
Accepted by: Board of Directors March 2015
Lead Reviewer: School Manager and Catering Manager
Review Cycle: 1 Year
Last reviewed: September 2021
Date for next review: September 2022

Hurworth School is committed to providing an environment that promotes healthy eating which enables pupils to make informed choices about the food they eat. This will be achieved in the school canteen by the approach documented in this policy.

The aims of this policy are:

- To enable pupils to make healthy food choices through the provision of information and development of appropriate skills and attitudes
- To provide healthy food choices throughout the school day
- To ensure the safety of pupils with specific food allergies

Food and drink provision during the day

The school canteen is open twice a day:

- **Break**
- **Lunch**

The school adheres to all National Guidelines to ensure standards are held to an optimum level the following systems are in place:

The school adheres to all current regulations where all 14 allergens are required to be declared they are:

- Celery
- Cereals containing gluten, e.g. barley and oats
- Crustaceans, e.g. prawns
- Eggs
- Fish
- Lupin
- Milk
- Molluscs

- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million)
- Tree nuts, e.g. almonds, hazelnuts, walnuts

Food allergen labelling

From 1 October 2021, the school will adhere to new allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

All kitchen staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the school's produce

comes from and the school will be prepared to produce this record on demand by an environmental health officer.

Kitchen staff will withdraw any produce that has gone past its 'use by' date. All kitchen staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the headteacher is notified. Parents will be informed of the outbreak, in line with the school's Infection Control Policy.

Kitchen staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C; kitchen staff will cook food until its core temperature has reached 70°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

Kitchen staff will have an in-depth knowledge of the risks of cross contamination. Colour-coded chopping boards and corresponding knives will be used for food preparation.

Risk assessments have been prepared by the Catering Manager. All prepared food has been mapped out to consider if allergens are included.

- Signage about food allergies is displayed both at the entrance to and within the canteen
- The tills flag up potential allergens being present
- Copies of care plans are available in the kitchen
- All of the staff in the canteen have received food allergen training
- All of the staff have received epi-pen training

Drinking water

The National Nutritional Standards for Healthy School lunches recommend that drinking water should be available to all pupils, every day and free of charge. This school agrees with this and provides a free supply of drinking water in the Canteen, in the Main Office and via an additional supply in the corridor near the Staff Room.

Packed lunches

The school encourages parents and carers to provide children with packed lunches which complement these standards. Parents/carers are reminded of the importance of a healthy diet and the dangers of certain allergens.

Special Dietary requirements

Special diets for religious and ethnic groups - The school provides food in accordance with pupils' religious beliefs and cultural practices.

Vegetarians and vegans – The school offers both a vegetarian and a vegan option at lunch every day.

Individual Health Care Plans - Individual care plans are created for pupils with food allergies. They are kept in the Main Office and in the Catering Manager's office. These document symptoms, adverse reactions and actions to be taken in an emergency as well as emergency contact details. The Canteen Manager is informed of any food allergies/food intolerance and requests for special diets by the School Manager.

Food safety

Appropriate food safety precautions are taken when food is being prepared or stored. These vary depending on the food on offer and include:

- Ensuring that adequate storage and washing facilities are available
- Ensuring that food handlers undergo appropriate food hygiene training
- Providing suitable equipment and protective clothing

Any food safety hazards are identified and controlled. We consult our local Environmental Health Department about any legal requirements.

Food hygiene

The kitchen staff will keep an up-to-date food hygiene plan, in line with the Hazard Analysis Critical Control Point (HACCP) principles.

The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All kitchen staff will have annual in food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the Catering Manager or other designated member of staff and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day

- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the Catering Manager or designated member of staff that has completed the day's entry

The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

At each monthly review, the Catering Manager will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

At each monthly review, the Catering Manager will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the school canteen. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

Training will be provided to all kitchen staff on how to use the cleaning schedule.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitisers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or draw
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as 'Complete' on the cleaning schedule. The cleaning schedule will be reviewed on a monthly basis by the Catering Manager to ensure that cleaning tasks are being completed properly.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

- Packaging, e.g. cellophane wrap
- Food processing equipment, e.g. a food blender
- Cookware
- Work surfaces

The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the school uses:

- Full body aprons

- Hair/beard nets
- Latex gloves

Kitchen staff will be informed by the Catering Manager on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Kitchen staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

Environmental health inspections

The Catering Manager will be the key contact for the Environmental Health Officer from the LA – being responsible for implementing any recommendations made to them.

The school will record the following information in the Environmental Health Safer Food better business diary:

- Any identified hazards, e.g. a fridge running at a 6°C
- How hazards were avoided, removed or reduced, e.g. turning the temperature of the fridge down
- How any problems are rectified, e.g. reviewing the fridge's temperature every 15 minutes
- How plans are checked for effectivity

The Catering Manager will ensure all the necessary documentation is readily available for inspection for the Environmental Health Officer, including their food hygiene plan and food hygiene record.

The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the Environmental Health Officer as a matter of top priority. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

The canteen currently holds a Five Star Award for cleanliness which was issued by Darlington Borough Council in 2018

Monitoring and Evaluation

This policy will be reviewed annually by the Catering Manager and the School Manager. Any changes made to this policy will be communication to catering providers, kitchen staff, parents and other stakeholders where necessary.