



ROYAL ACADEMY OF CULINARY ARTS ADOPT A SCHOOL TRUST HEALTH AND SAFETY POLICY AND PROCEDURES

1. DESCRIPTION OF ACTIVITIES

- 1.1. The Adopt a School Trust is the Royal Academy of Culinary Arts' charitable long term project. Launched in 1990 the project is intended to introduce children to 'real' food by teaching them how to taste and appreciate the joys of good food. Since the early days the project has widened from concentrating on the 8-11 olds to include the complete age range of school children as far as the GCSE stage.
- 1.2. The project works in a number of ways :
 - i. Chefs/hospitality professionals will 'adopt' a school and go into the school for practical workshops, which includes tasting and food preparation.
 - ii. Chefs/hospitality professionals will invite school parties to their own kitchens and dining rooms where they will be again learn to explore the routes to good food.
 - iii. Some sessions will be delivered on farms by the Adopt a School team
- 1.3. The Trust now employs a team of experienced chefs as well as co-ordinating the activities of the volunteer Academicians and AAS trained chefs.

2. POLICY STATEMENT

The Royal Academy of Culinary Arts, through its Adopt a School Committee, recognises that Health and Safety is of paramount importance when dealing with children. To this end the requirements of the Health and Safety at Work Act and its Regulations have been studied and are fully accepted.

In particular the responsibility towards others is particularly relevant, and the safe systems and procedures set out in this document are designed to reflect this.

The chefs and hospitality professionals involved all have many years of experience. A key part of this project is to work with the schools to develop children's appreciation of good food and how to prepare it. It is the policy of the Academy that Health and Safety and an appreciation of basic Hygiene requirements are a vital part of this process.

Signed: Sara Jayne Stanes OBE (Chief Executive)

Dated: 01/09/19

3. RESPONSIBILITIES

3.1. The **CHIEF EXECUTIVE** has the following responsibilities :

- i. To ensure that the Policy and Procedures documentation is reviewed and updated as required.
- ii. To see that a Standards document is available for all Academicians participating in the project, which sets out the appropriate safety provisions.
- iii. To include Health and Safety as an agenda item when considering any extension of the scheme or any alteration to procedures.

3.2. The **REGIONAL CHEFS** shall have the following responsibilities :

- i. To assess any school which becomes involved in the scheme, to ensure that there are no specific hazards to the site.
- ii. To liaise as necessary with the school authorities to ensure that the conditions under which the scheme operates is clearly understood.
- iii. To monitor operations to ensure that safety standards are not compromised.
- iv. To ensure that safety issues are sufficiently stressed to the children involved in the demonstrations.

3.3. Participating **CHEFS/HOSPITALITY PROFESSIONAL** will have the following responsibilities :

- i. To follow the Standards document when introducing the Scheme.
- ii. To ensure the safety of visiting children when in their own kitchen by limiting access and monitoring operations.

4. SPECIFIC LOCATIONS

IN SCHOOL

- 4.1. While on the school premises, Adopt a School activities should be covered by the school's public liability indemnity insurance.
- 4.2. The area in which the demonstration is to be held should be checked for any obvious risk (e.g. tripping hazards).
- 4.3. A member of the teaching staff must be present at all times. Chefs are there to demonstrate food, not to keep order.
- 4.4. If at any time, behaviour from the children is such as to threaten safety, the demonstration should be stopped.
- 4.5. The level of involvement of the children will vary according to their age. Particular care must be taken with primary school children:

IN CHEF'S KITCHEN

- 4.6. Children on kitchen tours should be restricted to areas where food is not being prepared at the time.
- 4.7. Before the tour, the Chef should check the area to ensure that there are no specific safety hazards e.g. wet and slippery floors.
- 4.8. The Hotel/Restaurant Risk Assessment procedures must include assessment of risk for visitors to the kitchen areas.

5. GENERAL RISK ASSESMENT

To be read in conjunction with the Royal Academy's Adopt a School Resource Pack.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Sharp utensils	Children	<ul style="list-style-type: none"> • Restriction on knife use - compostable disposable knives used in primary school. • Students instructed on Bridge and claw techniques • Monitoring of operation.
Burns from hot surfaces, utensils and food.	Children	<ul style="list-style-type: none"> • Primary school children do not approach hot surfaces during cooking (unless agreed beforehand with the teacher) • No overcrowding • No stretching / reaching • Oven gloves to be used • Cooked food decanted onto plates before being offered for tasting. • Ongoing monitoring.
Electric hobs, induction hobs and butane gas stoves.	Pupils / participants	<ul style="list-style-type: none"> • Gas canisters fitted and tested by chef prior to cooking • Emergency shut-offs fitted. • Training given. • Supervised use only. • All faults reported immediately. • Maintenance and servicing completed. • Electric supplies must be maintained in safe conditions.
Slips and Trips	Staff, children / participants, volunteer helpers	<ul style="list-style-type: none"> • Correct footwear to be worn. • Floors to be kept clear / no obstacles in the walkways. • Access routes kept free. • Prompt maintenance of defects • Ensure good housekeeping and that any spills / food debris are cleared up immediately.
Food poisoning (Poor standards of hygiene Incorrect storage of food)	Staff, children / participants, volunteer helpers	<p>Personal hygiene</p> <ul style="list-style-type: none"> • Children/participants taught the need for personal hygiene. Staff, children / participants, volunteer helpers to wash hands before handling food and after visits to the toilet. • Ensure that warm water, soap and towels (disposable) are available.

		<p>Storage</p> <ul style="list-style-type: none"> • Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained • Food items to be stored in suitable containers. (covered / protected from contamination) <p>Food handling</p> <ul style="list-style-type: none"> • Disposable items (cutlery, pots) stored in secure, clean conditions. <p>Cleaning</p> <ul style="list-style-type: none"> • Work surfaces / tables cleaned with a multi-purpose cleaner and covered • Adequate rubbish bins for waste food.
Children / participants with food allergies	Children /participants	<ul style="list-style-type: none"> • Allergy / intolerance forms to be completed for all participants in advance of the session. • 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.