

Health, Safety & Welfare Policy

Catering, event production and temporary workplace operations

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Owner	Jenny McNeill, Director
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This document forms part of a five piece Health & Safety Framework in place with Feast & Fable:

Individual documents

01 Feast and Fable Health Safety Welfare Policy – This document

The principal company policy covering governance, food and event safety, heritage venues, contractors, fire, equipment, welfare and monitoring.

02 Contractor Freelancer Temporary Worker Procedure

Includes risk tiers, due diligence, insurance and certificate checks, induction, supervision and editable forms.

03 Event Safety Management Procedure

Covers feasibility through close-out, with separate controls for build, live and de-rig, temporary kitchens and listed-building protection.

04 Incident Near Miss Emergency Response Procedure

Includes escalation levels, allergy and anaphylaxis response, investigation arrangements, incident form and action log.

05 Training and Competence Framework

Provides a role-based training matrix, company training register and recommended action plan.

Document purpose

This policy sets out how Ginger Jar Services Limited trading as Feast & Fable (furthermore named as Feast & Fable) manages health, safety and welfare across office work, food preparation, transport, loading, event build, live operation and de-rig. It applies to employees, workers, freelancers, agency staff, contractors and subcontractors under the company's control.

Important

This policy is supported by event-specific risk assessments and method statements (RAMS), food safety management procedures, COSHH assessments, fire arrangements, allergen matrices, training records and venue rules. These documents must be prepared and approved at the appropriate level for each event.

1. Statement of intent

Feast & Fable will, so far as is reasonably practicable, provide safe systems of work, safe equipment, competent supervision, suitable information and training, and arrangements that protect employees, contractors, clients, guests and members of the public from injury or work-related ill health. Health and safety will be planned as an integral part of creative, culinary and production decision-making.

- Comply with applicable health and safety, food safety, fire safety and environmental law and relevant venue requirements.
- Identify hazards, assess risk and implement proportionate controls before work begins.
- Consult with workers and encourage prompt reporting of hazards, near misses, incidents and concerns without fear of blame.
- Use competent contractors and verify their insurance, training, qualifications and safety documentation.
- Protect historic fabric, public access, accessibility and venue operations when working in listed or culturally significant buildings.
- Monitor performance and review this policy annually and after significant change, incident or enforcement action.

2. Scope and legal framework

The company's arrangements are informed by applicable legislation and official guidance, including the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Manual Handling Operations Regulations 1992; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992 and 2022 amendment; Control of Substances Hazardous to Health Regulations 2002; Electricity at Work Regulations 1989; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; Regulatory Reform (Fire Safety) Order 2005; Food Safety Act 1990; Food Safety and Hygiene (England) Regulations 2013; Food Information Regulations 2014; and Working at Height Regulations 2005 where applicable.

3. Organisation and responsibilities

Role	Core responsibilities
Company Director / ultimate responsibility	Set policy and resources; appoint competent support; ensure significant risks are controlled; review incidents and performance; sign the policy.
Day-to-day H&S lead	Jenny McNeill - Founder. Maintain systems, document control, training matrix and action log; coordinate audits and tender evidence.
Event Producer / Project Lead	Integrate safety into design and planning; obtain venue information; coordinate contractors; ensure event RAMS and schedules are approved.
Site Manager	Lead site induction, briefings, dynamic risk assessment and supervision; stop unsafe work; coordinate emergency arrangements and incident reporting.
Head Chef / Food Safety Lead	Implement food safety management system; verify suppliers, allergens, temperatures, hygiene, cleaning and competence of food handlers.
Employees, workers and freelancers	Follow instructions and training; use equipment correctly; report hazards, incidents and fitness-for-work concerns; do not undertake work beyond competence.
Contractors and subcontractors	Provide suitable RAMS, evidence of competence and insurance; comply with venue and company rules; cooperate with coordination and supervision.

4. Risk assessment and safe systems of work

- Company-level assessments cover recurring activities. Event-specific RAMS address the venue, menu, equipment, staffing, access, build, live operation and de-rig.
- Controls follow the hierarchy: eliminate, substitute, engineering controls, administrative controls, then PPE.
- Assessments identify persons at risk, including young persons, pregnant workers, disabled people, lone workers, temporary staff and members of the public.
- RAMS are communicated before work and reinforced through induction and toolbox talks.
- Dynamic assessments are recorded where conditions change. Work stops if risk cannot be controlled.

5. Consultation, competence and training

Workers will receive an appropriate **company induction** and **event-specific briefing**. Training will reflect role and risk and may include food hygiene, allergens, HACCP/SFBB, health and safety awareness, fire safety, manual handling, COSHH, first aid, knife and equipment safety, incident reporting, safeguarding of venue fabric and supervisory skills. Certificates and competence checks are recorded in the Training & Competence Matrix.

6. Contractor, freelancer and temporary worker control

Feast & Fable will apply proportionate due diligence before appointment and will provide clear scope, venue rules, reporting lines and supervision. High-risk or specialist work will only be undertaken by demonstrably competent persons. Full arrangements are set out in HS-PRO-002 Contractor, Freelancer & Temporary Worker Management Procedure.

7. Event and venue safety

- Obtain venue technical, access, fire, emergency, loading and heritage restrictions before finalising methods.
- Plan build, live and de-rig as distinct phases, including public interface, deliveries and concurrent contractor activity.
- Maintain clear emergency routes, fire points, access doors and service corridors.
- Protect floors, walls, doors, lifts and historic finishes; no fixings, heat, smoke, liquids or loading beyond venue approval.
- Coordinate temporary kitchens, electrical distribution, LPG or naked flame only where expressly approved and supported by competent certification.
- Ensure welfare, breaks, hydration, safe staffing levels and fatigue controls.

8. Food safety and allergen management

The company will maintain a documented food safety management system based on HACCP principles, appropriate to its processes. Controls will cover approved suppliers, delivery, storage, preparation, cooking, cooling, reheating, transport, service, cleaning, pest control, traceability, food handler fitness and corrective action.

- A written allergen matrix and current recipe/specification information will be maintained for every menu item.
- Allergen information will be available before service and at the point of service in a form appropriate to the event.
- No recipe substitution may be made without ingredient verification, matrix update and communication to relevant staff.
- Cross-contact controls will include segregation where practicable, cleaning, handwashing, labelled storage and controlled utensils/equipment.
- Where an allergen-free claim cannot be assured, this will be communicated clearly and the dish will not be represented as allergen-free.

9. Workplace, kitchen and service controls

Risk area	Minimum arrangement
Slips, trips and falls	Suitable footwear; clear routes; prompt spill response; cable management; adequate lighting; monitored housekeeping.
Manual handling	Avoid or reduce lifts; use trolleys/team lifts; assess awkward/heavy loads; plan vehicle and lift access.
Knives and sharp equipment	Competent users; suitable knives and storage; stable boards; safe washing; damaged equipment removed.
Burns, steam and hot oil	Safe equipment positioning; dry heat-resistant PPE; controlled carrying routes; oil cool-down and disposal procedures.
Work equipment	Suitable, maintained and guarded; pre-use checks; manufacturer instructions; defects isolated and reported.
Electrical safety	Correctly selected equipment; visual checks; inspection/testing regime based on risk; RCD protection and competent temporary installation.
Chemicals / COSHH	Approved products; current safety data; assessments; labelled storage; correct dilution; PPE; no decanting into food containers.
Gas / LPG	Only when approved; competent installation and certification; secure cylinders; ventilation; emergency isolation; leak response.
Working at height	Avoid where possible; authorised equipment; competent users; venue permit where required; no improvised access.

10. Fire and emergency arrangements

Each workplace or event will have arrangements proportionate to the hazards and coordinated with the venue's fire risk assessment and emergency plan. These include alarm and evacuation information, assembly point, emergency contacts, trained marshals where required, suitable extinguishers, clear escape routes, controls for ignition sources and dangerous substances, and arrangements for disabled or otherwise vulnerable people.

11. First aid, incidents and RIDDOR

Suitable first aid provision will be identified for each work activity. All injuries, near misses, dangerous occurrences, food safety incidents, property damage and significant guest complaints must be reported promptly. The Director or appointed competent person decides whether statutory reporting is required. Investigations will identify immediate, underlying and root causes and track corrective actions to completion.

12. Health, welfare and fitness for work

- Adequate toilets, handwashing, drinking water, rest breaks, changing/storage and temperature controls will be provided or confirmed with the venue.
- Workers must disclose illness relevant to food handling and must not work while unfit or impaired by alcohol, drugs, fatigue or medication.
- Work schedules will consider travel, long shifts, night work, heat, stress and physical demands.
- Reasonable adjustments and individual assessments will be made where required.

13. Monitoring, audit and review

Performance will be monitored through document checks, site observations, temperature and cleaning records, incident trends, contractor performance, venue feedback and corrective-action logs. This policy will be reviewed at least annually and after material operational change, serious incident, enforcement contact or significant change in law or guidance.

14. Records and document control

Records will be retained for the period required by law, contract, insurance and business need. Sensitive personal information will be restricted and handled in accordance with data protection requirements. Current templates and retention expectations are listed in HS-REG-006.

Approval

Name	Role	Signature	Date
Jenny McNeill	Director		4th August 2026

Reference sources

- Health and Safety Executive: Managing risk in catering and hospitality; Catering FAQs; Event electrical safety guidance.
- Food Standards Agency: Allergen guidance for food businesses; Safer Food, Better Business / HACCP resources.
- Home Office / GOV.UK: Fire safety risk assessment guidance and workplace fire safety responsibilities.
- Somerset House Accredited Supplier Tender 2027-2030, Stage 2 health and safety requirements.