



School of Dough CIC

Health and Safety Policy

Effective Date: 01/11/2024

Review Date: 01/11/2025

1. Purpose

The purpose of this policy is to ensure the health, safety, and welfare of all individuals participating in activities organized by School of Dough CIC, including learners, staff, volunteers, and visitors. This policy outlines our commitment to providing a safe and healthy environment during all workshops, classes, and events.

2. Scope

This policy applies to:

- All staff and volunteers.
- children and young people attending workshops and classes.
- Visitors, including parents and guardians.
- All activities, equipment, and premises used by School of Dough CIC.

3. Responsibilities

3.1 Management Responsibilities:

- Ensure compliance with all relevant health and safety legislation.
- Provide staff and volunteers with appropriate training on health and safety procedures.
- Conduct regular risk assessments for workshops, equipment, and premises.
- Maintain an incident reporting system and investigate all accidents.
- Ensure first aid kits are accessible and appropriately stocked.

3.2 Staff and Volunteer Responsibilities:

- Follow all health and safety guidelines outlined in this policy.
- Report hazards, incidents, or unsafe practices to management immediately.
- Supervise learners to ensure safe behavior during workshops.
- Use equipment safely and ensure it is returned in good condition.

3.3 Student Responsibilities:

- Follow instructions provided by staff and volunteers.
- Use equipment safely and responsibly.
- Report any hazards or injuries immediately.

3.4 Parent/Guardian Responsibilities:

- Inform staff of any medical conditions, allergies, or special needs of their children.
- Ensure students arrive on time and are collected promptly.

4. Risk Management

- **Risk Assessments:** Conducted for all workshops, equipment, and premises to identify potential hazards and implement control measures.
- **Equipment Safety:** Regular checks and maintenance of all portable cooking equipment and tools. Unsafe equipment will be removed immediately.

- **Food Safety:** Adherence to food hygiene standards, including proper storage, preparation, and handling of ingredients.
- **Allergy Awareness:** Clear labeling of allergens in recipes and ensuring nut-free environments where applicable.

5. Emergency Procedures

- **First Aid:** At least one trained first aider will be present during workshops. First aid kits will be available at all times.
- **Emergency Contacts:** Maintain a list of emergency contacts for all students.
- **Fire Safety:** Ensure all participants are aware of fire evacuation routes and assembly points. Regular fire drills will be conducted.
- **Incident Reporting:** All incidents, accidents, or near-misses must be reported and logged in the incident report book.

6. Training and Communication

- **Staff and volunteers will receive training on health and safety procedures, including:**
 - Fire safety and evacuation.
 - First aid and incident reporting.
 - Safe use of equipment and tools.
- **Health and safety updates will be communicated regularly through staff meetings and training sessions.**

7. Monitoring and Review

- **This policy will be reviewed annually or after any significant incident to ensure its effectiveness.**
- **Feedback from staff, children, and parents will be considered during the review process.**

8. Contact Information

For any health and safety concerns, please contact:

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This Health and Safety Policy reflects our commitment to providing a secure and positive learning environment for everyone involved with School of Dough CIC.

Signed: *Francesco Rigolli*

Francesco Rigolli

Director

School of Dough CIC