

# Health & Safety Policy & Procedures

School of Dough CIC, 16 Fore Street, St Dennis, PL26 8AF.

**Date Reviewed:** 17/12/2025

**Next Review Date:** 17/12/2026

**Review Cycle:** Reviewed annually or sooner if changes in delivery take place.

**Activity: Cooking Classes for Young People**

## 1. Introduction

School of Dough CIC is committed to ensuring the health, safety, and welfare of all young people, staff, volunteers, visitors, and contractors involved in our cooking classes. This policy outlines our responsibilities and the procedures in place to prevent accidents, manage risks, and ensure a safe learning environment.

This policy applies to:

- Youth participants
- Staff and volunteers
- Contractors, visitors, and parents/carers
- All locations where the CIC runs cooking sessions

## 2. Statement of Intent

We aim to:

- Provide a safe, clean, and well-maintained environment
- Identify and control hazards through effective risk assessments
- Ensure appropriate supervision during cooking activities
- Promote safe behaviour, hygiene, and food safety
- Provide training and guidance to staff and volunteers
- Record, report, and review all accidents, incidents, and near misses

**The CIC directors holds overall responsibility for implementing this policy; all staff and volunteers share responsibility for maintaining safe practices.**

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## 3. Roles and Responsibilities

### Directors

- Ensure this policy is implemented and reviewed annually
- Provide adequate training and equipment
- Ensure risk assessments are completed and updated
- Oversee incident reporting procedures

## Staff and Volunteers

- Follow all safety procedures and attend training
- Monitor young people closely during sessions
- Report hazards, incidents, and concerns immediately
- Use equipment safely and ensure it is properly cleaned and stored

## Young Participants

- Follow instructor guidance
- Use equipment safely
- Maintain good behaviour and hygiene

# 4. Risk Assessment Procedures

Risk assessments are required for:

- Cooking activities (use of knives, heat, food handling)
- Venue and equipment
- Lone working
- Fire safety
- Allergies and dietary requirements
- Behavioural or safeguarding risks

## Risk Assessment Process

1. **Identify hazards** — e.g., hot surfaces, sharp tools, slips, allergies
2. **Determine who might be harmed** — young people, staff, volunteers
3. **Evaluate risks & implement control measures**
4. **Record findings**
5. **Review regularly**, especially if activity or location changes

## Control Measures Include

- Supervision ratios appropriate for the age group
- Safe storage and handling of knives
- Clear marking of hot zones (e.g., stove areas)
- Hygiene procedures (handwashing, cleaning surfaces)
- Checking allergy and medical information before each session
- Ensuring a fully stocked first-aid kit on-site

# 5. Lone Working Policy

Lone working is not encouraged during youth sessions. There must always be **at least two adults** present.

However, lone working may occur during:

- Preparing the venue
- Cleaning up after sessions
- Administrative tasks

## Lone Working Controls

- Staff must inform a manager or colleague of their expected time in/out
- Carry a charged mobile phone at all times
- Do not complete hazardous tasks alone (e.g., moving heavy items, using large equipment)
- Lone workers should ensure doors are locked and access is controlled

# 6. Supervision of Young People

- Minimum recommended ratio: **1 adult to every 8–10 young people**, depending on age and needs
- At least one staff member must hold a recognised safeguarding qualification
- Young people must not be left unattended in the kitchen at any time
- Clear behavioural expectations must be communicated at the start of each session

# 7. Safe Use of Equipment

## Knives & Cutting Tools

- Only issued under supervision
- Knife skills taught before use
- Stored securely when not in use

## Heat Sources (Ovens, Hobs, Air Fryers)

- Staff to control ignition switches
- Hot trays and pans handled using protective mitts
- Young people must use heat only under direct supervision

## Electrical Appliances

- Checked before every session
- Any faulty equipment removed from use and reported

# 8. Food Hygiene and Allergies

## Food Hygiene Requirements

- Handwashing at start and after handling raw food
- Separate boards for raw and cooked items
- Proper fridge storage and temperature monitoring
- Cleaning surfaces before and after classes

## Allergies & Dietary Needs

- Collect allergy information before participants attend
- No sharing of personal food
- Staff must know how to use EpiPens if provided
- Clearly label ingredients during sessions

## 9. Fire Safety Procedures

- A working fire extinguisher and fire blanket must be accessible
- Evacuation routes must be explained at the start of every session
- No blocking fire exits
- Staff to check equipment is turned off after use

## 10. Accidents, Incidents & Near-Miss Reporting

### Immediate Steps

1. Ensure safety of all participants
2. Administer first aid (qualified staff only)
3. Contact emergency services if necessary
4. Inform parents/carers as soon as practical

### Recording Incidents

- All incidents recorded in the Incident/Accident Log
- Log must include:
  - Name of injured person
  - Date/time
  - Location
  - Description of incident
  - Treatment given
  - Witnesses
  - Follow-up actions

### Reporting Requirements

- Serious incidents must be reported to senior management
- RIDDOR reporting will be completed where legally required

## 11. Safeguarding Considerations

- All staff and volunteers must complete safeguarding training
- Any concerns must be reported following the CIC's Safeguarding Policy
- No staff member should ever be alone with a child out of sight of others

## 12. Training Requirements

All staff and volunteers must receive training in:

- Basic health & safety
- Food hygiene (Level 2 recommended)
- Fire safety
- First Aid (at least one person per session)
- Safeguarding children/young people

Records of training must be kept.

## **13. Review of Policy**

This policy will be:

- Reviewed annually
- Updated whenever legislation or activities change
- Communicated to all staff, volunteers, and relevant stakeholders