

## SPROUT SAFETY POLICY

The following policy has been created to ensure the safety of all participants and staff at all Sprout cooking classes and events. The following policy must be adhered to at all times.

### Physical safety

- Sprout staff and event organisers must ensure potential hazards are limited before commencing a cooking class or event, including but not limited to ensuring:
  - Water or other liquids is not located near electrical equipment or power sources
  - All cables are taped down
  - Flooring is even and not slippery
  - Non-slip mats are used under chopping boards
  - There is adequate space to move around the cooking benches without people bumping into one-another
  - All trip hazards such as equipment tubs, cables etc are taped down or away from the cooking space,
  - All participants are wearing appropriate clothing as per Sprout terms and conditions,
  - All sharp or heavy equipment is appropriately stored,
  - All participants are of an adequate height (minimum 110cm) to participate in the cooking class or event.

### Hygiene

- Good personal hygiene is fundamental to prevent the spreading of germs and food borne illness. All participants must wash their hands before their cooking class with warm soapy water or use a hand sanitiser. If at any stage during the cooking class a participant handles high risk foods (such as raw meats), sneezes, coughs, touches their mouths, noses etc. they must immediately wash their hands.

### Running water

- Access to running water is required in order to comply with food hygiene standards. If, for any reason, running water cannot be provided, Sprout will provide a temporary solution which may be at an additional cost to an event.

## Incident management

- First Aid
  - If a person receives a cut or burn, has an allergic reaction of any kind, or a participant sustains any injury related in any way to a Sprout cooking class or event, a first aid trained staff member will immediately attend to the individual.
  - Once the incident is considered under control, a Sprout incident report form will be completed.
- Stopping a cooking class or event in serious circumstances
  - If Sprout's staff deem an incident serious, Sprout may stop the cooking class or event whilst first aid is rendered by Sprout's staff.
  - If appropriate, Sprout staff may seek further assistance from emergency services or offsite, security officers and event managers (if available).
- Notifying parents/guardians
  - If the individual involved in an incident is under 18 years of age, first aid will be rendered before notifying their parent/guardian.
  - Once Sprout staff consider the situation is under control or when assistance arrives, Sprout staff will take steps to notify the parents/guardians.
- Cuts and burns
  - Anybody who receives a cut or burn on their hand when participating in a Sprout cooking class must ensure the affected area is appropriately attended to with running water or appropriate burn treatment, or dressed and covered with bandages and gloves before resuming involvement in the cooking class.
- Incident report
  - An incident report form must be completed when:
    - first aid is rendered;
    - a parent/guardian is called to manage a child;
    - an individual is behaving inappropriately or in an unsafe manner and Sprout staff are forced to intervene;
    - sprout staff members are put at risk in anyway;
    - a "near miss" occurs or a potential incident is prevented;

- sprout equipment is damaged; or
- a participant is injured or negatively impacted during a Sprout cooking class or event.
- An incident report will be sent to company directors, event organisers or the Sprout cooking school manager within 24 hours of the incident occurring to determine if further investigation is warranted.
- Emergency Assistance
  - If a Sprout employee deems any incident serious enough to warrant emergency assistance, they may call 000 for emergency ambulance, police or fire assistance.

### Dietary requirements

- Sprout takes the management of dietary requirements very seriously.
- Sprout staff have completed dietary requirement awareness and safety training.
- All dietary requirements must be managed as per the Sprout Dietary Requirement Management Plan and Terms and Conditions.
- No nuts are to be used in Sprout kids cooking classes.
- If an individual is having an anaphylactic reaction Sprout staff will not hesitate to use the individual's EpiPen or the EpiPen supplied in the safety kit, or if required, both.

### Safety and Cleaning Kit

- Sprout takes a safety and cleaning kit to all events not held on Sprout's premises. All Sprout safety and cleaning kits contain:
 

<ul style="list-style-type: none"> <li>○ 1 x 10L box of water</li> <li>○ 10 Incident Report Forms</li> <li>○ Black permanent marker</li> <li>○ Sponge</li> <li>○ Chux cloths</li> <li>○ Paper towel</li> <li>○ Dishwashing liquid</li> <li>○ Hand wash</li> <li>○ Hand sanitiser</li> <li>○ Spray &amp; Wipe</li> </ul>	<ul style="list-style-type: none"> <li>○ Blue non-latex gloves</li> <li>○ Food thermometer</li> <li>○ Garbage bags</li> <li>○ Zip ties</li> <li>○ Black duct tape</li> <li>○ Mini first aid kit (bandages, band aids, scissors, burn aid etc)</li> <li>○ Hypoglycemic kit (muesli bar &amp; glucose lollies)</li> <li>○ EpiPen</li> </ul>
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For all onsite cooking classes or events, these facilities are available at Sprout.

## Terms & Conditions

- Please carefully read Sprout's Terms and Conditions for attending cooking classes and events at [www.sprout.edu.au](http://www.sprout.edu.au)

## Sprout Emergency Evacuation Plan

This plan has been prepared to ensure orderly evacuation of all Sprout guests and staff should such an emergency arise. The primary objective of this plan is to ensure that all guests and Sprout staff leave the emergency area in a safe and orderly manner.

Building occupants are notified of emergencies through the use of the following:

- word of mouth;
- fire alarm.

## Evacuation Procedure:

- At the sound of the Emergency Alarm, Sprout staff will safely and quickly stop the event and wait for further instructions.
- If instructed that the situation is safe and no action is required, then the event will continue.
- If instructed to evacuate, Sprout staff members will ensure that knives, sharp and dangerous items are packed away and all electrical appliances are turned off prior to leaving the area;
- The team leader will use the event guest list to assemble guests, conduct a simple head count and immediately evacuate all guests to a safe assembly point via the nearest safe exit;
- When evacuating:
  - do not use elevators or lifts;
  - follow the direction of the team leader;
  - proceed to the predetermined designated emergency assembly point. If the designated assembly point is unsafe or blocked due to the emergency, proceed to an alternate assembly point;
- When the emergency has been deemed safe, Sprout staff will advise guests if it is safe to return to their locations and continue the event;
- An incident report form must be completed by a Sprout staff member after safely evacuating the area.