



TKW Health and Safety Policy

TKW Board of Directors (Alton Brown, Amanda Jewell, Graham Leigh, Jamie Jewell and Melissa Lewis-Brown) has overall and final responsibility for health and safety.

Statement of general policy	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure personnel are competent to do their work	Personnel given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety). We will ensure that suitable arrangements are in place to cover personnel engaged in work remote from the main site.
Engage and consult with personnel on day-to-day health and safety conditions	Personnel routinely consulted on health and safety matters as they arise but also formally considered at Directors meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain site and equipment, and ensure safe storage/use of substances	Toilets, washing facilities and drinking water provided for personnel. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

This policy will be reviewed if we think it might no longer be valid, e.g. if circumstances change.

Health and safety law poster is displayed at:	Reception
First-aid box is located:	Reception
Accident reporting forms are located:	Reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
<http://www.hse.gov.uk/riddor>