

# The Bread Kitchen C.I.C.



## Health & Safety Policy

In accordance with the Health and Safety at Work etc. Act 1974

---

### 1. General Statement of Policy

The Bread Kitchen C.I.C. is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, learners, volunteers, visitors, contractors and all others who may be affected by its activities.

We will comply with all relevant health and safety legislation.

We will ensure:

- Safe systems of work across all activities including food preparation, gardening and animal care
- Safe handling, storage and use of hazardous substances and medications
- Appropriate supervision, particularly for young and vulnerable learners
- Suitable training and risk assessments for all practical activities

**Next review date: January 2027**

---

### 2. Organisation and Responsibilities

#### 2.1 Directors / Senior Management

The Directors have overall responsibility for health and safety and will:

- Ensure compliance with all relevant legislation
  - Ensure risk assessments are completed and reviewed regularly
  - Allocate sufficient resources
  - Promote a positive health and safety culture
  - Ensure safeguarding measures are in place
-

## **2.2 Managers / Coordinators**

Managers and coordinators will:

- Implement this policy
  - Ensure risk assessments are carried out
  - Provide appropriate supervision
  - Ensure reporting and investigation of incidents
  - Ensure PPE is available and used
- 

## **2.3 Employees and Volunteers**

All employees and volunteers must:

- Take reasonable care of their own health and safety and others
  - Follow safety procedures
  - Use equipment and PPE correctly
  - Report hazards, accidents and near misses
  - Not misuse safety equipment
- 

## **2.4 Learners**

Learners must:

- Follow instructions
  - Take reasonable care of themselves and others
  - Report hazards
- 

## **2.5 Visitors and Contractors**

Visitors and contractors must:

- Follow site rules
- Take reasonable care
- Report hazards or incidents

Staff must ensure visitors are aware of emergency procedures.

---

## **3. Arrangements**

### **3.1 Risk Assessments**

Risk assessments will cover:

- Kitchen and food production
- Gardening and outdoor work
- Animal handling and care

Assessments will be reviewed regularly.

---

### **3.2 Working with Animals**

We will:

- Carry out specific risk assessments
  - Ensure animals are suitable and supervised
  - Provide training in safe handling
  - Maintain hygiene to reduce disease risk
  - Provide handwashing facilities
  - Supervise learners at all times
  - Maintain clean and safe animal areas
- 

### **3.3 Gardening and Outdoor Activities**

We will:

- Risk assess all activities
  - Provide training in tool use
  - Provide appropriate PPE
  - Monitor weather conditions
  - Ensure safe manual handling
  - Manage risks from tools, terrain and biological hazards
- 

### **3.4 Storage and Use of Chemicals (COSHH)**

We will:

- Risk assess all hazardous substances
- Store chemicals securely and clearly labelled
- Keep hazardous substances locked where appropriate
- Maintain Safety Data Sheets

- Train staff and learners
  - Provide PPE
  - Dispose of substances safely
- 

### **3.5 Storage and Administration of Medication**

We will:

- Store medication securely (locked cabinets/fridges where required)
  - Maintain clear records
  - Ensure only trained staff administer medication
  - Clearly label all medication
  - Risk assess administration to learners
  - Store veterinary medicines separately
- 

### **3.6 First Aid**

- Adequate first aid provision will be maintained
  - First aid kits will be available in all activity areas
  - All incidents must be recorded
- 

### **3.7 Infection Control and Hygiene**

We will:

- Provide handwashing facilities
  - Enforce hygiene procedures
  - Control cross-contamination risks
  - Use PPE where required
- 

### **3.8 Fire and Emergency Procedures**

We will:

- Maintain fire risk assessments
  - Display evacuation procedures
  - Conduct fire drills
- 

### **3.9 Equipment and Tools**

All tools and equipment will be:

- Regularly inspected
  - Properly maintained
  - Used only by trained individuals
- 

### 3.10 Training and Supervision

We will provide training in:

- Animal handling
- Gardening and tool use
- Chemical safety

Additional supervision will be provided where required.

---

## 4. Monitoring and Review

- The policy will be reviewed annually or after significant changes
  - Regular inspections will be carried out
- 

## 5. Contact Information

### Directors:

Mike Smith-Clare

Catherine Cordiner-Achenbach

Email: [office@thebreadkitchen.org.uk](mailto:office@thebreadkitchen.org.uk)

---

## 6. Signatures

Signed: \_\_\_\_\_ *C. Cordiner-Achenbach* \_\_\_\_\_

Name: Catherine Cordiner-Achenbach

Date: \_\_ 01/04/26 \_\_\_\_\_

Signed: \_\_\_\_\_ *M. Smith-Clare* \_\_\_\_\_

Name: Mike Smith-Clare

Date: \_\_\_\_\_ 01/04/26 \_\_\_\_\_