



Food Safety Policy

Version: 2

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Charlene Hadfield / Luc Perquin - Director of Facilities and Estates</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Trust Board</p>
<p>Implementation Date:</p>	<p>April 2022</p>
<p>Review Date:</p>	<p>April 2023</p>
<p>Target Audience:</p>	<p>Staff, Students and Customers</p>
<p>References:</p>	<p>Food Standards Agency – Safer Food Better Business for Caterers</p>

CONTENTS

SECTION	TITLE	PAGE
1	Policy Statement	3
2	Purpose and Scope	3
3	Related Policies	3
4	Legislation and Guidance	4
5	Roles and Responsibilities	4
6	Managing Allergens	6
7	Implementation	8
8	Monitoring Compliance with and Effectiveness of this Policy	8

1. POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

It is the policy of The Education Alliance, when 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 Trust will:

- Ensure robust food safety practices and management procedures are in place across the Trust.
- Train staff to a level commensurate with their responsibilities.
- Promote awareness of the nature of food allergens and bring these to the attention of kitchen staff.
- Undertake routine audits of food safety practices and management procedures, to ensure that the arrangements detailed in the Food Safety Policy and Management Procedures are observed and implemented in a consistent manner.
- Complete and maintain all necessary written records regarding operational and training procedures.

2. PURPOSE AND SCOPE

This Policy, which is issued with the approval of the Board of Trustees, details the Trust's continued commitment to maintaining a high standard of Food Safety for all students, staff, visitors and customers. The policy also describes the organisation and arrangements which have been established by the Trust to achieve these standards.

The Education Alliance has produced this Policy to comply with the requirements of the relevant food safety and standards regulations.

3. RELATED POLICIES AND DOCUMENTS

This policy links closely with the following School or Trust Policies:

- Health and Safety Policy
- Food Safety Management Procedures

4. LEGISLATION & GUIDANCE

This policy is based on advice relating to Food Safety and Standards as set out in the Food Standards Agency – Safer Food Better Business for Caterers document and the following Regulations:

- The Food Safety Act 1990
- The Food Safety Order 1991
- The Food Standards Act 1999
- The Domestic Food Information Regulations 2014

5. ROLES & RESPONSIBILITIES

Board of Trustees

The Board of Trustees has responsibility for the approval of this policy.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- Ensuring the Trust has systems and processes in place to implement this Policy.
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the Policy.
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon.

Director of Facilities and Estates

The Director of Facilities and Estates is the Trust's designated Executive Director lead for Food Safety and, as such, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Director of Facilities and Estates will, with support from the Trust Catering Manager:

- Support Headteachers and/or School Catering Manager's / Head Cook's in ensuring kitchens are fit for purpose.
- Escalate Food Safety concerns to the Headteacher, where recommendations and/or instructions have not been followed by the School Catering Manager/Head Cook.
- Monitor findings from Food Safety audits to drive changes to policy and procedures where required.
- Ensure that Trust suppliers have been appropriately vetted for Food Safety standards.

Headteacher's

Headteacher's are responsible for implementing and complying with the Trust's Food Safety Policy and the day-to-day Food Safety Management within their school.

This involves, as far as is reasonably practicable:

- Ensuring that all catering staff receive suitable Food Hygiene training appropriate to their level of responsibility.
- Ensuring that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.
- Providing information to kitchen staff, of any students/pupils who have any food allergies or intolerances and ensure food prepared and provided meets the needs of the pupils.

These duties may be delegated to other competent persons, but oversight and responsibility remains with the Headteacher.

Catering Managers / Head Cooks (Secondary Schools only, In Primary Schools oversight and responsibility for these tasks will lay with the Trust Catering Manager, however the tasks may be delegated to other competent persons)

Catering Managers/Head Cooks, under the direction of the Headteacher and the guidance of the Director of Facilities and Estates, have delegated duties and responsibilities for Food Safety within their school.

This involves:

- The day to day responsibility for all food safety.
- Ensuring that all food is prepared in a safe and hygienic manner and contamination is prevented as far as is reasonably practical.
- Ensure that staff follow personal hygiene rules, particularly in relation to hand washing, protective clothing and reporting of illness and infections.
- Ensuring that all work areas are kept clean and any pest infestation is reported promptly.
- Ensuring that the operational procedures and records in relation to food safety are maintained.
- Recording and reporting all non-conformances to the Policy standards.
- Ensuring information concerning students/pupil's allergies is kept up-to-date, food preparation complies to the guidelines and ensuring any risks are mitigated.
- Ensuring any concerns are reported immediately.

Kitchen Staff

Kitchen Staff, regardless of employment status, are expected to co-operate with the Trust's Senior Management Team and the School's Headteacher on all aspects of Food Safety including but not limited to:

- Food Safety Policy
- Food Safety Management Procedures
- Reasonable Instructions from the Catering Manager, Head Cook or member of the Trust or School Senior Leadership Team.

Furthermore, Kitchen Staff will:

- Commit to producing safe food and ensure food is kept free from harm of any kind so far as is reasonably practicable.
- Maintain personal hygiene standards in accordance with those standards set out in the Food Safety Management Procedures.
- Maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.
- Assist with record keeping as instructed by the School Catering Manager/Head Cook.

Students, Parents, Staff and Customers

Students and/or parents/carers, Staff and Customers are responsible for making the School aware of any food allergens and/or intolerances and reporting any Food Safety incidents to a member of staff who will, where necessary, escalate to the School Catering Manager/Head Cook or Headteacher.

6. MANAGING ALLERGENS

Food allergies can affect an individual at any time of their life and the Trust 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 as such the Trust will take all reasonably practicable steps to ensure school kitchens are kept nut free.

Parents/carers are required to inform the school of any allergies when the child starts at the school or when the child's allergy becomes known to the parent.

Allergen information will be displayed next to each dish or on weekly menu's where possible, where this is not possible (i.e. due to a last minute change in menu or a substitute product being used) signs directing students/pupils on how to obtain allergen information will be clearly displayed in each food serving area.

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.
- 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.
- 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.

The Catering Manager/Head Cook undertakes training on food allergens and must have completed the food allergens online training course. This information is then cascaded to all kitchen staff.

More information can be found on the Food Standards Agency website www.food.gov.uk Safer Food Better Business for Caterers, which provides further guidance on food preparation, allergens and hygiene.

7. IMPLEMENTATION

This policy and associated Food Safety Management Procedures will be disseminated to all kitchen staff, irrespective of employment status.

Annual refresher training will be delivered to all Kitchen Staff to ensure any new procedures are fully disseminated.

Hard copies of this Policy and associated Food Safety Management Procedures will be available in each school kitchen.

This policy will be stored on the Trust and School websites.

8. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY

The effectiveness and compliance of this Policy will be monitored by the Director of Facilities and Estates. This will be done in the following ways:

- A review of the policy at least annually.
- Food Safety Compliance reviews to be undertaken by the Trust Catering Manager or Director of Facilities and Estates on a termly basis, with reports being shared with the Executive Team following the review.