



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Food Safety Policy

It is the policy of the school processing their own food operations to comply with all relevant legislation and Codes of Practice regarding Food Safety.

In order to achieve these objectives, the school:

- Provide a clear definition of responsibilities for all levels of management.
- Provide and update as necessary a Food Safety Policy covering all relevant operational areas.
- Promote awareness of the nature of food allergens and bring these to the attention of kitchen staff.
- Train staff to a level commensurate with their responsibilities.
- Undertake routine written audits of food safety practices and operating procedures, to ensure that the arrangements detailed in the Food Safety Policy are observed and implemented in a consistent manner.
- Complete and maintain all necessary written records regarding operational and training procedures.

DUTIES OF THE MANAGEMENT

- The management has ultimate responsibility for the implementation, control, monitoring and review of this policy.
- The management will ensure that all staff receive suitable Food Hygiene training appropriate to their level within the management.
- The management will ensure that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.
- Provide information to the kitchen staff, of any pupils who have any food allergies or intolerances and ensure food prepared and provided meets the needs of the pupils.

DUTIES OF THE SCHOOL

- The school has day to day responsibility for all food safety.
- The school must ensure that all food is prepared in a safe and hygienic manner and prevent contamination as far as is reasonably practical.
- The school must ensure that staff follow personal hygiene rules, particularly in relation to hand washing, protective clothing and reporting of illness and infections.
- The school is to ensure that all work areas are kept clean and report any pest infestation.
- The school must ensure that the operational procedures and records in relation to food safety are maintained.
- The school will keep and maintain all records for Due Diligence purposes.
- The school will record and report all non-conformances to the Policy standards.
- Ensure information concerning pupil's allergies is kept up-to-date and food preparation complies to the guidelines and ensure any risks are mitigated.
- Any concerns are reported to management immediately.

DUTIES OF THE KITCHEN ASSISTANTS

- Staff are aware to keep serving utensils/serving utensils separate to avoid cross contamination.
- The assistant will ensure a commitment to produce safe food, keeping food free from harm of any kind.
- The assistant will maintain personal hygiene standards.
- The assistant will maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.
- The assistant will assist with record keeping as instructed by the School Food Supervisor.

Managing children with Food Allergies:

Food allergies can affect a child at any time of their life and the school has policies and procedures in place to manage these allergies.

The common causes of allergies relevant to this policy are the 14 major food allergens and this is not an exhaustive list:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high risk allergy and the SCHOOL IS A NUT FREE SCHOOL.

Parents/carers are required to complete an allergies form when the child starts school or when the child's allergy becomes known to the parent.

Completed allergies form are sent to the dietician by the parent/carer. The dietician will review the allergy and prepare a personalised menu for the child where necessary.

A copy of this menu is sent to the parents and the School Office, who will review the menu and plan how the child's meals are prepared to mitigate any risk of cross contamination.

Medications are bought into school, such as Epi-Pens, Piriton etc and stored in a named bag along with the child's photo, details of the allergy and how it affects the child. The School Office update the children's records of any allergy details and the appropriate staff are informed.

Each child that has an allergy is known to wider staff at lunchtimes. To ensure they are easily identifiable, photographs of all relevant children are displayed in the kitchen. All staff must regularly familiarise themselves with these.

Kitchen staff are aware that to prevent cross contamination, the following steps are undertaken:

- Food products are purchased from reputable suppliers and checked for any allergens on delivery.
- Any children with an allergy, their menu is prepared in accordance with the dietician's menu plan.
- Separate containers are used for storage.
- Different utensils are used for preparation and service e.g. chopping boards and utensils and food is prepared in isolation. Strict personal hygiene must be adhered to i.e. clean aprons, clean hands etc.
- Any child with an allergy and who is wearing a red band must only be served the dietician's menu.
- Where dishes are prepared for individuals, these must be kept separately from other meals, covered and labelled accordingly.
- If in the unlikely event, cross contamination has taken place, the First Aider and Senior Leadership Team are informed immediately and steps outlined in the child's care plan are implemented and the parents are informed and/or ambulance is called.
- A review then takes place to identify how this was caused and what steps need to be undertaken to mitigate cross contamination taking place again.

HYGIENE TRAINING

- All staff working with food on a regular basis hold a Level 2 award in Food Safety in Catering.
- The training of Food Handlers is a legal requirement under the Food Hygiene (England) Regulations 2006.

Food Hygiene training will be included in training plans on a continual basis and training sessions will include the contents of the Food Safety Policy, any new Regulations of Codes of Practice and any training needs identified from management audits.

For Due Diligence purposes detailed training records must be maintained.

PERSONAL HYGIENE

- All staff should maintain a high standard of personal hygiene.

- Hats, aprons and gloves will be provided and all employees will be expected their uniform in clean condition and in good repair.
- Hair must be kept in a hygienic condition. A hat should be worn plus a hairnet to cover long hair. Any grips, clips, etc should be worn under the hat. Hats should be put on before other uniform. Staff are not permitted to touch or comb their hair in a food preparation area.
- Hand wash signs should be displayed in the kitchen areas, the staff toilet and changing areas.
- Nails should be kept short and clean.
- Cuts should be cleaned and covered with a blue plaster. This should be changed regularly throughout the day. Existing dressings should be changed to blue plasters when staff arrive at work.
- Staff are requested not to touch their nose, mouth or ears except in circumstances where it is impractical not to do so. When these occasions do arise, then a paper disposable tissue should be used. The food handler should turn away from the food, dispose of the tissue and ensure that their hands are correctly washed before continuing to handle food.
- Smoking is not permitted in any areas of the establishment.
- Visitors are not permitted in the food handling areas during food preparation unless they are wearing protective clothing and remove all jewellery.
- Where possible, all repairs or maintenance should be carried out after food production is finished.
- Hands are the main vehicles for transferring food poisoning bacteria to high-risk food and they should be kept clean at all times. They should be washed regularly throughout the day particularly:
 - After visiting the toilet.
 - On entering a food room, after a break and before handling equipment or food.
 - Between handling raw food and high-risk food.
 - After changing or putting on a dressing.
 - After combing or touching hair, nose, mouth or ears.
 - After eating, smoking, coughing or blowing nose.
 - After handling external packaging on deliveries.
 - After handling waste food or refuse.
 - After cleaning or handling dirty cloths, crockery etc.
 - Between and after all jobs, throughout the day.

EXCLUSION OF FOOD HANDLERS

- Any person working in a food area that know or suspects that he/she is suffering from or is a carrier of any disease that is likely to be transmitted through food or has an infected wound, skin infection, skin condition, sore or diarrhoea, must inform their immediate line manager and discontinue food handling duties.
- Any person suffering from food poisoning must not be allowed to engage in food handling activities until they have been free from any symptoms for 48 hours, once any treatment has ceased and have received medical clearance.

FOOD STORAGE AND TEMPERATURE CONTROL

- The storage of food is important to ensure adequate provision throughout the year and to overcome fluctuations in supply. However, a failure to ensure satisfactory conditions of temperature, humidity, stock rotation and the integrity of packaging can result in problems of unfit or spoiled food and will, at the very least result in a considerable reduction in shelf life. Inadequate temperature control and temperature abuse at one or more stages of the food handling process is the most common cause of food poisoning. Correct storage and good temperature control is therefore crucial to Food Safety. It is essential that the following guidelines are followed.

HOT SERVICE

- All food on hot display must be kept at or above 63°C. Bain Marie, hot taps, hot cupboards and hot food trolleys should be switched on prior to service to ensure they are up to temperature before food is placed in them. Temperature of food should be taken and recorded in the kitchen log book when it is placed in them.
- Cooked food should not be ready more than 20 minutes before service. Temperature of food should be taken and recorded at the start of service. If food is being served for longer than 30 minutes, temperature should be taken and recorded half way through service. Food should not be displayed hot for longer than 1 hr.
If food falls below 63°C it should be noted what action has been taken. This could include placing the food back in to the hot cupboard, using smaller containers, etc.
- Any food left over at the end of service cannot be reheated or cooled and frozen to be used at a later date and must be thrown away.

COLD SERVICE

- All cold food on display at the start of service must be kept at 8°C or below.
- All foods must be prepared as close as possible to the time of display for consumption or the time of delivery. After preparation they should be refrigerated until immediately before service.
- Temperature of cold high-risk food items should be taken at the start of service. If food is being served for longer than 30 minutes the temperature should be taken and recorded halfway through service. If cold food is above 8°C it should be noted as to what action has been taken. This could include bringing out smaller quantities at a time.
- Cold food should not be displayed for more than one hour. At the end of service all foods left over which have been left on the service counters should be disposed of.
- WRITTEN RECORDS OF TEMPERATURE CHECKS MUST BE KEPT FOR AT LEAST 3 MONTHS AND MUST INCLUDE CHILLED AND FROZEN DELIVERIES, CHILLED AND FROZEN STORAGE, COOKING, COOLING AND HOT AND COLD DISPLAY.
- There should generally be two working probes on site. If a probe is damaged or not working it must be reported and recorded in the kitchen log book. It should be replaced as soon as possible.

- All probes have a (variance) tolerance level and for our purposes we accept a tolerance level of + or – 2°C. All probes have a serial number on their casing. Any changes to probes used should be recorded in the kitchen log book.
- Always check the probe is working before using. Insert the probe in to the centre of the food and allow time for the temperature to stabilise. Do not allow the probe to touch the bottom or the sides of the container as this will give a false reading. Clean the probe before, between and after use with bactericidal probe wipes.
- Always keep probe dry. Keep clean and hygienic and store in a dry area. Do not drop, put in pocket, clip to clothing, leave on hot surfaces or in the fridge or freezer. Do not use probe as a lever, do not hold by probe end. Make sure that the probe is not bent. Check that the display screen is not cracked or defective and the of/off switch has a good positive click feel to it. Use all probes in rotation to ensure batteries do not corrode from lack of use and you are aware all probes are in working order.
- All probes should be subjected to a monthly calibration check to eliminate any wide variances in temperature reading. The following checks should be made:
- Switch on probes and place in jug of boiling water (100°C) or melting ice (0°C) and leave for approximately 1 minute. Take readings on probes. If all read more than 2°C from each other this indicates one or more probes are outside the tolerance level. Record the result of the check against the serial number of the probe in the kitchen log book. Replace probes as necessary.

CLEANING AND DISINFECTION

- Cleaning and disinfection are essential to prevent bacterial and physical contamination of food. Detergents are used to remove dirt and grease from equipment, work surfaces and the structure, and these must then be followed by the use of sanitisers i.e. chemicals which reduce bacteria to a safe level. Water at or above 82°C can also be used to sanitise cleaned equipment.

CLEANING SCHEDULES

- Effective cleaning must be planned and the correct resources provided. Cleaning schedules will be provided to indicate responsibility for cleaning equipment and structure of food areas. They will indicate items to be cleaned, frequency and method of clean, chemicals and equipment to be used and safety precautions to be observed, including the provision of COSHH and the person responsible for each area of cleaning. The supervisor is responsible for checking the cleaning has been carried out effectively.
- It is advisable to use commercial cleaning materials rather than domestic products. Approved products should have the COSHH information kept on site (refer to Health & Safety Guidance Booklet). Be aware that many cleaning chemicals can be dangerous, i.e. irritating to the skin or toxic if ingested. Staff should be properly trained in the use of cleaning chemicals. These chemicals will include:
 - Hand dishwashing detergent – use for all washing up. Use the dispenser, do not transfer to smaller bottles.
 - Bactericidal detergent – use for all washing up if the sterilising unit is not working or available.

- Hard surface cleaner – this ranges from mild detergents to be used as a spray on highly soiled areas to harsher products that contain abrasives and scouring creams. Use for cleaning floors, walls and tiles.
- Sanitiser – a terminal cleaner and disinfectant for use on a wide range of surfaces. It should be low foaming and free rinsing and suitable for manual, spray and soak operations. Use to sanitise a range of surfaces and equipment that come in to contact with food.
- De-greaser – powerful detergent used for cleaning fryers/grills/ovens etc. to remove build-up of grease. Use in spray form.
- Hand cleaner – bactericidal liquid hand soap used in conjunction with a dispenser for convenience and to avoid cross-contamination from user to user. May also have a disinfectant effect.
- ALL CHEMICALS MUST BE KEPT SEPARATE FROM FOOD AND LOCKED IN A CHEMICAL STORE AWAY FROM HEAT AND SUNLIGHT. THIS SHOULD BE CLEARLY MARKED 'CLEANING PRODUCTS ONLY'. THE CHEMICALS SHOULD BE KEPT IN THEIR ORIGINAL CONTAINERS AND ARE UNDER NO CIRCUMSTANCES TO BE MIXED TOGETHER. THE USE OF CHEMICALS SHOULD BE MONITORED BY THE SUPERVISOR IN ACCORDANCE WITH THE COSHH REGULATIONS.

EQUIPMENT/AREAS TO BE INCLUDED ON THE CLEANING SCHEDULE

- All electrical equipment should be switched off and unplugged before cleaning. All equipment should be cleaned and sanitised after each use. Equipment requiring dismantling should be washed in hot soapy water, rinsed and left to air dry. Do not use cloths or tea-towels. Using a spray bottle, sanitise equipment, rinse and allow to dry.
All work areas should be cleaned and sanitised after each use. Wash with hot soapy water and a clean scourer, remove excess water with a clean dishcloth and leave to dry. Using a spray bottle, sanitise equipment, rinse and allow to dry.
- Floors, walls, paintwork and tiles up to 2 metres should be washed with a hard surface cleaner, rinsed, sanitised and allowed to dry.
- Daily cleaning of store rooms should include scales, food bins, shelves and floor. A more thorough weekly clean should also be undertaken.
- Daily and a more thorough weekly clean should take place in the staff toilets/cloakrooms.
- Soiled dishcloths and tea towels should be washed daily at the end of the working day. They should not be left in the machine overnight. They should be left to dry on the clothes airer.
- Waste food and refuse should be removed from the kitchen and food storage areas at frequent intervals. Areas should be kept clean and tidy and checked daily. Bins and skips must have lids and be emptied sufficiently frequently to prevent overflowing. Plastic refuse sacks must never be left at the side of skips and bins as they can attract pests. All bin areas should be checked daily. Any spillages must be cleaned up immediately and if necessary the area should be swilled down. All bins should have lids on them and should be kept closed when not in use.
- Record all cleaning on the daily cleaning checklist in the kitchen log book.
- Periodic/annual cleaning of less accessible areas of the catering premises and equipment will be arranged as required.

WASHING UP

- Washing up is not only necessary but a very important part of the work in any kitchen. Poor standards in washing up are dangerous because infection can be spread so easily, particularly when catering for large numbers of children. It is the responsibility of each member of staff to be sure that he/she is giving thought and attention to their work, and that they follow the correct methods of washing up.
- For washing up the kitchen should contain a washing up sink, a sterilising sink, an assortment of racks and baskets and scotchbrite suitable for removing food from plates, dishes, cutlery and service utensils.
- Rubber gloves should be used at all times when working at the washing up/sterilising sinks.
- Detergent should be measured from the pump dispenser and not tipped directly in to the sink.
- Washing up sinks should be between 50°C and 60°C. Sterilising sinks should be near to boiling point (above 82°C). Articles should be immersed for 2 minutes in the sterilising sink. Items should never be immersed unless within a rack or tray.
- One person only should be responsible for washing up at both the sink and the sterilising sink.

MAINTENANCE

- Dishwashing and pot washing should be effectively separated from food preparation areas with separate storage areas for clean and dirty items. Cleaning chemicals and equipment should be stored in a separate room. All structural surfaces finished where open food is handled should be smooth, impervious and easy to clean.
- Dry stores must also be easy to clean and large enough to allow food to be stored off the floor. Lights in food preparation and storage areas should be fitted with diffusers.
- The law requires that food preparation and storage areas be provided with suitable and sufficient ventilation. Exterior opening windows and doors should be fitted with fly screens.
- All areas should be subject to regular inspection to ensure that standards of repair and decoration satisfy legal requirements.
- All structural painting will be inspected and repaired as necessary as part of a rolling programme.
- The managers are responsible for all repairs and maintenance of the structure and equipment.
- Catering staff are responsible for identifying and reporting any repairs/problems. Any action taken should be reported in the kitchen log book.

WASTE DISPOSAL

- The procedures for the collection and disposal of waste are detailed below:
- Refuse is not to be left overnight in the kitchen or other food handling areas. Waste generated from the kitchen or food service areas is stored in black polythene bags which are in turn placed in lidded waste bins and/or skips. Lids must be kept closed at all times to deter pests/birds/insects. Waste sacks should not be overfilled and

should be tied to close. Kitchen waste bins should be cleaned on a daily basis. Staff should wash their hands after dealing with waste.

PEST CONTROL

- Pest control is essential to prevent the spread of disease. It is a vital part of any business's Food Hygiene programme. A preventative programme of pest control recommendations are followed and carried out to prevent any or further infestation. It is part of all staff duties to be aware of these measures and the importance of them.

PEST PREVENTION

- All food and non-food areas including bin and skip areas should be clean and tidy. Lids must be provided to bins and skips. Once opened all loose foods such as cereals, flour and similar products should be placed into suitably labelled, clean plastic or metal containers with tightly fitted lids. Where electronic fly killers are fitted they must not be sited directly over preparation surfaces. Catch trays should be emptied monthly and the tubes changed at least every 12 months. All gaps under doors, holes in external walls and gaps at eaves level must be reported immediately. All pest sightings or suspected sightings should be reported immediately. A pest control contractor will visit twice per year. All rodent baiting points and crawling insects' traps will be checked during each visit and clearly marked with date of last visit. Rodent baiting points should be lard based or block baits. Loose grain baits should not be allowed. Up to date pest control records must be maintained on site with a pest control report book supplied by the contractor. The book must provide COSHH information regarding all pesticides used together with details of out of hours telephone contact numbers.

HAZARD ANALYSIS CRITICAL CONTROL POINT – HACCP

- HACCP is a way of managing food safety. It is based on putting in place procedures to control hazards. It involves looking closely at processes and what could go wrong. By identifying 'critical control points' procedures can be put in place to ensure processes run smoothly. Appropriate records must be kept.

PRE-REQUISITES FOR HACCP

- Prior to the implementation of an effective HACCP system, a business must be operating in accordance with good hygiene practice and comply with all relevant food safety legislation. The premises should be designed and operated to minimise the risk of contamination and be well maintained. Management commitment, adequate resources and suitable facilities must be provided. This should be the main part of the Food Safety Policy. Pre-requisites include:
 - Approved suppliers
 - Premises and equipment well designed, constructed and maintained and be subject to satisfactory maintenance agreements.
 - Equipment should be calibrated

- Products should flow from the delivery of raw ingredients to the production of finished products without there being a risk of cross-contamination.
- Water and ice used in food production must be potable.
- Staff should be trained commensurate with their work activities.
- Staff should have high standards of personal hygiene.
- A health and exclusion policy
- Effective planned cleaning and disinfection
- Effective and integrated pest management
- Effective waste management
- Labelling, traceability and recall procedures

PRINCIPLES OF HAZARD ANALYSIS

The approach is based on 7 principles, which are part of the legal requirement:

1. Analysis of potential food hazards – 3 main hazards include bacteria or other organisms that cause food poisoning, chemical contamination of food or foreign material.
2. Identification of points where food hazards may occur – hazards can occur at any stage from delivery to finished product, including contamination, incorrect storage or cooking/cooling. Temperature control is vital.
3. Identification of critical points critical to food safety – these are stages at which the hazards must be controlled to ensure it is either eliminated or reduced to a safe level. These include the above points plus cleaning and washing.
4. Effective control and monitoring procedures at critical control points – daily check must be introduced that will either reduce a hazard or eliminate it. The controls should be as precise as possible and monitored regularly.
5. Corrective action – this should be taken whenever monitoring suggests the process is not satisfactory.
6. Review the system periodically and whenever significant change occurs – this must be an ongoing process that can be regularly up dated.
7. Establish documentation and record keeping – efficient and accurate record keeping is essential to the application of a HACCP system. 'Reasonable precautions' and 'due diligence' can only be satisfied if managers can define standards and objectives in writing, provide the resources and establish the systems, including the documentation to achieve the standards.

RECORDS & INSPECTIONS

- The kitchen log book should be completed in full on a daily basis. The register must be filled in when staff arrive. The date and day of the week should be indicated.
- Twice daily checks of freezers and refrigerators must be made and recorded, first thing in the morning and at the end of the day.
- The temperature of deliveries of food must be recorded, either via 'temperature storage print outs' from the provider or by staff accepting the delivery.
- Temperature probes should undertake a monthly calibration.

A yearly audit of facilities, policy and practice shall be conducted by an external agent.