

Author	Sheila McKenzie	Target group	All employees, consultants and volunteers
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## Food Safety Policy

### Aims

This policy provides schools with a framework that ensures food preparation and food consumption within school premises meets the highest standards and maintains the highest level of hygiene.

### Scope

This policy covers the supply of meals to the school, the storage of food at the school, teaching activities involving food, and the standard of hygiene expected in any area where food is found.

This policy was written with reference to the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995, the Food Safety (Temperature Control) Regulations 1995, School Meals Agreement 1968 and the Health and Safety at Work Act 1974. Further information regarding Food Safety can be found at <https://www.food.gov.uk>

### Roles and responsibilities

#### Food prepared by catering companies for consumption within school premises

Whilst the provision of food in this way gives primary responsibility to the catering company, it is the school’s responsibility to ensure all aspects of any catering arrangements which are provided by the school, such as storage facilities, surfaces, cutlery, crockery, washing up facilities etc, reach high levels of hygiene and do not pose a risk in any way.

#### Packed lunches for pupils and food brought into school by staff

The preparation of packed lunches provided by parents for their own children and food brought in by staff is not covered by the Food Safety Act 1990. The school has a duty however, to make such arrangements for the storage and consumption of such meals as to not pose health risks.

Because the preparation of packed lunches often takes place sometime before they are consumed, staff should take care when storing packed lunch boxes. They should not be stored in areas that are close to direct sources of heat as these are the ideal environments for the formation of food poisoning germs.

The school will allow parents to use insulated cool boxes or similar items that will assist in keeping the food as cool as possible.

Wherever packed lunches are eaten, it should be remembered that the school, in addition to their legal duties to staff, has a duty under section 3 of the Health and Safety Act to ensure that pupils and any non-employed persons are not exposed to risks to their health and safety. Therefore, the school will ensure that there is adequate supervision at these times and those tables and chairs used are clean. Pupils should be reminded to wash their hands before eating and after visiting the toilet. Pupils, staff and other visitors should not be seated on any floors inside the school to eat food as this poses an unacceptable hygiene risk.

Children should be encouraged not drop food waste on the floor as this could cause a slip hazard. Food waste should be cleared from the floor as quickly as is practicable. After food breaks, the areas used for consumption, i.e. the school hall or staff room should be cleared of all litter and any food waste disposed of in the appropriate place.

## **Fridge management**

Staff should not keep food in plastic shopping bags in the fridge as it is difficult to keep track of food dates or left-over food going bad. Hot foods should be cooled before they are placed in the fridge. Left-over food should be kept in containers or wrapped with cling film. Out of date food should be thrown away at the end of each week. Spills should be wiped immediately, and the fridge cleaned at the end of each term.

## **Teaching activities involving food**

There are a number of safety considerations which apply to any practical teaching environment (risk assessment, equipment, teaching materials, supervision, room size etc). If any class is looking to prepare food of any description as part of a teaching experience, there are a range of specific safety hazards in addition to those connected with food safety and hygiene. Staff would have to look at all these areas within their risk assessment process (electrical equipment to be used, trailing wires, fire precautions, use of knives, allergies and intolerances etc). Ideally, any person leading teaching activities involving food preparation should possess a food hygiene qualification such as the CIEH level 2, in order to provide basic guidance to others and to ensure standards are met.

The appendix attached to this policy gives a checklist of safety measures which should have been considered. Teachers should take particular care before embarking on any activity involving food and take advice if unsure of any aspect of their activity.

## **School visits and field trips**

Whilst food prepared and sold on a commercial basis could reasonably be assumed to comply with laws in terms of food safety, it would nevertheless be advisable to consider this aspect when completing any risk assessments around such trips. Care should be exercised in checking that catering provisions can cope with any numbers attending and in particular any food allergies or special dietary requirements.

## **Parent, staff and student events**

When preparing high-risk foods, especially raw meat products (e.g. hot dogs, burgers, roasted meats), the school will satisfy themselves that the following areas have been considered and risk assessed as a minimum standard:

- Foods are cooked as per instructions.
- There will be no cross contamination of raw and uncooked foods.
- All food should be clearly labelled as to their ingredients and method of preparation to enable allergy sufferers and others with special dietary requirements to understand any risks involved.
- A disclaimer is provided to ensure that allergy sufferers understand any risks contained in these food products.

However, best practice guidance states that ideally at least one member of the team involved in production should hold a food hygiene qualification such as CIEH Level 2, if possible.

## **Relationships to other policies**

This policy should be read in conjunction with:

- Health and Safety Policy
- Administering medicines and supporting pupils with Medical Conditions
- Generic Risk Assessment Record

## Appendix: Food safety checklist

<p><b>Food preparation areas and food safety</b></p>
<ul style="list-style-type: none"> <li>• Any stored food should be kept within 'best before' and certainly within 'use by' dates.</li> <li>• Frozen food should not be refrozen after thawing and should be used as soon as possible after removal from the freezer.</li> <li>• Frozen food should be thawed in a refrigerator wherever possible.</li> <li>• Cross-contamination between raw and ready-to-eat foods during preparation should be prevented: e.g. by using antibacterial food-grade disinfectant, and separate areas/equipment for raw/prepared foods.</li> <li>• Visual checks or ideally a probe thermometer used to ensure that foods are thoroughly cooked (centre temperature to be 75°C or above).</li> </ul>
<p><b>Equipment safety</b> <i>The legal maximum temperature for fridges is 8°C. A probe thermometer or a fridge thermometer should be used to carry out checks</i></p>
<ul style="list-style-type: none"> <li>• Refrigerators should be well maintained, clean and regularly checked to ensure they remain below 5°C</li> <li>• Freezers should be properly maintained in accordance with manufacturers' instructions, correctly packed, and kept at minus 18°C or below</li> <li>• All electrical and gas appliances, including cables, plugs and sockets should be well-maintained and in safe condition. Operating instructions for appliances should be displayed and understood.</li> <li>• Gas appliances should be well maintained by qualified personnel, and staff should be aware of the location of the gas shut-off valve or gas main valve, so it can be turned off in the event of an emergency, and only be turned back on by a trained member of staff. Appliance gas control taps should be turned off when not in use.</li> <li>• Portable appliances should be packed away and stored when not in use.</li> <li>• All equipment should conform to the appropriate standard.</li> </ul>
<p><b>Hygiene rules</b></p>
<ul style="list-style-type: none"> <li>• Clean protective clothing should be worn, jewellery and watches removed, and long hair tied back.</li> <li>• Hands should be thoroughly washed using warm running water and a mild antibacterial liquid soap.</li> <li>• Hand washing facilities and disposable or cabinet-type towels should be provided in food preparation areas.</li> <li>• Sinks for food preparation should be separate from those for hand-washing and washing up.</li> <li>• Keep the lid on the dustbin and wash hands after putting waste food into it.</li> <li>• No one should handle food and drink if they are suffering from infectious skin lesions, diarrhoea, vomiting, coughs or sneezes.</li> <li>• Broken skin should be covered with waterproof dressings and plastic gloves worn if appropriate.</li> </ul>
<p><b>Floors, surfaces, windows etc</b></p>
<ul style="list-style-type: none"> <li>• The working area should be uncluttered and free from obstacles to safe movement.</li> <li>• Hobs etc should not be positioned near windows in case of accidents.</li> <li>• Working surfaces should be impermeable, in good condition and clean.</li> <li>• Ventilation should be adequate.</li> <li>• Floors should be non-slip and in good condition – all spills immediately cleaned up.</li> </ul>