



Food Safety and Hygiene Policy

Reference: TP/H&S

Original Policy date	November 2021	Statutory Policy - No
Strategic Board Approval	December 2021	
Reviewed and Updated	April 2024	
Next Review Date	April 2026	Review cycle every 2 years
Author	SW/RR	www.acexcellence.co.uk

Who should use this policy?

This policy should be used by all catering staff and any food handler including extended food activities, cookery clubs etc.

Contents

Purpose	3
Health and Safety at Work Act 1974	3
Other Regulations	3
Lifting	4
Equipment	4
Use of Chemicals / Cleaning	4
Temperature Control	5
Safety in the Kitchen	5
Pest Control	5
Food Handling - Kitchen	6
Hygiene and Safety Guidelines - Kitchen	6
Accidents	7
Fire	7
First Aid	7
Risk Assessment	7
Allergies	8
Use of alcohol	8
General Induction	8
Hazard Analysis Critical Control Points (HACCP)	8
Food Processes Flow Chart	11
Food Handling, Hygiene and Safety Guidelines	12
Food Safety Hygiene Statement for Food Handlers	13
Food Safety Organisation Responsibilities	14

Purpose

The Trust recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment for all its employees. No policy is likely to be successful unless it actively involves each team within all of our schools and becomes daily practice.

The following guidelines will help staff to work safely and hygienically, without risk of injury to themselves, other members of staff, pupils or the public. Staff handling food, have a legal and moral responsibility to ensure that food poisoning and other contaminants are not introduced into food. It is therefore of utmost importance that staff put into practice the following guidelines.

As food handlers and catering staff within the Academy for Character and Excellence we are committed to work within the requirements of **The Food Safety Act 2013**.

Under the food safety act 2013, staff:

- Must not sell (or keep for sale) food that is unfit for human consumption;
- Must not cause food to be dangerous to health;
- Must not sell food that is not what the customer is entitled to expect, in terms of content and quality;
- Must not describe or present food in a way that is false or misleading;
- Use Safer Food Better Business Management procedures.

ACE Catering menus conform to School Food Plan and Food For Life quality standards (see Health Eating Policy).

Health and Safety at Work Act 1974

In 1974 the Health and Safety at Work Act was passed with two main aims:

- To extend the coverage and the protection of the law to all employers and employees
- To increase awareness of safety amongst those at work, both employers and employees

Other Regulations

- Food Hygiene (England) Regulations 2006
- Food Safety (General Food Hygiene) Regulation 1995
- Food Safety Act (Temp control) Regulations 1995
- Food Allergen Labelling Consumer Act 2004/2004

Therefore, the Trust's guidelines for in-house kitchens, all associated food handlers on site, including the Pre-School and extended school activities, are as follows;

- That the highest possible standards of personal hygiene are maintained at all times;
- That all work as far as it is reasonably practical, is carried out safely and responsibly within the work place, and with regard to other employees, pupils and visitors;
- To report any illnesses to their manager, especially if the symptoms include vomiting and diarrhoea, (return to work is 48hr clear of symptoms) skin conditions, boils, septic

cuts, eczema, psoriasis, respiratory tract, eyes, ears, mouth or gums weeping or discharging, hepatitis and typhoid;

- In the event of a serious accident call 999
- Familiarise yourself with staff that have first aid qualifications. A list should always be clearly displayed of current first aiders in food preparation environments. Accident reporting books are in the kitchen, staff room and office;
- Always use the appropriate PPE when dealing with other people's injuries and follow the school's first aid procedures.

Lifting

- Check the weight of anything that needs lifting. Ask for help if too heavy.
- Plan the lift, check the route for steps and other obstructions.
- Always lift with a straight back and bent knees, using the legs as a lever point.

Staff are appropriately trained in slips, trips and falls, manual handling and working at height. All training should be recorded in your personal training record along with accompanying training certificates.

Equipment

Staff should;

- Never clean any piece of electrical equipment unless they have switched it off at the mains
- Never use electrical equipment with wet hands
- Never walk behind deep fat fryers when in use
- Always stand away from steamer when opening the door
- Always use oven gloves to transport hot dishes.

All staff are trained in use of equipment and this is documented on the training matrix. No staff will be allowed to use kitchen equipment unless they are competent in their matrix score.

Use of Chemicals / Cleaning

- During your employment with the Trust, staff will be using chemicals that are covered by the Control of Substances Hazardous to your Health (C.O.S.H.H) Regulation 2002.

These substances are perfectly safe providing staff follow the manufacturer's instructions.

Follow the Instructions;

- Never mix two chemicals together
- Always wear the appropriate PPE, (e.g. rubber gloves)
- Never put chemicals into containers that are unmarked
- Always put down wet floor signs onto wet or slippery floors
- Always clean as you go, never leave a mess behind you
- Comply and follow daily/weekly cleaning schedule displayed in the kitchen making sure you complete your own tasks by the end of the day/week
- All substances where possible must be locked away and stored safely at the end of each session in the cupboard or area provided, and the key placed back in the office, if applicable

All relevant staff are trained on the above and is reflected in the training matrix.

Temperature Control

- Temperature control is vital in order to prevent the growth of food poisoning bacteria
- The danger zone is 5°C TO 63°C. High risk foods must be stored in a fridge or in a hot food servery cupboard, unless the food is to be eaten immediately
- Temperature checks of fridges and freezers are monitored daily (please ensure internal and door fridge temperatures are both recorded)
- Staff using a probe should make sure it is wiped after each task, with a disinfectant wipe. Never reuse the probe without wiping it first, this can cause cross contamination
- Calibration of probes must be done on a monthly basis and recorded in the temperature sheet
- All recording of temperatures, including delivery, storage, preparation and cooking, cooling and reheating, must be recorded on the daily chart

Safety in the Kitchen

Staff should;

- Always carry knives pointed towards the floor if there is a need to move them
- Always store knives safely in the appropriate drawer or knife box.
- Never attempt to catch a falling knife
- Always separate knives for washing up. Place knives in the dedicated area in wash up section
- Always use correct colour coded board for chopping or cutting
- Always clean up spillage's immediately
- Never use a damp cloth for carrying hot utensils
- Always use correct colour coded cloths
- Never reach over naked flames
- Never run in the kitchen
- Use appropriate mops for separate cleaning areas
- Never carry large volumes of hot liquids without using a trolley to transport them
- Always be aware of potential cross-contamination hazards

All relevant staff are trained on the above and is reflected in the training matrix.

Pest Control

Effective pest management requires;

- Diligent cleaning
- Regular inspections by control consultant
- Correct storage of food
- Keep rubbish areas scrupulously clean
- Eliminate harbourage and food debris
- Records of inspection to be kept on site
- Staff visual inspections to be carried out on their opening checks

All relevant staff are trained on the above and is reflected in the training matrix.

Refuse

- Foot operated pedal bins preferred in kitchen areas
- All waste must be disposed of properly after each shift
- All waste containers and bins must be periodically cleaned thoroughly
- If food waste is being composted, please ensure this is being stored separately

Food Handling - Kitchen

- Food should be handled as little as possible
- Raw and cooked food should be prepared in separate areas. Equipment used for raw food should not be used for cooked food without cleaning or sanitizing
- Staff wearing gloves for food preparation should change them after each task followed by thorough hand washing – Please note, the wearing of gloves is not a substitute for effective hand washing
- Cover any food left out during service. High risk cooked foods should be cooled rapidly and chilled within an hour and a half of cooking – cooling logs completed
- Staff asked to receive a delivery of food should always check temp of, frozen and fresh meat products. Frozen goods between -18°C -22°C, if the food is warmer than -18°C **don't accept the delivery**. Chilled food should not be above 8°C the same rules apply, especially with high risk foods
- Always unpack refrigerated and frozen foods as soon as possible and store correctly
- All stock received should be rotated - old to be used first - FIFO
- All food should be covered, dated and labelled, particular attention to allergy labelling is required
- When storing refrigerated food always cover, label and date, follow diagram on fridge for layout of fridge (e.g. raw meat away from cooked)
- When handling food use clean tongs where possible

All relevant staff are trained on the above and is reflected in the training matrix.

Hygiene and Safety Guidelines - Kitchen

- Before starting work, staff must put on the approved clean uniform
- Hats must be worn
- Footwear must be closed in, clean and in good condition. No sandals, slippers or boots, open toe or high shoes allowed. Foot wear should be non-slip
- Uniforms (including footwear) must not be worn outside the kitchen area, e.g. on the way to work
- Outside clothing must not be kept or left in food preparation areas
- Long hair, including beards, must be tied back and blue hair nets worn where appropriate
- Strong perfume should not be worn
- No jewellery should be worn except for a wedding ring and small stud earrings
- Nail varnish must not be worn
- Nails should be short and clean and no false nail can be worn
- Cuts or broken skin should be covered with a blue waterproof plaster
- Always report any illnesses
- **HANDS MUST BE WASHED** in the wash hand basins provided not the sink.

Hands must be washed frequently using hot water and soap; after using the toilet; before starting work; when handling different foods such as raw and cooked meat; after handling unhygienic items such as dustbins, after eating, drinking or nose blowing etc.

All relevant staff are trained on the above and is reflected in the training matrix.

Accidents

- Immediately report any accidents at work to your manager
- Record the accident in the accident book, it is your responsibility to record any injury or accidents

All relevant staff are trained on the above and is reflected in the training matrix.

Fire

- Make sure as a member of staff you are aware of the location of firefighting equipment do not attempt to put out a fire unless you have been trained
- Any member of staff discovering a fire should sound the alarm
- Proceed to the assembly point
- Make sure the doors are closed behind you
- On hearing the fire alarm, evacuate the building immediately. Do not stop to pick up personal belongings.

First Aid

- Make sure you know where the first aid box is kept
- Ensure you are aware of first aiders
- Ensure first aid box contents are contained in the box and are in date

All relevant staff are trained on the above and is reflected in the training matrix.

Risk Assessment

Risk assessments are carried out and documented annually by the catering lead under the following headings;

- Fire
- Manual Handling
- C.O.S.H.H control of substances hazardous to health
- Equipment
- Health & Safety (accidents and reporting illnesses)

Risk assessments will consider a number of related questions

- What is the hazard (whether this is in relation to fire illness, accidents)
- Who is at risk?
- What can go wrong?
- What are the chances of things going wrong?
- What can be done to prevent things going wrong?
- What personal harm can occur?
- What measure should be taken if things go wrong?

The risk assessment documents can be located in the catering office within each school kitchen and centrally on Teams.

Allergies

Food allergies and intolerances can be very serious and anaphylaxis is a severe potentially life threatening allergic reaction. If a pupil is identified as having a food allergy schools are responsible for alerting the kitchen manager and keeping staff up to date of any changes. This also applies to the teaching of food and a permission letter should be completed before food tasting. The Food Standards Agency online allergy course will be undertaken by relevant staff. Kitchens will provide a full allergy matrix covering the menu cycle. Appropriate allergy signage will be displayed – Refer to food allergy policy.

Use of alcohol

The use of alcohol is not permitted within any cooking processes for all school meals. The ordering of alcohol is not permitted by any member of the catering team.

In exceptional circumstances, for external catering purposes, alcohol may be purchased for these events by the Healthy Communities and Catering Lead.

General Induction

All food handlers will undergo induction training. For food handlers this will include:

- Completion of Food Handlers Declaration.
- Explanation of absence procedure.
- Reference to the Food Safety and Hygiene Policy and where it can be found in the kitchen.
- Explanation of working procedures in specific areas, including personal hygiene, illness reporting, temperature controls, cleaning and disinfection and general cross contamination controls.
- Explanation that for new starters will be supervised until their training matrix and records are satisfactorily completed.

Food Safety and Hygiene training will be included in training plans on a continual basis and training sessions will include the contents of the Food Safety and Hygiene 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.

Hazard Analysis Critical Control Points (HACCP)

HACCP is a documented management system in daily practice for reducing risks of Bacterial, Chemical and Physical food safety hazards within food production. The HACCP requires identification of each step within the food process where hazards could be critical to the safety of the food.

There are a number of controls identified along the process – see HACCP chart below for all processes. The system indicates acceptable situations and rejection tolerances. It sets out precise actions to be taken in event of an unsatisfactory event. These are practical applications therefore to be used as a working document.

STEP	HAZARD	CONTROL	MONITOR/ RECORDS	CORRECTIVE ACTION	CCP
Purchase and delivery	Contamination Chemical Physical Bacterial Inadequate temperature control in transportation /growth of bacteria Allergens	Approved suppliers Adequate temperature control <8c chilled <-18c frozen	Visual/sensory checks of condition of food, vehicles, packaging & date codes Temperature checks – food and van temperatures To check substitutions Supplier details	Change supplier Reject delivery Damaged stock Allergen logs completed	No Yes for chilled
Storage	Growth of bacteria Further Contamination Physical Bacterial Chemical Broken/open packaging Allergens	Store at correct temperatures <8c chilled < - 18c Frozen Cover/wrap foods Separate raw and cooked Decant with original packaging Rotate stock FIFO Allergy labels/awareness	Temperature checks Visual checks Check date codes - FIFO Pest control contract	Reject foods at wrong temperatures >4 hours or cook Adjust fridges and freezers to correct temperatures Reject contaminated foods if seen Reject out of date foods Report pest infestation Refresher training Clean spillages immediately	Yes if ready to eat Yes Yes

STEP	HAZARD	CONTROL	MONITOR/ RECORDS	CORRECTIVE ACTION	CCP
Preparation	Growth of bacteria Further contamination Physical Bacterial Chemical	Limit time at kitchen temperature 4 hours chilled and 2 hours hot Avoid cooking and hot holding too far in advance Clean as you go Use clean equipment Good personal	Time checks Cleaning schedule Visual checks Adequate training	Prepare food in small batches Throw away food in danger zone for excess of 2 hours Re-clean as necessary Re-train as necessary	No No No

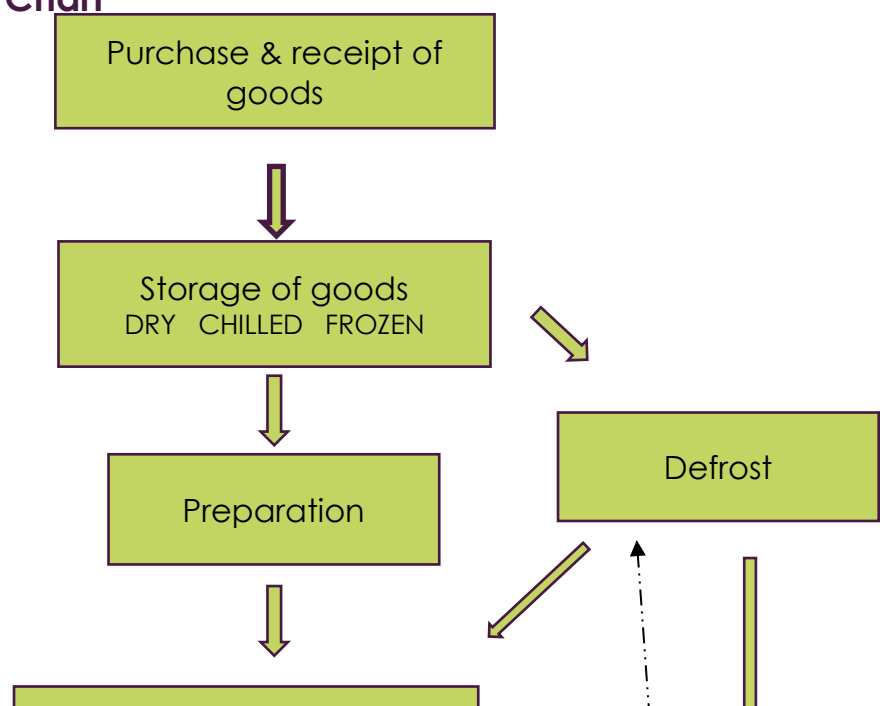
	Allergens	hygiene of food handlers Colour coded chopping boards/knives Separate prep areas for raw and cooked foods Good maintenance structure and equipment	Visual checks Allergy matrix	Repair/replace as necessary	No
Cooking	Survival of bacteria	Cook to core temp +75c Probe clean and sanitised Stir foods to avoid hot or cold spots	Temperature checks	Probe and continue cooking to correct temp achieved	Yes
	contamination	Food covered			
Cooling	Growth of bacteria	Foods to be cooled rapidly to less than <8c (within 90 minutes) and refrigerated	Visual checks Time & temperature checks. Cooling log to be completed	Split foods into smaller portions Stir to cool quicker Sit pan in cold water	Yes
	Further contamination Bacterial Physical Chemical	Food to be covered	Visual checks	Reject contaminated foods if seen	Yes
Defrosting	Further contamination Physical Bacterial Chemical Allergens	Defrost food in refrigerator Covered and in secure container	Visual checks	Discard food if cross contamination occurs Do not refreeze foods that have been defrosted and not used	No
Chilled storage	Growth of bacteria	Store at <8c	Temperature checks	Reject foods at wrong temperature >4 hours	Yes
	Further contamination	Cover/wrap foods Separate raw & cooked	Visual checks	Adjust chiller temperature Reject contaminated foods if seen	Yes
Reheating	Survival of bacteria/ spores	Reheat to core temperature reached of +75c Foods never to be reheated more than once	Temperature checks	Reheat further if not up to temperature until correct temperature reached	Yes
	Further contamination				
Hot holding Service	Growth of bacteria	Temperature to be maintained at above >63c	Temperature checks	Discard after two hours	Yes
	Further	Keep foods	Visual checks	Reject	

	contamination	covered		contaminated foods if seen	
--	---------------	---------	--	----------------------------	--

STEP	HAZARD	CONTROL	MONITOR/RECORDS	CORRECTIVE ACTION	CCP
Cold display	Growth of bacteria Further contamination	Keep foods cool <8c when on display Where food cannot be refrigerated limit to one period of 2 hours at ambient temperature Use clean equipment Keep food covered	Time and temperature checks Visual checks Cleaning schedule Foods covered and labelled	Reject foods at ambient temperature after 2 hours Reject contaminated foods if seen Re-clean as necessary	Yes Yes Yes
Transportation	Growth of bacteria Food loaded too far in advance Transportation time too long Further contamination	Planned delivery routes taking no longer than 1.5 hours Critical temp limits Hot +63c Cold less than 8c Frozen food less than -16c Use clean delivery vehicle	Time and temperature checks Visual checks Foods covered and labelled, packed in insulated boxes	Reject food outside temperature limits Report problems & concerns. If food is outside temperature accepted range then foods should be treated as per reheating or cold display Reject contaminated foods if seen Re-clean as necessary	Yes

You will find Hazard Analysis Critical Control Point (HACCP) record forms in the Safer Food Better Business (SFBB) pack

Food Processes Flow Chart



Food Handling, Hygiene and Safety Guidelines

Pre-School, breakfast and after school clubs including dining hall Meal Time Assistants and any extended services:

The Trust recognises the importance of following best practice and high food hygiene standards across the whole school in other food preparation areas. We recognize due to reduced menu and procedures that risk is lower but we expect best practice standards to still comply for due diligence and safety purposes:

- All staff involved with food handling will have a food safety and hygiene certificate, induction and in-house training
- Applicable rules apply as above for food handlers re sickness, illness and absence
- Effective hand washing should take place before any food handling in a designated hand washing sink
- Staff should wear an appropriate clean apron to prevent cross contamination
- If staff have nail polish or false nails then gloves should be worn for food handling tasks and should be changed after each task followed by effective hand washing
- Long hair should be tied back appropriately to avoid physical contamination
- All stock received should be rotated old to be used first – clear system should be in place
- All food should be covered, dated and labelled
- All staff should follow appropriate cleaning schedule
- All staff should complete and sign daily checks re temperature controls
- When storing refrigerated food (including staff room fridges) always cover, label and date, follow diagram on fridge for layout of fridge (e.g. raw meat away from cooked)
- When handling food use clean tongs where possible
- Clear allergy procedures should be in place and followed (refer to Food Allergy Policy)
- Staff should make themselves aware of appropriate kitchen and cleaning risk assessments (contained within the Health and Safety folder)
- Staff should make themselves aware of COSHH procedures

Food Safety Hygiene Statement for Food Handlers



I (insert name) as a food handler fully understand my responsibility and obligations as regards to ensuring the safety of the food which I handle or come into contact with.

I have read the Food Safety and Hygiene policy and completed compliant food hygiene training. I will fully implement relevant procedures to ensure the safety of the food.

I understand that my duties and actions whilst handling food must be such so as not to put the safety of that food at risk, and I will adhere to the Trust policies and procedures.

I further understand that as part of the Academy for Character and Excellence HACCP food safety management system I must be aware of all potential hazards that exist within my working environment which could affect the safety of the food.

It is my responsibility to report any hazards that may /will affect the safety of the food served

Print Name.....

Signed.....

Date.....

Food Safety Organisation Responsibilities

Headteacher	• Overall responsibility for Health and Safety across their school • To highlight any issues regarding Food Health and Safety during site visit meetings with Catering Lead • Ensure any immediate food safety risks are dealt with accordingly • In the case of external catering provider, liaison with contractor is essential • To ensure any external clubs, PTFA events or general hiring of the kitchen liaise with the Catering Lead to ensure all food safety and hygiene standards are followed
Catering Lead	• Responsibility for the implementation, control, monitoring and review of this policy. • To ensure that all staff receive suitable Food Hygiene training appropriate to their level within the management. • Will ensure that all recommendations from visiting enforcement officers are acted upon with the recommended guidelines. • Provide information to the kitchen staff, of any pupils who have any food allergies or intolerances and ensure processes in place for safe food preparation and meets the needs of the pupils. • To maintain regular meetings with any external catering provider • To ensure all suppliers have relevant food safety standards in place
In-House Kitchen Manager	• Day to day responsibility for all the food safety • Ensure that all food is prepared in a safe and hygienic manner and prevent contamination as far as is reasonably practical. • Ensure that staff follow personal hygiene rules, particularly in relation to handwashing, protective clothing and reporting of illness and infections, • Ensure that all work areas are kept clean and tidy and report any pest infestation. • Ensure that the operational procedures and records in relation to food safety are maintained. • Keep and maintain all records for due diligence purposes. • Record and report all non-conformances to the policy standards. • Ensure information concerning pupil's allergies are kept up-to-date and food preparation complies to the guidelines and ensure any risks are mitigated. • Any concerns are reported immediately.
Kitchen Staff	• Aware of importance of keeping serving utensils separate to

	avoid cross contamination. • Ensure a commitment to produce safe food, keeping food free from harm of any kind. • Maintain quality personal hygiene standards. • Maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control. • Assist with record keeping as instructed by the kitchen manager
MTA	• Maintain excellent quality and hygiene standards with reference to cleaning and cross-contamination • To assist the kitchen in maintaining hygienic procedures • Ensure pupils have washed their hands before eating
Admin	• Ensure that allergies are communicated as per the Food Allergy Policy
Extended School	• Maintain quality and hygiene standards and procedures as per relevant hygiene documents.
Teaching and Support Staff	• All food education lessons to follow the food safety hygiene standards as per the Food Safety and Hygiene Policy