



Health & Safety Policy

Last Updated: 2 April 2025

Policy Scope

FEAST With Us (hereby referred to as FEAST) is committed to meeting in full our duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, volunteers, contractors, and members of the public. FEAST complies with the Workplace (Health, Safety and Welfare) Regulations 1992 alongside the Health and Safety at Work Act of 1974.

Our employees are a key resource and their commitment to our service users is an essential cornerstone of our operations. Our commitment to their health and safety is recognised by this policy.

FEAST will provide the training, assistance, and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

The health, safety, and welfare of all employees and other users of our services is one of our prime objectives and as such is incorporated into our training policy.

Health, safety, and welfare will, so far as is reasonably practicable, take precedence over all other objectives. We are committed to meeting all health and safety requirements specified in law and to further demonstrate our commitment by adopting codes of practice and industry best practice as appropriate to ensure a safe environment for our employees, volunteers, contractors, and members of the public.

This policy reaffirms our commitment to provide the appropriate level of resources in terms of labour and finance to ensure compliance with our duty in terms of health and safety at work. We are also committed to liaise fully with other professional bodies as relevant regarding health and safety. FEAST is wholly committed to providing the resources necessary to ensure a high standard of safety.

Application of Policy

This policy should be read in conjunction with other relevant policies.

The CEO has overall and final responsibility for health and safety.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Operations Manager. The Operations Manager will:

- Advise the CEO of any matter of concern and the resources needed to meet Health and Safety requirements.
- Ensure that risk assessments are carried out on working practices, before they start if possible, and to ensure they are reviewed should there be a change in any factor affecting the risk.
- Ensure that all employees, volunteers, and contractors are informed, trained, supervised, or otherwise instructed in matters of Health and Safety, fire precautions and other emergency procedures.
- Investigate all accidents and incidents to employees, volunteers, visitors, or guests, reporting all details in the accident and incident log and having reviewed the cause, make necessary provision to prevent a recurrence.
- Ensure that all contractors working for the charity are acquainted with the Health and Safety organisation and arrangements as it will affect them.
- Ensure that all contractors are provided with, or have brought with them, the necessary protective and safety equipment conducive with ensuring their and other's Health and Safety.
- Ensure that employees, contractors and volunteers are provided with updates and amendments of the policy, its organisation, and arrangements.
- Organise and properly document periodic employee consultation meetings.

All employees, contractors and volunteers will:

- Take reasonable care of their own Health and Safety and of others who may be affected by their acts or omissions at work, and co-operate with their Manager, FEAST chef, session facilitator, or venue service manager (as appropriate) so far as is necessary to enable us to fulfil or comply with any duty or requirement under the Health and Safety Act.
- Report any situation that they consider to be a serious or imminent danger to their manager, FEAST chef, session facilitator, or service manager (as appropriate) (electrical faults, problems with safety equipment, fire doors jamming, lights not working in escape route etc).
- Report all accidents, incidents, and damage, whether persons have been injured, to their Manager, FEAST chef, session facilitator, or service manager (as appropriate) or in their absence to the Operations Manager and CEO directly as soon as possible.
- Report to their manager, FEAST chef, session facilitator, or service manager (as appropriate) any perceived shortcomings in the Health and Safety arrangements.

- Not intentionally or recklessly interfere with or misuse anything provided by the charity that is necessary to comply with provisions of the Health and Safety or other Acts (safety equipment, fire alarms, extinguishers etc). Any such actions will be considered a serious disciplinary offence and action taken accordingly.
 - Familiarise themselves with and acknowledge via email (to show you understand the contents) the following documents:
 - Induction pack - general rules and instructions, fire procedures and, regulations.
 - Job description.
 - Employee's duties.
 - Health and Safety Policy.
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Risk Assessments

Risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change, risk assessments shall be reviewed. Risk assessments shall be the joint responsibility of the Operations Manager and Kitchen Coordinator.

The Operations Manager will be responsible for ensuring the action required is implemented and that the implemented actions have removed/reduced the risks.

All current assessments will be reviewed by the Operations Manager annually or if there are changes to the practice, substances, equipment, or personnel involved.

Before a new activity is permitted an assessment will be carried out and all uncontrolled areas eliminated or controlled.

Training

Staff, Contractors and Volunteers shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. Training provided to Staff and Volunteers includes but is not limited to:

- COSHH
- Food safety level 2
- Risk Assessment
- Manual Handling
- Safeguarding Adults

Training in Health and Safety Matters will be co-ordinated and supervised by the Operations Manager who will, in collaboration with the CEO and Board of Trustees, identify training needs and necessary provision using facilities deemed appropriate.

All new employees and volunteers will be provided with induction training and any other matters specific to their employment. In undergoing the training, they will be provided with a copy of relevant risk assessments and advised of likely hazards and controls in place.

All employees, contractors and volunteers should from time to time be tested to ensure that instructions are understood.

Training records are stored in each staff members relevant HR folder on OneDrive and in the training section on their Breathe HR profile.

Fire Safety

FEAST works with the Service/Venue Manager of each partner venue to ensure adequate fire safety procedures are in place. Each Service Manager/Venue Lead is responsible for fire safety at their respective venue.

The location of fire exits, and fire equipment will be clearly displayed in each venue kitchen. As part of any risk assessment conducted in a venue kitchen, FEAST staff will ensure that signage for fire emergency will be visible.

FEAST will ensure that all staff and volunteers are aware of all procedures which must be followed in the event of a fire.

Fire drills and alarm tests are the responsibility of our venue partners. FEAST assumes that these are maintained at appropriate intervals.

First Aid

FEAST shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and reported to the appropriate bodies/persons.

Each venue kitchen is required to have a fully equipped first aid box. This is the responsibility of the Service/Venue Manager to maintain. If FEAST employees or volunteers note a need to top up equipment/items, this should be communicated to the Service / Venue Manager at the relevant venue. If this is not actioned in good time, the FEAST employee or volunteer should communicate with the Operations Manager or Kitchen Coordinator for them to follow up the need for equipment.

The designated person responsible for first aid will be displayed in each relevant venue. No untrained persons are to administer first aid except where nominated individuals are absent. No treatments are to be administered, First Aid only, i.e. no painkillers, tablets, eye ointments, creams, or lotions. All First Aid given is to be recorded in the accident and incident register.

Communicable Diseases

FEAST will ensure that all working environments for Staff and Volunteers are kept properly cleaned and ventilated.

Staff are reminded to regularly wash hands and maintain good standards of hygiene, as laid out in the food safety and hygiene policy, in order to minimise the spread of communicable diseases. In the event of a public health emergency, FEAST shall adjust working conditions accordingly and take appropriate advice from both government bodies and out venue partners.

All matters relating to the prevention of communicable diseases and any public health emergencies shall be the responsibility of the Operations Manager.

Screens & Computers

All Staff who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take breaks.
- Shall receive training and information to reduce the risks posed by regular use of screens.
- Are entitled to self-assess their homes or places of work in order to reduce any risks which may be present.
- Are entitled to provisions that make their place of work more comfortable.

Suggested items can be found the home risk assessment on MS OneDrive/Business Operations/ Risk Management.

Equipment & Machinery

Maintenance of equipment and machinery is the responsibility of the respective Service / Venue Managers. If employees, contractors or volunteers note a malfunction in equipment this should be communicated with the Service / Venue Manager to repair or replace. Malfunctions should also be communicated to the Operations Manager so they can be incorporated into the risk assessment for the relevant venue.

FEAST is responsible for the maintenance of equipment that it owns, such as:

- Food processors
- Knives
- Chopping boards
- Small electrical appliances

This list is illustrative and not exhaustive.

Monitoring

Monitoring of our working conditions to ensure safe working practices are being followed will be through:

- Routine weekly checks.
- Monthly check list.
- Accident/incident log.
- Risk assessment (by the Operations Manager).

The Operations Manager is responsible for investigating accidents and work-related causes of sickness absences. The CEO is responsible for acting on investigation findings to prevent a recurrence.

Contacting Us

If you have any questions about this policy, please contact us at info@feastwithus.org.uk.

Reviewed and approved on 2 April 2025 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess
Chair of the Board of Trustees

FEAST With Us, Registered Charity in England and Wales
Charity Number: 1172884
Address: 2A, The Quadrant, Epsom, KT17 4RH