

Health and safety policy

This is the statement of general policy and arrangements for: <u>Migrateful</u>		
Jess Thompson, Chief Executive		has overall and final responsibility for health and safety
Jess Thompson, Chief Executive		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	Facilitator	Risk assessment checklist run through an arrival at class premises
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Anne Conde, Operations Manager/Jess Thompson, Chief Executive	Health and safety issues and food safety covered as part of standard Migrateful chef training. All chefs must pass Food Hygiene Level 2 before they are able to work with the public. All facilitators must be first aid trained.
Engage and consult with employees on day-to-day health and safety conditions	Anne Conde, Operations Manager/Jess Thompson, Chief Executive	Opportunities to raise any issues or concerns are provided at weekly chef training sessions.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Facilitator	Fire exit routes checked as part of standard premises checks when facilitator goes to a premises for a class.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Anne Conde, Operations Manager	All electrical equipment visually inspected annually and tested by an electrician every two years.

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Leaflet distributed to all staff and volunteers as part of induction pack
First-aid box is located:	First aid box taken to all venues where classes are held as part of standard equipment pack. Main office also has first aid box.
Accident book is located:	At head office.

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

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Migrateful**

Date of risk assessment: **3rd April 2019**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Chefs and participants may be injured if they trip over objects or slip on spillages	Chefs clean up spillages immediately Remove trailing leads or cables and tape down with gaffer tape if necessary				
Manual handling (food in bulk bags or kitchen equipment)	Chefs and participants may suffer injuries such as strains and bruising from handling heavy objects	Ingredients bought in package sizes that are light enough for easy handling Kitchen equipment packed in suitably sized suitcase, with wheels Staff trained in how to lift safely				
Contact with steam, hot water, hot oil and hot surfaces	Chefs and participants may suffer scalding or burn injuries	Staff trained in risks of hot oils and release of steam Heat-resistant gloves/cloths/aprons provided Care taken to ensure that cooking stations are not overcrowded Care taken to ensure induction hobs are turned off when not in use				
Knives	Chefs and participants could suffer cuts from contact with blades	Chefs trained to handle knives Knives suitably stored when not in use Participants reminded about knives at start of class, and asked not to move around carrying them First-aid box provided in standard equipment Knives counted in and out before and after use				

Food handling	Frequent hand washing can cause skin damage. Some foods can cause some people to develop skin allergies	Where possible and sensible, staff use tools to handle food rather than hands Provide suitable hand cream (nut-free) for chefs, facilitators and volunteers to apply as necessary Provide non-latex gloves for volunteers doing washing up				
Food poisoning or sickness	Sickness, nausea, dehydration and loss of life	All chefs have appropriate food hygiene knowledge (Food Hygiene Level 2) Raw and cooked foods are kept separate at all times Food is heated to appropriate temperatures during cooking process Foods are stored at appropriate temperatures and in appropriate wrapping to avoid contamination				
Contact with cleaning and washing chemicals	Prolonged contact with water, particularly in combination with detergents, can cause skin damage	Dishwasher used where possible instead of washing up by hand As above, provide hand cream and gloves				
Allergies	Allergic reactions in participants, potentially leading to anaphylaxis and death	All participants are asked to specify allergies in advance which are passed on to chef and facilitator Head of Operations and chef to check through recipes together to ensure they are appropriate for participants				
Gas appliances	Chefs and participants could suffer serious injuries as a result of explosion/release of gas	Ask host where the main isolation tap is and how to turn supply off in an emergency				
Electrical	Chefs and participants could suffer serious injuries as a result of electric shock	Manager visually inspects electrical equipment once a year, and is competent to do so Migrateful electrical equipment inspected and tested by an electrician every two years Staff trained to check equipment before use and to look out for any defective plugs, discoloured sockets or damaged cable and equipment				
Fire	Chefs and participants could suffer serious injuries from burns or smoke inhalation	Fire exit route ascertained on arrival at host's house Route cleared of obstructions Fire blanket kept in standard Migrateful equipment Participants reminded of fire exit route in introductory talk Ensure cooking equipment is never left unattended when on Ensure all flammable items are kept separate to cooking equipment				

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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