-to-day health and safety conditions	Swapnil Gadgil, Director	Routine engagement and consultation in regards to health and safety in weekly and daily meetings with staff.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Swapnil Gadgil, Director	Emergency procedures in place. Evacuation process in place.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Swapnil Gadgil, Director	All equipment maintained to standards

Signed: Rebecca Bright

Date: 9 November 2015

Health & Safety Checklist:

Law	Location
Health and safety law poster is displayed	Kitchen
First-aid box	Kitchen
Accident book	Kitchen

**Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

Company name: Therapy Box Ltd.

Date of risk assessment: 9 November 2015

<b>What are the hazards</b>	<b>Who might be harmed and how</b>	<b>What are you already doing</b>	<b>Do you need to do anything else to control this risk</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Done</b>
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored	All areas well lit, including stairs.  Better housekeeping in staff kitchen needed, e.g. on spills. Arrange for loose carpet tile on second floor to be	All staff, supervisor to monitor Manager	From now on	Done

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