



Auntie's Cookery Academy

Health & Safety Policy and Procedure

Why this matters

At Auntie's Cookery Academy, we're here to empower vulnerable young people (aged 18–25) with the tools, confidence and skills they need to thrive — in kitchens, in work, and in life. That only works if people feel safe.

So we take health and safety seriously. Not just ticking-the-box serious, but properly considered, consistently acted on, and regularly reviewed.

This policy sets out how we create and maintain a physically and emotionally safe environment — across all of our spaces, from our cookery sessions to our social enterprise.

It's everyone's responsibility. But it's our job to lead.

Who this applies to

This policy is for anyone involved in our work, including:

- young people enrolled on our programmes
- staff, instructors and tutors
- volunteers helping out on sessions or events
- suppliers, contractors, and other professionals working with us
- visitors

Everyone deserves to feel safe, included, and looked after — and that means paying attention to diverse needs, barriers and experiences.

Our guiding principles

- **Prevention:** We act early, identifying risks before they become problems and putting sensible, practical steps in place to prevent harm.
- **Proportionality:** We don't overcomplicate — our approach is based on realistic, appropriate responses to the risks at hand.



- **Responsibility and accountability:** Everyone plays a part, but leaders make sure the framework is clear and robust.
 - **Continuous improvement:** We're always learning and adapting. If something's not working, we change it.
 - **Empowerment and participation:** Learners, staff and volunteers are encouraged to share concerns, ask questions, and help shape safer ways of working.
 - **Partnership:** We collaborate with landlords, local authorities and others to make sure safety systems work well across shared or mobile sites.
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Who's responsible for what

Leadership (e.g. board or senior team):

- Sets the tone and ensures safety is built into our culture
- Allocates resources (time, people, money) to get this right
- Approves and reviews this policy each year
- Seeks external advice when needed

Programme Managers and Supervisors:

- Lead on day-to-day safety across kitchens, the Food Truck and other spaces
- Carry out and regularly review risk assessments
- Provide relevant info, training and support for learners, staff and volunteers
- Make sure all equipment is safe and well looked after
- Respond to and follow up on any incident reports

All staff, volunteers and learners:

- Take reasonable care for their own safety and that of others
 - Follow guidance, instructions and training
 - Speak up if something seems unsafe — or if an incident happens
 - Help us build a culture of care, awareness and responsibility
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How we keep people safe

Risk assessments

Approval Date	29.10.25
Next Review Due	29.10.26
Version Number	1.0



- All spaces and activities are risk assessed properly
- Hazards are reviewed regularly and action is taken promptly
- We update assessments when something changes or if an incident occurs
- We pay particular attention to higher-risk areas like kitchen equipment, fire safety, and working with heat or sharp tools
- Individual needs - including disabilities, health conditions, allergies, neurodiversity, or mental health concerns — are identified early. Where appropriate, an Individual Safety Plan (ISP) is created collaboratively with the individual, outlining adjustments and measures to reduce risk and support full inclusion.
- We work with learners to understand their own safety needs and involve them in planning where appropriate

Training and support

- Everyone gets a clear and friendly induction
- Practical training covers safe food handling, equipment use, fire safety and more
- We adapt training methods where needed — whether that's visual guides, slower pacing, or one-to-one support — so that everyone has a fair and equal chance to learn safely
- Allergen awareness, cross-contamination risks and hygiene are covered clearly and practically
- We keep a log of all training — and check that people feel confident and ready

Equipment and substances

- All tools, appliances, and vehicles are maintained and checked
- Cleaning materials and other hazardous items are labelled, stored and handled safely
- PPE like aprons, oven gloves and non-slip shoes are provided and expected where needed
- We make sure equipment and kitchen layout remain as accessible as possible — and will adapt tools, space or routines to suit physical access needs
Learners are supported to use high-risk equipment safely — and only when they feel ready. There is further information in our Risk Management policy.

Food safety, hygiene and allergens

- We follow national guidance and best practice at every stage — prep, cooking, serving and cleaning
- Temperature checks, cleaning routines and hygiene training are part of everyday practice
- All allergens in ingredients or meals are clearly identified, logged and communicated



- We never assume — separate prep areas, tools or ingredients are used where needed to avoid cross-contact
- All surfaces, equipment, and utensils are cleaned and sanitised thoroughly according to a set schedule. Cleaning is recorded in daily, weekly, and monthly hygiene logs, which are checked and signed off to ensure consistent standards of safety and compliance.

First aid and emergency action

- First aid kits are always stocked and accessible
- There are trained first aiders at every site
- Everyone knows what to do in an emergency — and we run regular drills
- Learners' emergency medical info is stored securely and shared appropriately with key staff
- Any incident (no matter how small) is logged and followed up

Our spaces

- Kitchens, offices and other managed areas are kept clean, safe and well organised
- Fire exits are clear and electrical systems are tested
- Walkways are free from trip hazards and lighting is checked
- We aim to reduce sensory overload where possible — things like noise, smells, and flashing lights are monitored, especially during high-stress activities
- Quiet spaces or breaks can be built into sessions for those who need them

Wellbeing is safety too

- Mental health and emotional wellbeing matter as much as physical hazards
- We create a culture where people feel able to speak up if something isn't working for them
- Staff are trained to recognise and respond to emotional distress or challenging behaviour
- We listen carefully to neurodiverse learners and adapt approaches to suit different communication styles, processing needs or focus levels
- Our wider support systems (including safeguarding and SEND practices) are available in our other policies.

If something goes wrong



All accidents, near misses or unsafe conditions should be reported as soon as possible — ideally the same day — to the supervisor or safety lead.

We'll:

- complete a clear incident form
- investigate thoroughly
- learn from it and update our systems

Reviewing this policy

This policy will be reviewed **at least once every 12 months**, or sooner if:

- Relevant laws, regulations, or guidance change;
- A serious incident, complaint, or near miss occurs;
- Feedback from learners, staff, or partners suggests improvements; or
- Operational changes make an update necessary.

This includes review following any significant accident, risk assessment update, or inspection.

Signed: _____

Name: Emily-Jane Dale

Job Title: CEO and Chair

Date: 29th October 2025