



Goodrich Church of England Primary School

**Safe Food Handling
Date: September 2016**

Headteacher: Mrs. Karen Miles

Chair of Governors: Mr. Neil Crofts

Policy Review date: July 2018



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Safe Food Handling

Purpose of this policy

To ensure school food premises are operated safely and food is handled appropriately.

Policy

School canteens are Class 2 food premises and must demonstrate that food is safe to eat in accordance with the *Victorian Food Act 1984*.

School councils must ensure that school canteens meet these legislative requirements by:

- having a food safety supervisor (Rose Webb GSM & Governor)with the training, skills and knowledge to ensure that:
 - all regulations are followed
 - anyone handling food has the correct training

Food safety and handling practices

This information summarises recommended practices that will assist schools in complying with food safety and food handling regulations.

Personal hygiene

Good personal hygiene is essential to ensure that:

- food is not contaminated with food-poisoning bacteria or other matter such as foreign objects or chemicals
- hands and other parts of the body do not transfer food-poisoning bacteria to food.

Personal hygiene practices include:

- hand washing - always wash hands thoroughly with soap and warm water before handling food and after visiting the toiletcoughing or sneezing handling rubbish touching hair or other body parts or any other activity that may carry bacteria to food
- personal cleanliness - when handling food: tie long hair back or cover it with a cap or other approved headwear wear limited jewellery
- wear clean protective clothing over normal clothing store personal items and spare clothes away from any areas involving food handling
- personal behaviour - do not smoke, chew gum or undertake any other unhygienic practice in food handling areas
- illness and injuries - all wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip or bandage. If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in tasks. Individuals suffering from diseases that can be transmitted through food must not handle food.

Food preparation

Food naturally contains bacteria and some food may contain food poisoning bacteria. Foods need to be handled correctly to ensure that they do not become contaminated and that the bacteria already in the food do not have an opportunity to grow.

It is important to keep raw food totally separate from cooked or ready-to-eat foods.

If raw food is cooked thoroughly most of these bacteria will be killed. However, if raw food comes into contact with other food that has already been cooked, or is ready-to-eat, the bacteria can transfer to this food. This is called cross-contamination.

This table outlines key food preparation and storage considerations.

Task	Consideration
Receiving food	<ul style="list-style-type: none">Perishable foods supplied must be transported in a refrigerated food vehicle or refrigerated containers. The temperature of deliveries should be checked. Food that needs refrigeration must be transported at below 5°.Dry goods being delivered need to be checked for unbroken packaging such as bread and cans.
Preparing food	<ul style="list-style-type: none">Use separate utensils, chopping boards and other equipment for raw and ready-to-eat foods to avoid cross-contamination. If this is not possible, thoroughly wash and sanitise equipment between use.Thoroughly wash all fruit and vegetables before use.Don't use any food if you cannot guarantee its freshness.
Handling food	<ul style="list-style-type: none">Raw foods, which are to be cooked, can be safely handled with bare hands (provided hands are clean).Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves. <p>Important: If gloves are worn, they must be changed at least hourly or sooner if they become torn or if there is a change in task e.g. when changing from raw to ready-to-eat food. Always wash hands before putting on gloves. Never touch food with gloves that have been used for cleaning.</p>
Cooking & heating food	<ul style="list-style-type: none">Thaw food in the bottom part of the refrigerator before cooking.Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards.Never refreeze food that has been thawed.All food is thoroughly cooked, especially those of animal origin and ensure the juices run clear.If food can be cooked from a frozen state extra care must be taken to ensure the food is cooked right through.If reheating food ensure that it is brought to the boil and simmered for at least five minutes.

Task	Consideration
Storage & display	<p>If food is not stored, displayed or transported correctly the naturally forming bacteria can multiply to dangerous levels. One of the most important factors for growth is temperature with the known danger zone being between 5° and 60°. High risk foods such as meat, dairy products and seafood must spend only the minimum possible time in this zone.</p> <p>These same foods produced in the form of dried food powders in their original packaging, jars, cans and other containers of which have been processed by heat are not categorised as high risk foods.</p> <p>Safety can be maintained by correctly storing food:</p> <ul style="list-style-type: none"> • controlling the temperature of high risk foods • Important: keep cold food cold (below 5°). Keep hot food hot (above 60°). • checking equipment, particularly the operating temperatures of refrigerators and freezers including: <ul style="list-style-type: none"> - buying a thermometer and monitor temperatures - immediately reporting malfunctioning equipment to the principal (or campsite owner if at a camp) - keeping frozen food frozen - defrosting freezers regularly and not overloading them. - covering food with lids, foil or plastic film - once a can is opened any remaining food should be transferred to a suitable container and labelled with the date. Do not store in the can - ensuring food does not remain in storage too long - storing chemicals, cleaning equipment and personal belongings away from food preparation and food storage areas • food that is displayed must either be wrapped or covered • bain-maries (or hot holding devices) are to keep hot foods (above 60°) and are not to be used to: <ul style="list-style-type: none"> - reheat foods; or - stack food above the level of the trays or else it will not remain sufficiently hot.

Providing food at SMILES club

Registering as a food business

As a "food business" we must be registered with our local authority.

"If food premises are used by several catering businesses (for example, a village hall or conference centre), the person who allows the premises to be used for this purpose is responsible for registering them." Therefore the premises are registered under GSMA

Food handling training

There is no legal requirement for operators of food businesses to hold a formal food hygiene qualification just that they have had some training. However at least one member of Smiles Club staff has a current Food Handling and Hygiene Level 2 qualification.

Food regulations for Early Years settings

Out of school clubs also have other statutory regulations that they must adhere to when providing food and drink for the children in their care. The welfare requirements of the Early Years Foundation Stage state that:

"Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements... Providers must record and act on information from parents and carers about a child's dietary needs."

[para 3.47 Statutory Framework for the Early Years Foundation Stage 2014]

In addition you must adhere to the specific statutory requirements relating to food and drink:

"Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious... Fresh drinking water must be available and accessible at all times."

[para 3.47 Statutory Framework for the Early Years Foundation Stage 2014]

"Providers must be confident that those responsible for the preparation and handling of food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene."

[para 3.48 Statutory Framework for the Early Years Foundation Stage 2014]

"Registered providers must notify Ofsted... of any food poisoning affecting two or more children cared for on the premises. ... A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence."

[para 3.49 Statutory Framework for the Early Years Foundation Stage 2014]

Food allergen information

From December 2014 new food regulations came into force which mean that all food providers - including out of school clubs if they serve food - have a legal duty to provide information to consumers if any of 14 specified allergenic ingredients are contained in their food.

Smiles Club staff will check with parents/ carers prior to offering any food containing any of these ingredients.

- cereals containing gluten: wheat, rye, barley, oats, spelt, kamut and their hybridised strains
- crustaceans
- eggs
- fish
- peanuts
- soybeans
- milk
- nuts including almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, macadamias, and Queensland nuts
- celery
- mustard
- sesame seeds
- sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/litre expressed as SO₂
- lupins
- molluscs

Healthy eating

Children's food trust provides us with guidance for good practice. A booklet is available on request.

http://www.childrensfoodtrust.org.uk/assets/rsrscs/recipes-for-success/cft_r4s_4aftersclubsv2.pdf

It is a specific legal requirement that the food and snacks you provide are 'healthy, balanced and nutritious'.

In practice

Smiles Club provide a range of healthy food each day. Very fussy eaters are encouraged to try new things and where possible involve them in making it themselves—this also encourages independence.