



Health and Safety Policy

Get Cooking's health and safety policy objectives:

1. *Get Cooking (GC)* takes reasonable steps to provide safe and healthy conditions for customers, all workers, including volunteers, visitors and any others who may be affected by its activities.
2. GC ensures compliance with all relevant health and safety legislation.
3. GC accepts responsibility as an events organiser and will provide adequate resources.
4. GC accepts that health, safety and welfare are an integral part of all of its activities and takes steps to manage these.
5. GC expects all workers to co-operate in complying with legal obligations, take reasonable care of their own health and safety and have regard to the health and safety of others.
6. GC is committed to providing the necessary information, instruction and training to everyone, including customers where applicable.
7. GC is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances.

Delegation

The designated person taking overall responsibility for Health & Safety is:
Emily Carey, *Get Cooking* Director (EC), mobile tel 07595 510039. She will:

1. Ensure that a safety culture is evident throughout the organisation
2. Make day to day operational decisions
3. Ensure that all workers are aware of their responsibilities, including that they:
 - a) have the appropriate training such as First Aid and Food Safety
 - b) are familiar with the fire regulations and safe evacuation procedures
 - c) are aware of the hazards in the kitchen, familiar with the risk assessment and how we best manage all risks (see separate Risk Assessment document)
 - d) are aware of food safety rules at GC
 - e) are aware of the GC Health & Safety, Allergy, Safeguarding, Privacy, Equality and any other relevant Policies
 - f) are aware of the system for reporting accidents and incidents
4. Monitor the effectiveness of the system

Workers including volunteers

All workers will:

- Support the implementation of health and safety arrangements as required by health and safety legislation, including undertaking Food Safety training/induction as appropriate
- Take reasonable care of themselves, customers and others
- Make sure, as far as is reasonably practicable, that the work areas are safe
- Report any concerns, shortcomings or near accidents immediately to the designated person (EC)
- Read and comply with the Health & Safety Policy and all other relevant policies, practice and procedures, including Risk Assessment

Food Safety

Procedures will be in place for the safe handling, preparation and storage of food.

First Aid

The designated person (EC) will make sure that there is a First Aider at each class with training updated at regular intervals, and that the first aid kit's location is known by and accessible to all workers. The designated person (EC) is responsible for keeping the first aid kit's supplies up-to-date.

Accidents, potential accidents and incidents

Risk Assessment will be undertaken and documented on an ongoing basis. All accidents, no matter how minor, must be recorded in the accident book. Injuries and illness should be dealt with by the First Aider, and relevant parents or carers told.

In an emergency requiring urgent hospital admission: an ambulance should be called by dialling 999; parents or carers should be told immediately; a worker should accompany any minor, acting in loco parentis. The designated person (EC) holds all details of parents/carers.

Monitoring and review of policy

- The designated person (EC) will carry out an annual review of the health and safety policy to make sure that new regulations are followed and that the contents of policy remain valid.
- The input or feedback of customers, workers and members of the Board of Directors or external advisers will be sought, as appropriate.

Further information

For more information about any aspect of this policy or health and safety issues in general, please contact the designated person as above.

Other relevant documents include:

- Allergy Policy
- Equality Policy
- Data Privacy Policy
- Safeguarding Policy
- Risk Assessments
- Payment Terms & Conditions
- Welcome / Health & Safety form for *Get Cooking* customers