Health and safety policy

This is the statement of general policy and arrangements for:	**Fresh Connection Ltd (Name of company)**	
Overall and final responsibility for health and safety is that of:	**William Pouget (Name of employer)**	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Natacha Cirou**	
Statement of general policy	**Responsibility of: Name/Title**	**Action/Arrangements (customise to meet your own situation)**
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	William Pouget General Manager	All Staff present at the event have had a minimum of Level 2 Food Safety through Oxford City Council. All staff supervised by William Pouget (level 3 Food Safety & Hygiene trained)
To provide adequate training to ensure employees are competent to do their work.	Natacha Cirou Operations Manager	Training Records kept and reviewed every 4 weeks.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Natacha Cirou Operations Manager	Staff needed to sign an induction form at the start of the event.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety.	William Pouget General Manager	Emergency discussed with Staff members at the beginning of the event.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	William Pouget General Manager	Working conditions of equipment checked before each event. All electrical equipment PAT tested. All gas bottles supplied with Safety certificates from hired company.
Statement of general policy	**Responsibility of: Name/Title**	**Action/Arrangements**
To apply this policy to all our sites and activities.	Natacha Cirou Operations Manager	This policy covers Vaults & Garden Café (2 King Edward Street), MRB/Glasshouse, Salsas del Sol, Alpha Bar, the production kitchen, deliveries, and all off-site events and catering at client venues. Each site has a named site manager.
To make clear who is responsible for health and safety at each site and on each shift.	Andrey Afanasjevs / Executive Chef	SIte Managers designated per site. Event lead for each event: named on the event sheet. All employees must take reasonable care of themselves and others, follow training and report hazards, accidents and near misses to their manager.
To sign, date and review this policy at least every 12 months, or sooner if work activity changes.	Natacha Cirou Operations Manager	
To display the health and safety law poster, or give each worker the leaflet.	Andrey Afanasjevs / Executive Chef	Current HSE 'Health and safety law' poster displayed at each site (staff area/kitchen)
To carry out and record risk assessments for each site, the production kitchen and each event, and act on the findings.	William Pouget General Manager	Written risk assessments held for each site, production kitchen, deliveries and each event/venue. Significant findings recorded and shared with staff. Reviewed yearly, after an accident, or when work, equipment or venue changes

To get competent health and safety advice when we need it.	William Pouget General Manager	Competent health and safety advice provided by: [name / external adviser / Primary Authority / Oxford City Council].
To have a written fire risk assessment for each site and follow the venue's fire procedures at events.	William Pouget General Manager	Fire risk assessment for each site reviewed yearly. Fire alarm tested and logged, extinguishers serviced, escape routes and fire doors kept clear, fire drills held and recorded, fire marshals named per shift. At events: venue fire procedures, exits and assembly point confirmed with the venue and briefed to staff before service. Fire blanket and suitable extinguisher at every cooking station.
To provide adequate first-aid cover at every site and event.	Andrey Afanasjevs / Executive Chef	First-aid needs assessment done for each site and for events. Trained first-aider or appointed person on every shift. First-aid kit at each site and in each event kit, contents checked monthly (incl. blue detectable plasters and burns dressings). Location of kits and first-aiders shown on the staff noticeboard.
To record all accidents and near misses.	All trained Managers	Accident book kept at all locations, using our JOLT APP recoridng system; event lead records event accidents and passes them to Natacha Cirou within 24 hours. Records stored securely (GDPR) and reviewed monthly for trends.
To control the risks from cleaning chemicals and other hazardous substances.	All trained Managers	COSHH assessments and safety data sheets held for all chemicals (oven cleaner, degreaser, descaler, dishwasher and sanitiser products). Chemicals stored away from food in labelled original containers. Gloves/eye protection provided. Staff trained.
To make sure all gas appliances are safe, installed and maintained by Gas Safe registered engineers.	William Pouget - General manager	Fixed gas appliances at each site serviced and safety-checked by a Gas Safe registered engineer at least yearly; certificates kept. Extraction/ventilation working and interlocked to gas supply where fitted. LPG cylinders at events stored upright, outdoors or ventilated, away from heat, hoses and regulators checked before use. Staff know where the gas isolation valve is and what to do if they smell gas or suspect carbon monoxide.
To keep electrical equipment and installations safe.	Andrey Afanasjevs / Executive Chef	Staff do a visual check of plugs and cables before use and report damage. Portable equipment inspected/tested on a risk-based schedule and logged. Fixed electrical installation at each site inspected (EICR) by a qualified electrician. At events, venue power supply and cable routes agreed with the venue; no daisy-chaining extension leads.
To make sure kitchen equipment is suitable, safely used and maintained.	Andrey Afanasjevs / Executive Chef	Slicers, mixers, blenders, fryers, ovens, dishwashers and coffee machines are maintained and serviced (log kept), guards in place, and used only by trained staff. Knife safety training given. Dangerous machines (e.g. slicers) not cleaned or used by anyone under 18 unless trained and supervised.
To reduce the risk of injury from lifting and carrying.	All trained Managers	Manual handling risk assessed for deliveries, kegs, stock, event equipment and vehicle loading. Trolleys and sack trucks provided. Heavy items split or team-lifted. Staff trained at induction.
To prevent slips, trips and falls.	All trained Managers	Spills cleaned up straight away, 'wet floor' signs used, suitable slip-resistant footwear worn by kitchen staff, floors and mats kept in good repair, walkways kept clear, cables at events covered or taped down.

To prevent burns and scalds.	All trained Managers	Fryer oil changed and filtered only when cool, following the manufacturer's instructions. Oven gloves provided. Hot water urns and hot-holding units placed securely and away from guests. Staff trained in first aid for burns.
To provide personal protective equipment where risks cannot be controlled any other way.	Andrey Afanasjevs / Executive Chef	PPE provided free of charge: gloves, aprons, oven gloves, eye protection for chemicals, slip-resistant footwear policy. Staff trained in use; PPE replaced when worn.
To keep deliveries and event transport safe.	Natacha Cirou Operations Manager	Drivers hold a valid licence (checked yearly) and the vehicle is insured for business use. Vehicles checked before each journey. Loads secured (straps, crates, hot boxes) and not overloaded. Safe loading/unloading area agreed with each venue. No phone use while driving.
To plan every off-site event safely with the client and venue.	Natacha Cirou Operations Manager	Event risk assessment completed for each event, with a site visit or venue information pack (e.g. university venues, the Museum). Venue's emergency procedures, power, water, access and loading times confirmed. Safe set-up and breakdown of tents/gazebos, tables and equipment (weighted or anchored for weather). Hot food held at 63°C or above and checked/recorded. Handwash station available. Event lead named on the event sheet.
To make sure contractors and hired equipment are safe.	Natacha Cirou Operations Manager	Contractors (gas, electrical, refrigeration, extraction cleaning, pest control) checked for competence and insurance before work, signed in and told about site risks. Hired equipment (gas bottles, marquees, generators) comes with safety certificates; copies kept.
To protect staff who work alone.	Natacha Cirou Operations Manager	Lone working risk assessed (opening/closing, early production shifts at Stanley Road, solo deliveries). Staff check in with [name] at start and finish; mobile phone carried; no cash handling alone after dark.
To follow our food safety management system based on HACCP principles (see Food Safety Policy).	Andrey Afanasjevs / Executive Chef	Food safety management system (HACCP / Safer Food Better Business) in place at each site and for events. Daily fridge, hot-hold, cooking and delivery temperatures recorded. Cold food kept at 8°C or below and hot food at 63°C or above. Cleaning schedules and pest control in place.
To manage allergens and give accurate allergen information to customers and clients.	Andrey Afanasjevs / Executive Chef	Allergen matrix for all 14 allergens kept for every dish and event menu. Prepacked for direct sale (PPDS) food labelled with name and full ingredients with allergens emphasised (Natasha's Law). Allergen information supplied to event clients in advance and at the buffet. Staff trained in allergen awareness.

Health and safety law poster is displayed:	Yes
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	First-Aid Box stored at all locations and managed by Andrey Afanasjevs (Executive Chef)

Signed: (Employer)		Date: 10.02.2026
Subject to review, monitoring and revision by:	Natacha Cirou	Every: every year

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.

Combined risk assessment and policy template published by the Health and Safety Executive 09/09