



Copnor Primary School **Food Hygiene Policy**

The purpose of this policy is to explain how we keep staff, pupils and other stakeholders safe with regards to food hygiene.

Health and Safety

Copnor Primary School recognise that compliance with health & safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with UK legislation at all times. The school's catering, includes the Breakfast & After-School Clubs and this catering is carried out in-house by our staff. Caterlink provide our hot school meals and also packed lunches for visits where appropriate. The Headteacher has ultimate responsibility for the catering and food hygiene functions. The in-house and Caterlink staff have the appropriate level of training for catering, with the school responsible for the school staff's training and in ensuring that Caterlink's staff are also adequately trained.

A risk assessment has been produced for the curriculum based cooking.

Staff Training

The school will ensure that:

- All staff who assist in food preparation possess a Food hygiene certificate (Level 2);
- The Caterlink staff have received training in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures;
- Training all kitchen staff and school staff on the awareness & management of allergens in food has been completed by Caterlink (if non-school staff) and by the school if in school staff;
- Conducting regular refresher training.

Personal Hygiene

The school will ensure compliance with the hand-washing or hand-cleaning regime at all times.

Monitoring Compliance with Procedures

The school will ensure that the following checks are made:

Checking that products are nut-free;

Checking dates on products and that they are not out of date;

Checking that products are stored appropriately;

Monitoring of the fridge temperatures where food is stored;

Monitoring the staff to ensure that food safety and management procedures are followed without exception;

Ensuring compliance with the daily cleaning requirements in school.

Pupils with Medical Conditions

Parents/carers will be regularly reminded (and at least yearly) to inform the school should their child have any medical or dietary requirements, including allergies.

Procedures will be in place to ensure that special diets are catered for, including for religious reasons and that this extends to cooking activities in class.

Purchasing and Checking Stock

The school will ensure that food supplies are only purchased from a reliable and authorised source.

Monitoring Incoming Supplies

The school will ensure that incoming supplies are inspected, ensuring that the appropriate temperature checks are completed on relevant products.

The person accepting the delivery will have the authority to reject any non-compliant items.

Supplies must be stored in the correct area as quickly as possible, for example, milk must be stored in a refrigerator within 10 minutes of the delivery being received.

Food Preparation, Serving and Consumption

The school will ensure that:

All areas are inspected where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal time.

The Dining Halls, counters and trolleys are monitored for dirty trays, cutlery etc. together with the bins for waste food throughout the service of every meal.

All spills are dealt with promptly and safely, if necessary, cordoning off areas of the floor that have become slippery.

Equipment Monitoring

Caterlink are responsible for monitoring the equipment in the main kitchen.

The members of staff for the breakfast and after-school clubs will check all kitchen equipment on a daily basis to ensure that it is functioning properly.

Waste Disposal

The school and Caterlink will work together in order to ensure that there is hygienic disposal of waste in accordance with recommended practice including the managing of recycling regime for paper and card.

Completion Date: March 2021

Review Date: March 2023