**NHS Greater Glasgow & Clyde**

**Community Cooking**

**Health and Safety Manual**

This guidance has been produced by the NHSGGC Health Improvement Nutrition Network, Public Health, Health Improvement (Nutrition) and advised by NHSGGC partnership Health and Safety and provides health and safety guidance specific to community cooking.

Date produced: 09/2015

Date reviewed: 10/2016

Next review date: 10/2018

**Community Cooking Health and Safety Manual**

CONTENTS

1. Introduction and Background
2. Purpose
3. Audience
4. Communication
5. Facilitator requirements
6. NHSGGC Community Cooking Good Practice Guidance for health, safety and security

6.1 Risk assessments

6.2 Incident reporting

6.3 Gas induction/Fire alarm testing

* 1. Safe use of knifes and kitchen equipment

6.5 Participants

6.6 Data protection/confidentiality

7. Guidance on delivery

7.1 Prior to the session

7.2 Before the session starts

7.3 During the session

7.4 End of Session

**1. Introduction and Background**

A variety of practical cooking activities have been developed by NHS Greater Glasgow and Clyde health improvement staff such as community cooking programmes and food demonstrations.

The aims of community cooking activities are broadly to improve skills, confidence and knowledge around food and cooking skills to support healthier eating. The activities are open to all but will target those most in need, with varying abilities and ages delivered in a variety of community settings.

To ensure the objectives are met, participants are often involved in the food preparation and cooking and may be encouraged to taste the foods and take prepared recipes home.

The NHSGGC health improvement nutrition network (HINN) are committed to ensure all practical cooking activities are evidenced based, quality assured and delivered safely in the community. Part of the quality assurance framework is ensuring all those facilitators are appropriately trained and have a resource to provide best practice, procedures and guidance on food health and safety.

NHSGG&C fully acknowledges its legal responsibilities relating to food provision under The Food Safety Act 1990 and its subordinate legislation and regulations. These responsibilities extend to its suppliers fulfilling their legal obligations to the provision of safe food. These guidelines are designed to ensure all food preparation and production complies with the following legislation:

* Food Safety Act 1990
* The Food Hygiene (Scotland) regulations 2006
* Regulation (EC) 852/2004 (Hygiene of Foodstuffs)
* Reference has been made to the Catering Industry Guide to Good Hygiene Practice.
* Reference has been made to the E.Coli cross contamination guidelines.
* Health and Safety at work Act 1974

**2. Purpose**

This manual supports best practice and provides clear guidance and procedures specific to practical cooking in the community to compliment the training standards. This will ensure that food health and safety standards are adhered to and all reasonable due diligence is taken in the delivery of NHSGGC community cooking programmes.

Ultimately it is the responsibility of facilitators to ensure the compliance of food hygiene and health and safety legislation and to exercise all due diligence and compliance to this health and safety manual.

**3. Audience**

The guidance is intended for all facilitators who are responsible for the delivery of any NHSGGC practical cooking activities. Employees and contracted suppliers of NHSGGC have a duty to cooperate with all aspects of this manual and fully comply to guidance and procedures contained within as part of the procurement framework.

**4. Communication**

It is the responsibility of the Health Improvement teams to ensure that all facilitators delivering NHSGGC Community cooking programmes are familiar with this guidance manual. It is the responsibility of the facilitators to use the guidance and comply with the associated regulations outlined in section 1.

**5. Facilitator requirements**

Facilitators of community cooking programmes employed or commissioned by NHS Greater Glasgow and Clyde must meet the standards detailed in table 1 prior to the delivery of NHSGGC cooking programmes.

Commissioned facilitators will be expected to produce their training certificates (when applicable) when requested as proof of training completed and the HINN will hold a record of such training.

5.1 Mandatory on Commissioning

* Proven track record of delivering community educational activities
* Public Liability Insurance
* Membership to Disclosure Scotland PVG scheme (children and adults)
* Details of provider infrastructure and capacity (equipment; transport; staff etc) for programme delivery
* Compliance with data sharing agreement for the purposes of evaluation and monitoring with NHSGGC in line with data sharing protocols

5.2 Mandatory prior to delivery

|  |  |
| --- | --- |
| Standard  | Expiry  |
| REHIS Elementary Food Hygiene certificate | 3-5 years  |
| Accredited practical cooking training for trainers certificate | No expiry \* |
| REHIS Food and Health certificate\*\* | 3-5 years |
| Health and Safety training (includes risk assessment and load handling | 3 years |
| Emergency First Aid certificate or equivalent  | 3 years |
| Equality and Diversity certificate | No expiry \* |
| Raising the issue training | No expiry \* |
| Foundation Child Protection certificate | No expiry \* |
| Level 1 Basic adult protection certificate | No expiry \* |
| Fire Safety  | No expiry \* |

\*For certificates that have no expiry, training will be offered after 3-5 years or when deemed necessary.

\*\* Not required if attained REHIS Good Food Good Health practical cooking certificate

**6. NHSGGC Community Cooking Good Practice Guidance for health, safety and security**

Below is a list of best practice resources to be used during the community cooking programmes.

It is the responsibility of the facilitators delivering the programme to be aware of their organisations policies and procedures or have procedures in place to ensure health and safety for themselves and the individual participating in the course. This may include moving and handing, lone working, adverse weather and incident reporting.

|  |  |
| --- | --- |
| Risk Assessment  |  |
| Health and Safety Audit checklist  |  |
| Food hygiene and safety checklist |  |
| DATIX Form |  |
| Hazard Analysis Critical Control Point (HACCP) |  |
| Personal hygiene |  |
| 6 Step Hand Hygiene Technique |  |
| Microwave guidance |  |
| Cleaning and Refuse Management  |  |
| Allergens  |  |
| Purchasing, transportation and storage  |  |

**6.1 Risk assessments**

* + - * A risk assessment will be conducted for each venue in addition to the health and safety checklist. Risk assessments will be updated annually and following any significant changes to the environment, give consideration regarding the capability of the user group or/and following any incident, including near miss incidents. Support and advice will be sought from NHSGGC Health and Safety Services when required.
			* The purpose is to assist the NHSGGC/local authority/others where there is a dual legal duty of care regarding the health, safety and welfare of persons attending the sessions.
* Individual risk assessments to be carried out where appropriate to support additional needs of participants i.e. wheelchair users, learning disabilities etc.
* Dynamic risk assessments must be carried out by staff delivering food practical prior to and during each session

**6.2 Incident reporting**

* Incidents and near-misses relating to NHSGGC community cooking programme are to be reported using NHSGGC online reporting system Datix in line with NHSGGC Incident Management Policy.
* Facilitators are responsible for completing a paper Datix form for any incidents and near misses and report these to the NHSGGC Health Improvement contact.
* Facilitators should take paper copies of the DATIX form to cooking sessions.
* In addition the facilitator must report all incidents/accidents/near-miss which have occurred during the food practical’s to the staff on duty in the specific venue immediately e.g. Janitorial Staff who will undertake their incident reporting procedures.

* 1. **Gas induction/Fire alarm testing**

Facilitators of NHSGGC cooking programmes must be familiar with systems to operate gas within individual facilities and venues and be aware of any planned fire alarm testing during practical sessions.

**6.4** **Safe use of knifes and kitchen equipment**

* Knives must be securely and safely stored until required
* Facilitators to ensure they undertake a dynamic risk assessment prior to issuing knives and if they have any concerns, then knives must not be issued.
* Facilitators of NHSGGC cooking programmes must explain the safe use of knives to participants.
* All pairing knives disseminated to participants must be counted in/out by staff prior to and at the end of each session
* Facilitators must ensure that any incidents/accidents or near miss incidents must be documented on Datix.

**6.5 Participants**

* It is the responsibility of the facilitator to ensure that the maximum participant number is not exceeded, this should be pre agreed with each venue. This will depend if the activity is a demonstration or cooking programme.
* All children must be supervised at all times by the parent/guardian who are ultimately responsible for their safety and wellbeing including their behaviour. The Facilitators will be expected to engage with participants re the need for safety around demonstration and preparation of meals especially when young children are in the immediate vicinity.

**6.6 Data protection/confidentiality**

Facilitators will not hold personal details on the participants other than what is required for the courses. This includes names, allergies or medical reasons or other information required by the facilitator to deliver cooking courses appropriately.

**7 Guidance on delivery before, during and after the delivery**

**7.1 Prior to the session**

Facilitators will:

* Be provided a list of participants with any allergy/dietary requirement information by the local NHSGGC health improvement contact
* Check allergy/dietary requirements against the lesson plans and recipes to ensure participants are catered for.
* Conduct risk assessment

**7.2 Before the session starts**

Facilitators will:

* Adhere to guidance on food purchasing, transportation and storage
* Arrive at least 30 minutes prior to the start of the session to prepare the venue
* Obtain fire procedures locate first aid kit and procedures in the venue
* Conduct food hygiene and safety checklist
* Obtain housekeeping information from venue

**7.3 During the session**

Facilitators will:

* Provide housekeeping information to participant at the start of the session
* Ensure participants are aware of health and safety guidance on the safe use of knives, personal hygiene, hand washing, cleaning etc.,
* Apply REHIS Food Hygiene and Health and Safety training throughout the sessions
* Along with participants comply with REHIS Food hygiene training and legal standards when handling food, tasting foods and participants taking food home.
* Along with participants comply with REHIS food hygiene guidance for personal hygiene (hand hygiene, infection control e.g. colds, norovirus).
* Along with participants wash hands using bactericidal hand wash before putting on aprons and re-washing hands before and after preparing food. Facilitators will be vigilant for any visual signs of skin conditions and provide blue gloves for these participants.
* Ensure any spillages are cleaned up immediately and participants clean as they go.

 **7.4 End of Session**

Facilitators will:

* Ensure participants follow cleaning guidelines and participants should clean equipment after use with antibacterial washing up liquid
* Ensure robust cleaning of protective aprons using antibacterial detergent/spray or laundered at a high temperature boil wash. If deemed necessary (e.g. brought into contact with broken skin/skin condition) discard the apron in compliance with waste disposal procedures. Disposal aprons should be discarded after use.
* Dispose of waste using cleaning and refuse management guidance.