



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***FOOD SAFETY POLICY***  
***OUR LADY & ST JOSEPH CATHOLIC***  
***PRIMARY SCHOOL***

PREPARED BY:

APPROVED BY:

DATE:

REVIEW DATE:

# **Our Lady & St Joseph Catholic Primary School**

## **Food Safety Policy**

### **Status**

Statutory under the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995, the Food Safety (Temperature Control) Regulations 1995, School Meals Agreement 1968, the Health and Safety at Work Act 1974 and within various other relevant regulations.

### **Aim**

Our aim is to ensure the school has a framework that ensures food preparation and food consumption within school premises meets the highest standards and maintains the highest level of hygiene.

### **Policy Statement**

This policy covers the supply of food/produce to the school, the storage of food at the school, and the standard of hygiene expected in any area where food is found or prepared. If teaching activities involving food take place then these fall under the Acts and Regulations as shown above and, therefore are included within this policy.

### **Roles and Responsibilities**

#### **Food/meals prepared by outside companies for consumption within school premises (e.g. Chartwells, part of the Compass Group)**

Whilst the provision of food in this way gives primary responsibility to such outside 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. Our school has a duty however, to make such arrangements for the storage and consumption of such meals as do 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 are not stored in areas that are close to direct sources of heat as these are the ideal environments for the proliferation of food poisoning germs.

The school will encourage 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. Pu-

pils, staff and other visitors should not be seated on any floors inside the school to eat food as this poses an unacceptable hygiene risk.

After food breaks the areas used for consumption, usually the school hall or staff room should be cleared of all litter and any food waste disposed of in the appropriate place.

### **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 of these areas within their risk assessment process (electrical equipment to be used, trailing wires, fire precautions, use of knives etc.).

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 term 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.

## APPENDIX 1: SAFETY CHECKLIST FOR FOOD PREPARATION AREAS

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|---|---|--|--|--|---|
| <b><u>FOOD SAFE-TY</u></b>  | * Any stored food should be kept within 'best before' and certainly within 'use by' dates   | * Frozen food should not be refrozen after thawing and should be used as soon as possible after removal from the freezer                                 | * Frozen food should be thawed in a refrigerator whenever possible   | * Cross-contamination between raw and ready to-eat foods during preparation should be prevented: for example by using an antibacterial food grade disinfectant, and separate areas/equipment for raw/prepared foods  | * Visual checks or ideally a probe thermometer used to ensure that foods are thoroughly cooked (centre temperature to be 75 degrees Celsius or above) |
| <b><u>EQUIPMENT SAFETY</u></b><br>NB the legal maximum temperature for fridges is 8 degrees Celsius. A probe thermometer or a fridge thermometer should be used to carry out checks | * Refrigerators should be well maintained, clean and regularly checked to ensure they remain below 5 degrees Celsius  | * Freezers should be properly maintained in accordance with manufacturer's instructions, correctly packed, and kept at minus 18 degrees Celsius or below | * All electrical and gas appliances, including cables, plugs and sockets should be well maintained and in safe condition<br>* Operating instructions for appliances should be displayed and understood | * Gas appliances should 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 | * Portable appliances should be packed away and stored when not in use<br>* All equipment should conform to the appropriate standard                  |
| <b><u>HYGIENE RULES</u></b>   | * Hands should be thoroughly washed using warm running water and a mild, preferably liquid, antibacterial soap<br>* Clean protective clothing should be worn, jewellery and watches removed and long hair tied back | * Hand washing facilities and disposable or cabinet-type towels should be provided in food preparation areas   | * Sinks for food preparation should be separate from those for hand washing and washing up<br>* Keep the lid on the dustbin and wash hands after putting waste food into it                            | * No one should handle food and drink if they are suffering from infectious skin lesions, diarrhoea, vomiting, coughs or sneezes   | * Broken skin should be covered with waterproof dressings and plastic gloves worn if appropriate  |
| <b><u>FLOORS, SURFACES, WINDOWS ETC.</u></b>  | * The working area should be uncluttered and free from obstacles to safe movement, e.g. handles on pans should be turned inwards  | * Hobs etc. should not be positioned near windows in case of accidents when attempting to open or close them   | * Working surfaces should be impermeable, in good condition and clean  | * Ventilation should be adequate<br>* Furniture should be of suitable height and design for safe use   | * Floors should be non-slip and in good condition – all spills immediately cleaned up   |
| <b><u>OTHER SAFETY RULES</u></b>  | * Pupils/trainees should be assessed as competent before using any potentially hazardous equipment or appliances, including knives or other sharp items, and su-  | * Only one person at a time should use any powered equipment, e.g. cookers, mixers, kettles etc.   | * Noise levels should be monitored and controlled so that the teacher or supervisor can intervene/stop activities at any time necessary  | * Fire appliances should be maintained/regularly checked; fire procedures should be well understood, including safe evacuation procedures. Doors and fire exits should be unobstructed and the fire alarm should be clearly audible above any classroom  | * Emergency procedures should be clearly set down and followed  |

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|  | pervised at all times by a trained, competent person |  |  | noise or noise from equipment |  |
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