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Contents

Statement of intent 2
Procedures 2
Cleaning, maintenance and monitoring 3
Special diets & allergies 3
Staff illness 3
Reporting of food poisoning 4
Lettings 4
Statutory registration 4
Parent concerns or queries 4

Statement of intent

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. Our aim is to follow food hygiene procedures which comply fully not just with the law but with best practice.

Procedures

All catering / kitchen staff understand and are responsible for the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our school meal provision as set out in Safer Food Better Business (SFBB). The basis for this is risk assessments relating to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination. These risk assessments are reviewed annually or if there is a change in law or process, and updated where necessary by the Business Manager and kitchen staff. All staff involved in school meal provision (including MDSAs) will follow the guidelines of SFBB:

- Food is stored appropriately and checked before use to ensure that it is in date and not subject to contamination by pests, rodents or mould
- Food preparation areas are cleaned before use as well as afterwards
- Separate facilities for hand-washing only and for washing up are provided and used
- Hand washing guidelines, as shown below, are followed at all times
- All surfaces are clean and non-porous
- All utensils, crockery etc. are clean and stored appropriately
- Waste food is disposed of daily - composting where possible
- Cleaning materials and other dangerous materials are stored out of children's reach and labelled correctly
- Any member of staff involved in food preparation or service wears appropriate protective clothing – this should include an apron and hat / head cover
- Long hair should be tied back and jewellery should not be worn
- Disposable gloves are provided for single use in food preparation
- All staff involved in food preparation and service should have a Basic Food Hygiene Certificate or higher



When children take part in cooking or cleaning activities they:

- Are supervised at all times
- Understand the importance of hand washing and simple hygiene rules
- Are kept away from the hot surfaces and hot water
- Do not have unsupervised access to electrical equipment, such as blenders

Cleaning, maintenance and monitoring

Regular daily, weekly and monthly cleaning take place as detailed and recorded in our cleaning schedules. Termly deep cleans are scheduled and recorded by the kitchen. Regular maintenance and checks of equipment are scheduled by the Estates Manager to ensure that food is kept at the correct temperature and all equipment is functioning correctly and safely. Any equipment / machinery faults are to be reported to the School Business Manager immediately.

The catering / kitchen staff are responsible for daily monitoring of food temperature in storage (fridge and freezer) and at point of service / during preparation. The Business Manager is responsible for checking that temperature checks and cleaning are taking place as scheduled and the Link Governor is responsible for termly checks of the kitchen's hygiene standards. All records of cleaning and temperature checks are kept in the kitchen and are easily accessible – with current month / week on display at all times.

Special diets & allergies

Our kitchens are not nut free environments. Food may contain nuts or traces of nuts. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child joins the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. If parents have any queries about the ingredients used in our menus and whether they are appropriate for their children, they should contact the Business Manager.

Staff illness

Staff involved in the preparation and serving of food must follow the school's sickness absence procedure and ensure they do not attend work for 48 hours following the last episode of sickness or diarrhea.

Reasons for absence are recorded by the Business Manager. Accidents in the kitchen must be treated in line with the whole school policy and recorded in the usual way. Any cuts must

be covered, for example using blue plasters.

Reporting of food poisoning

Food poisoning can occur for a number of reasons. Not all cases of sickness or diarrhea are as a result of food poisoning and not all cases of sickness or diarrhea are reportable.

Where children and / or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the school will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation. If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted. Whenever there is a high level of sickness in school, the school office will do its upmost to determine the causes.

Lettings

Third parties who use the facilities out of school hours should be given a copy of this policy and made aware of the cleaning standards required following use of the kitchen facilities.

Statutory registration

The school is registered with Wiltshire Council as a “food business” within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

Parent concerns or queries

If a parent would like to know more about the quality of the food they are always welcome to come and sample lunch. Please contact the Business Manager to make the arrangements.