

# Health and Safety Policy

This is our statement of general policy and arrangements under the Health & Safety at Work Act 1974. Our commitment is to establish and maintain a safe and healthy environment for our staff and customers. Overall and final responsibility for Health and Safety is that of the Senior Management Team. Day to day responsibility for ensuring this policy is put into practice is delegated to the Site Manager.

Statement of general policy	Responsibility	Action/Arrangements
To develop a working environment that is safe, healthy and free of hazards	Senior Management Team  Day to day management by Site Manager	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy in place (this policy)</li> <li>• Food Safety Management Policy and Procedures in place (Primary Partnership Assured)</li> <li>• Risk Assessments in place and reviewed annually or if situation changes</li> <li>• Staff trained appropriately for the tasks they undertake – training recorded</li> </ul>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Senior Management Team  Day to day management by Site Manager	<ul style="list-style-type: none"> <li>• Risk assessments provided for all equipment and tasks</li> <li>• Food Safety System (HACCP) is Primary Partnership Assured</li> <li>• Staff trained appropriately for the tasks they undertake</li> <li>• Opening and closing checks are undertaken daily and recorded in the digital system food Safety System to ensure safety in the workplace</li> <li>• All accidents, food incidents and near misses are fully investigated by the manager on site and are recorded on the appropriate form in our digital system. This includes details of the incident, findings, outcomes and any remedial actions taken.</li> <li>• Management review accidents, incidents and near misses on a monthly basis</li> </ul>
To provide adequate training to ensure employees are competent to do their work	Site Manager	<ul style="list-style-type: none"> <li>• Ongoing staff training which is recorded</li> <li>• Kitchen staff are trained to a minimum of Level 2 Food Safety and Allergen Awareness</li> </ul>
We will identify hazards, evaluate risks, and implement control measures to reduce risks to the lowest reasonably practicable level. Risk Assessments will be reviewed regularly (min annually) and updated when significant changes occur.	Senior Management Team  Day to day management by Site Manager	<ul style="list-style-type: none"> <li>• Risk assessments completed with any action arising implemented and reviewed annually.</li> <li>• Staff trained on risk assessments and training is recorded in digital food safety system</li> <li>• HACCP - Food Safety System is in place and is Primary Partnership Assured – staff are trained in all areas of our HACCP</li> </ul>

Statement of general policy	Responsibility	Action/Arrangements
<p>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health</p> <p>Staff to co-operate with supervisors and managers on health &amp; safety matters and take reasonable care of their own and other health &amp; safety.</p>	<p>Site Manager and individual staff</p>	<ul style="list-style-type: none"> <li>All new staff receive company induction to include welfare information, site health and safety information (ie evacuation routes etc).</li> <li>Staff consulted on a regular basis and training refreshed annually</li> <li>Staff instructed on taking reasonable care for themselves and other relating to health and safety with ongoing training and adherence to risk assessments and work procedures</li> <li>Staff are trained to carry out their duties</li> </ul>
<p>To implement emergency procedures – evacuation in case of fire or other significant incident</p>	<p>Senior Management Team</p> <p>Day to day management by Site Manager</p>	<ul style="list-style-type: none"> <li>Staff trained in fire evacuation procedures and location of evacuation point</li> <li>Fire exits are kept clear of obstructions and fire risk assessment observed.</li> <li>Fire fighting equipment is provided and is serviced annually</li> <li>Emergency lights discharged annually</li> <li>Fire systems serviced six monthly</li> <li>Emergency lights checked monthly</li> <li>Fire call point activation weekly</li> <li>Fire drills every 6 months</li> </ul>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>Senior Management Team</p> <p>Day to day management by Site Manager</p>	<ul style="list-style-type: none"> <li>COSHH data sheets filed in chemical store. Staff trained.</li> <li>Personal Protective equipment (PPE) is provided.</li> <li>Kitchen equipment serviced on regular basis.</li> <li>PAT testing of portable electric appliances periodically</li> <li>Gas Safety Certificate issued annually – certificate held on file</li> <li>Ventilation ducts professionally cleaned min annually – certificate held on file</li> </ul>
<p>Health and safety law poster is displayed</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> <li>Poster displayed on site</li> </ul>
<p>First aid kit in place. Accidents are reported in our digital app. Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) of applicable</p>	<p>Senior Management Team</p> <p>Day to day management by Site Manager</p>	<ul style="list-style-type: none"> <li>First aid box situated in the kitchen</li> <li>Accidents and food incidents are recorded directly into our digital app where the completed reports are available.</li> <li>All accidents, food incidents and near misses are fully investigated by the manager on site and are recorded on the appropriate form in our digital system. This includes details of the incident, findings, outcomes and any remedial actions taken.</li> <li>All applicable accidents/incidents are reported under RIDDOR</li> </ul>