



The Gillford Centre

FOOD HYGIENE POLICY

Policy creation date: November 2016

Policy review date: November 2020

Statutory Registration

The Gillford Centre is registered with Cumbria County Council as a “food business” within the meaning of the regulations. We are, therefore, inspected at intervals as determined by that Council’s Environmental Health Officers.

Health and Safety

The Gillford Centre recognises that compliance with health & safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. The School’s catering is carried out in-house by our own catering staff. These persons report to the Headteacher who has ultimate responsibility for the catering and food hygiene function. The in-house catering staff have the appropriate level of training for catering, including food hygiene/ health and safety/ fire safety. A Risk Assessment has been produced for the curriculum-based Cooking and Cooking lesson activities.

Management of Food Safety

The Headteacher has overall responsibility for managing food safety. On a day-to-day basis this function is delegated to Donna Lamb in conjunction with Georgia Collie.

This includes the following areas:

Staff Training

- All staff who assist in food preparation should possess a Food hygiene certificate (Level 1);
- Training the school employed catering staff who prepare food from raw ingredients in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures;
- Training all kitchen staff on the awareness & management of allergens in food;
- Ensuring that all catering staff have clearly allocated responsibilities, which they understand
- Training all staff in emergency procedures and shut-off procedures e.g. for gas/electricity;
- Maintaining records of training;
- Conducting regular refresher training

Staff Uniforms & Personal Hygiene

- Ensuring that all staff wear appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served
- Ensuring compliance with the hand-washing or hand-cleaning regime at all times

Monitoring Compliance with Procedures

- Checking that products are nut-free;
- Checking that the School’s Caterers are aware of the HACCP system, they are aware of ‘Safer Food, Better Business’ via <https://www.food.gov.uk/business-industry/food-hygiene/haccp> is in place, and that the documents can be checked by everyone
- Monitoring the staff to ensure that food safety and management procedures are followed without exception;
- Ensuring compliance with the daily cleaning and disinfection regime;

Pupils with Medical Conditions

- Liaise with the Administrator/Headteacher about special diets;
- Consulting with a Dietician, if necessary.

Monitoring Incoming Supplies

- Inspecting (or ensuring that an authorised member of staff inspects), conducting temperature checks, where appropriate, and signing for all incoming supplies and stores before acceptance;
- Rejecting any non-compliant items;

Food Preparation, Serving and Consumption

- Inspecting all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal time;
- Monitoring the Dining Hall, counters and trolleys for dirty plates, cutlery etc. together with the bins for waste food throughout the service of every meal;
- Ensuring that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery;
- Checking and recording the temperatures of the hot and chilled service counters on a daily basis and reporting any faults promptly;
- Checking and recording the temperatures of the food on display in the serveries.

Equipment Monitoring

- Checking all kitchen equipment (or ensuring that a member of staff inspects) on a daily basis to ensure that it is functioning properly, and keeping a record
- Taking (or ensuring that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked and keeps a record

Purchasing and Checking Stock

- Ensuring that food supplies are only purchased from a reliable and authorised source
- Checking that all supplies used are in date and undamaged
- Checking that food is properly stored as soon as it arrives

Professional Audit/Assistance

- Liaising with Catering consultants over our catering arrangements, including menus, as necessary;
- Obtaining professional advice from a Dietician on healthier food, menu planning and special diets as required;
- Arranging a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at least once a year;
- Ensuring that an appropriate pest control regime is in place.

Equipment Failure

Reporting all catering equipment failure to the School Office as soon as it is discovered.

First Aid

Ensuring that the Kitchen first aid kit is kept fully stocked in accordance with professional recommendations e.g. Stocks of blue coloured plasters.

Signage

Displaying the appropriate Chopping Board, First Aid, COSHH and emergency notices

Waste Disposal

- Arranging the hygienic disposal of waste in accordance with recommended practice;
- Managing a re-cycling regime for paper, card, glass and clean tins.

All Pupil Procedures

All pupils are used to a routine of washing their hands before and after eating their break time snacks and lunch. They are taught how to carefully and thoroughly wash their hands. The development of good hygiene is reinforced through regular reminders from staff, through posters (text and pictures) and in classroom environment.

The cleanliness of all food equipment, including plates and cutlery for the Dining hall and classroom use, is the responsibility of the catering staff. The Classroom staff take responsibility for setting out and clearing away break time snacks in the classrooms/ practical areas. Plates are always used and food is kept covered until needed. Any uneaten break time snacks are returned to the school kitchen.

The tables at which pupils sit to eat are thoroughly cleaned before and after eating. In the dining hall this is done by the school / GSMA staff; in the classroom it is done by the teacher/teaching assistants.