

Food Hygiene Policy

The food hygiene policy is designed to support food safety and food hygiene in specialist and non-specialist rooms

1 Introduction

1.1 We aim to provide a clean environment for everyone to consume food on the premises to avoid illnesses associated with food contamination. The Headteacher along with the Governing Body takes responsibility for protecting the health and safety of all children and members of staff.

2 Health & Safety

2.1 Grangewood Independent School recognises that compliance with health and safety is fundamental to any food activity.

2.2 Key points to note include:

- Risk assessment/hazard cards in close proximity to equipment to warn users of potential hazards, e.g. microwaves, hot meals trolley, etc.
- All parents must complete permission slips in order for students to taste food during food technology lessons. Any medical considerations, cultural sensitivities, and/or allergies will be taken into account during lesson delivery.
- Appropriate risk assessments will be included in documentation and lesson planning where applicable.
- All electrical goods must be PAT tested.
- Sharp knives will be counted before use and after use. They will be stored in a secure cupboard, in an 'out of bounds area'.
- Hot equipment should be placed away from easy access until it has cooled down and then securely locked away.
- Care must be taken when using cookers of any kind.

3 Management of Food Safety

3.1 When staff work in a food preparation area a basic food hygiene certificate must be held by at least one member of staff. All food preparation will be monitored and reviewed by the specialist subject leader.

3.2 Food Hygiene qualifications will be monitored by the School Secretary.

3.3 Staff should be aware of HACCP and COSHH guidelines.

3.4 Staff should be trained in emergency procedures and know how to shut-off the electricity when in the staffroom.

3.5 Food is served using disposable plates, cups and cutlery. Crockery showing signs of wear or damage should never be used.

3.6 Electrical appliances are protected by circuit breakers in all non-specialist rooms.

4 Personal Hygiene

4.1 All staff must wear appropriate protective clothing at all times when preparing food.

4.2 All pupils helping with food preparation/food delivery must adhere to the above standard.

4.3 Food should be consumed in the room in which it was prepared wherever possible.

4.4 Sensible foot wear should be worn, not open sandals.

Written: March 2014

Reviewed: **Mar 2019**, Jan 2018, Mar 2016

- 4.5** Staff should not wear jewellery except one plain band wedding ring, and small sleeper earrings or studs may be worn. Any other items of jewellery that cannot be removed must be covered with a blue plaster or blue gloves should be worn.
- 4.6** The wearing of false nails, nail extensions and or nail varnish is not permitted.
- 4.7** The minimum expectation is that hair will be tied back irrespective of gender and no grips or clips should be worn.
- 4.8** As a matter of policy, hands should be washed in anti- bacterial soap and should take place before preparing food and after.
- Going to the toilet;
 - Handling waste/ carrying out cleaning;
 - Blowing the nose or touching other parts of the body likely to harbour bacteria e.g. nose, mouth, hair, ears.
- 4.9** Anyone suffering bouts of sickness and/ or diarrhoea should be clear for 48 hours before working with food.

5 Pupils with Medical Conditions

- 5.1** The staff should check for any allergies, cultural sensitivities or dietary requirements before conducting any lessons with the children.

6 Food Preparation

- 6.1** Food should be prepared in a suitable environment with every endeavour to reproduce a food technology room environment.
- 6.2** All work surfaces should be washed down and then cleaned with an anti- bacterial agent before commencing food preparation.
- 6.3** All spills should be wiped up immediately.
- 6.4** Spills on carpets must be cleaned appropriately, and as far as possible immediately.
- 6.5** Prepare raw and cooked foods in separate areas.
- 6.6** Keep food covered.
- 6.7** Perishable food must be stored at the correct temperature below 5°C in a refrigerator when not being used.
- 6.8** Dried foods should be stored in airtight containers, clearly labelled and the use by date present.
- 6.9** Pupil's ingredients should be sent home and not used by other pupils.
- 6.10** Ingredients brought in by pupils should be checked for appropriate 'Use by Dates'.
- 6.11** Food should be kept covered at all times.
- 6.12** Ensure waste is disposed of properly and out of the reach of children.
- 6.13** Keep a lid on the dustbin and wash hands after using it.
- 6.14** All fresh fruit and vegetables should be washed thoroughly before use.
- 6.15** The water supply used for washing up should be 60°C.
- 6.17** Tea towels will be kept clean and stored in a dust-free place. Clean dish cloths and tea towels must be used for each food session, and washed after each session.
- 6.18** All aprons will be wiped down with an anti-bacterial product or washed after use, or thrown away if disposable.

7 Equipment Failure

- 7.1** Report all equipment failure to the office as soon as it is discovered.
- 7.2** Equipment inventories must be kept of all equipment stored in the non-food specialist areas.

8 First-Aid

- 8.1** A First Aider should be consulted in the first instance. See appropriate list in classroom.
- 8.2** Ensure that the first aid boxes in the classrooms, school office, school hall, staffroom, medical room by the emergency exits are kept fully stocked (Mrs M Siddons, nee Suarez is responsible).
- 8.3** Complete accident forms and file in the school office.

9 Signage

- 9.1** The appropriate First Aid, COSHH, CLEAPPS and Emergency notices will be displayed where appropriate.

10 The school curriculum

- 10.1** As part of our PSHE programme in Key Stage 1 and Key Stage 2, and our PSE programme in Early Years Foundation Stage we teach the children about food processing, personal hygiene and the need to keep surfaces from which food would be consumed or prepared clean. Children also learn of the need for clean hands with appropriate soap prior to eating.
- 10.2** Children should bring ingredients for Food Technology lessons or Cookery Club and due notice will be given of recipe needs.
- 10.3** Children who are unable to provide their own ingredients will take an active part in the lesson but may not produce their own outcomes.
- 10.4** Children who are unable to provide ingredients on a regular basis will be discussed at a Senior Leadership level and a strategy will be devised to enable them to access the curriculum fully in future.

11 School meals

- 11.1** Grangewood provides the opportunity for children to have a meal at lunchtimes. We do not prepare food on-site but hot meals are supplied to the school daily by our caterers. LA Health Inspectors visit our school meals providers to certify that they meet all food hygiene standards.
- 11.2** Our caterers ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five receive free milk if desired.
- 11.3** All children whether having school dinners or packed lunches eat in the school hall under adult supervision.
- 11.4** The school provides suitable facilities for the hygienic distribution and consumption of food for children. Staff responsible for preparing and handling food are competent to do so. All staff involved in preparing and handling food receive training in food hygiene.

- 11.5 Grangewood promotes a healthy lifestyle and provides information to parents on healthy options for children's lunch boxes.
- 11.6 Before a child is admitted to Grangewood we obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.
- 11.7 We record and act on information from parents and carers about a child's dietary needs. Staff work closely with the LA School Nurse provision to support the writing and reviewing of IHC plans.
- 11.8 Fresh drinking water is available and accessible at all times.
- 11.9 The school will notify the local health protection team (HPT) of any food poisoning affecting two or more children cared for on the premises.

As soon as reasonably practicable, the Head Teacher will contact the HPT to discuss the situation and agree if any actions are needed. PHE North East and North Central London Health Protection Team, tel: [020 3837 7084](tel:02038377084) (option 1).

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necl.team@phe.gov.uk; nencl.hpu@nhs.net)

12 Every Child Matters (ECM)

- 12.1 Pupils are given a clean and safe working environment to work in, they are encouraged to feel safe, speak up and care for their environment. ECM criteria is fully accessed during Food Technology lessons. All pupils are encouraged to make a positive contribution by helping in the preparation of food.

13 Monitoring and Review

- 13.1 This policy will be reviewed at any time on request from the governors, or at least once every two years.

Signed:

Date: