

Health and safety policy – Food preparation / kitchen safety

This is the statement of general policy and arrangements for: Rural Enterprise Centre CIC

Overall and final responsibility for health and safety is that of: Heather Wilson

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: As Above

Rural Enterprises CIC

Green Acres Rural Enterprise Centre

**CIC Rural Enterprise Centre
01327 703313**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Heather Wilson Rural Enterprise Centre Manager	To Ensure that all visitors to the centre are made aware of the on site procedures in relation to the site itself and the surrounding areas i.e. Farm land animals etc
To provide adequate training to ensure employees are competent to do their work.	Heather Wilson Rural Enterprise Centre Manager	All paid staff and volunteers will have an induction tour of the site which will include the fire procedure
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	As Above	To ensure that the space that is occupied by staff/volunteers and young people is warm and comfortable as possible that there is access to a sink area all refreshments are kept in a fridge
To implement emergency procedures – evacuation in case of fire or other significant incident.	As Above	Fire procedure will be displayed in the office and the main entrance area
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	H Wilson and Farm owner	All dangerous substances will be stored safely outside the centre including any farm machinery with the cooperation of the land owner


Health and safety law poster is displayed:			
First-aid box and accident book are located:			
Accidents and ill health at work reported under RIDDOR:	First Aid box located in the office with accident book for reporting all incidents and accidents		
Signed: (Employer) Heather Wilson		Date:	1/11/25
Subject to review, monitoring and revision by: CIC Rural Enterprise		Every:	12 months months or sooner if work activity changes

Health and Safety

Kitchen rules and behaviour (safe working practice)

- Main risk when people do not know or understand how to use something correctly – if not sure always ask
- Students must follow all instructions
- Children are reminded of safe behaviour prior to session
- Knives are used by all age groups but are shown how to hold them safely. Knives must not be pointed or serrated and must be stored securely, and counted at the end of each working session.
- Ensure pupils are told to wash their hands
- Separate chopping boards and utensils should be used for raw and cooked foods

Food preparation - Health and Safety

Hazards	Risk control measures	Risk rating
Hot surfaces liquids / Burns, scalds	Lifting lids off pans & kettles, moving hot tins, dishes and water. <ul style="list-style-type: none"> • Adequate supervision and safe working procedures in place • Position pan handles not to overhang the edge of the cooker • Ensure adequate space is available around the ovens at all times when handling hot items. 	L
Sharp equipment / Cuts	Controlled storage and use of knives. <ul style="list-style-type: none"> • Pupils taught correct techniques for use of knives and use under supervision. • Knives are kept sharp as blunt knives can cause serious injuries. • Wash separately do not leave in sink 	L 
Slippery floors / Slips and trips	No obstacles in walkways and regular cleaning of floors <ul style="list-style-type: none"> • Prompt maintenance of defects • Spillages should be dealt with immediately. • Paper towels to be used on small areas of water-based contamination. • Ensure good housekeeping and that any spills / food debris are cleared up immediately. 	M
Use of cookers (Electric / gas) Electric shock Fire, explosion	Electrical equipment is subject to regular safety inspection and test ('PAT testing') <ul style="list-style-type: none"> • Gas equipment is under planned maintenance • A gas isolation valve should be available to isolate the gas supply when not in use. • Children must be supervised at all times. • Ovens for food preparation not to be used for other purposes e.g. heating plastics. • Fire blanket kept in the area and staff should know how to use it. • Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. • There should be no wall displays, pin boards etc in the close vicinity 	M

Food poisoning Poor standards of hygiene Incorrect storage of food)	Personal hygiene <ul style="list-style-type: none"> • Pupils taught the need for personal hygiene. Staff and pupils to wash hands before handling food and after visits to the toilet. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings. • Tie back long hair. • Aprons hygienically maintained Storage <ul style="list-style-type: none"> • Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained • Only small quantities of food should be stored, and correct stock rotation should be ensured. • “Use by” and “best before” dates should be checked. • Food stored in suitable containers. (covered / protected from contamination) • Foods appropriately covered / wrapped and stored prior to taking home. Pupils provided with instruction on safe storage / consumption. Food handling <ul style="list-style-type: none"> • High risk / raw foods kept apart at all times • Separate chopping boards and utensils used for raw and cooked foods. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. Cleaning <ul style="list-style-type: none"> • Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Adequate rubbish bins for waste food and they must be emptied daily. 	M
Pupils with food allergies Inadvertent contact Staff not aware of pupil"s allergies	All staff/volunteers are made aware of pupils who are sensitive to foods and food additives. • Staff should be aware of ingredients/food additives present in foodstuffs.	H

Signed: (Employer) <i>Heather Wilson</i>		Date:	1/11/25	
Subject to review, monitoring and revision by: CIC Rural Enterprise		Every:	12 months	months or sooner if work activity changes