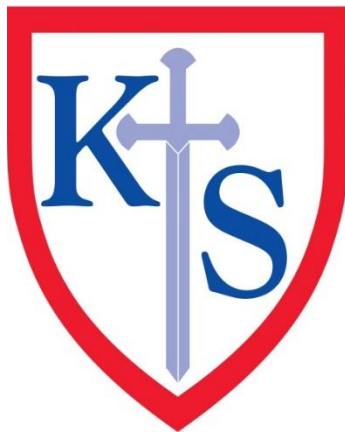


Kingsland CE Primary School

Food Safety and Hygiene Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

March 2025

Kingsland CE Primary School

Food Safety and Hygiene Policy



Date for full implementation: March 2025
Review date: March 2028

This policy has been developed in accordance with 'Safer Food Better Business' and the Food Standards Agency.

Statutory Registration

Kingsland CE Primary School is registered with Herefordshire 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

Kingsland CE Primary School 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, including Breakfast Club, and Stay & Play Club who provide food, is carried out in-house by our staff. These persons report to the Headteacher who has ultimate responsibility for the catering and food hygiene function. 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 staff who serve the food. Currently, school lunches are provided by Wigmore School kitchens.

Staff Training

- All staff who assist in food preparation should possess a Food hygiene certificate (Level 1)
- 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
- 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

- 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 School Office/Headteacher about special diets

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 and counters 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 the full working order of the hot service counter on a daily basis and reporting any faults promptly
- Checking and recording the temperatures of the food on display in the serveries
- Taking the temperature with a probe of all meat or fish that is being cooked and keep a record

Equipment Monitoring

- Checking all kitchen equipment on a daily basis to ensure that it is functioning properly and reporting any faults to the headteacher immediately

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

Equipment Failure

- Reporting all catering equipment failure to the headteacher as soon as it is discovered

Personal Hygiene

- All staff should maintain a high standard of personal hygiene
- Hair must be kept in a hygienic condition
- Hands are the main vehicles for transferring food poisoning bacteria to high-risk food and they should be kept clean at all times. They should be washed regularly throughout the day
- Cuts should be cleaned and covered with a plaster

Food Waste

- Any unused food is disposed of responsibly



Kingsland CE Primary School

Food Safety and Hygiene Procedures



- Wash hands thoroughly
- Turn hot server on
- Ensure surfaces are clean and tidy
- Disinfect dining tables
- Prepare for service – cutlery, plates etc.
- When food arrives, test temperature with probe and record on record sheet. If temperatures are of concern, phone Wigmore School kitchens to ask advice
- Disinfect probe
- Serve food – gloves are not required if food is not being directly handled. Sanitiser must be used before switching roles
- Clean and tidy the kitchen – disinfect surfaces and tables, including in Class 4 and 5, and sweep floor
- Calibrate temperature probe weekly and record on record sheet