

# Food Hygiene Policy

**Implemented:** February 2024

**Next Review date:** January 2026

**Implemented by:** Linda Matthews - Headteacher



**WATERGATE SCHOOL**

**'I Can, You Can, Together We Will'**

# **WATERGATE**

## **FOOD HYGIENE POLICY**

### **POLICY STATEMENT**

It is the policy of Watergate School when handling, preparing, cooking food that we comply with all relevant legislation and Codes of Practice regarding Food Safety.

In order to achieve these objectives, Watergate School will:

- Ensure robust food safety practices and management procedures are in place.
- Train staff to a level appropriate to their responsibilities.
- Promote awareness of the nature of food allergens and bring these to the attention of all relevant staff including the Chartwells our catering provider.
- Undertake routine audits of food safety practices and management procedures, to ensure that the arrangements detailed in this policy observed and implemented.
- Complete and maintain all necessary written records regarding operational and training procedures.

### **PURPOSE AND SCOPE**

This Policy, which is issued with the approval of the Governing Body Watergate School, details their commitment to maintaining a high standard of Food Safety for all pupils, staff and visitors.

The policy also describes the organisation and arrangements which have been established by the Watergate School to these standards.

### **RELATED POLICIES AND DOCUMENTS**

This policy links closely with the following School

- Health and Safety Policy
- Administering of Medications Policy
- First Aid Policy

### **ROLES & RESPONSIBILITIES**

Governing Body has responsibility for the approval of this policy.

The Head Teacher is responsible for:

- Ensuring the School 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.
- Ensuring kitchens are fit for purpose.
- Ensuring that all relevant 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 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 Contractor under the direction of their organisation have duties and responsibilities for Food Safety within the school. This involves:

- The day-to-day responsibility for all food safety in the school kitchen.
- Ensuring that all food is prepared in a safe and hygienic manner and contamination is prevented as far as is reasonably practical.
- Ensuring 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 to the Premises Staff.
- Ensuring that the operational procedures and records in relation to food safety are maintained.
- Ensuring information concerning 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, regardless of their employment status are expected to co-operate with the Head Teacher on all aspects of food safety.
- Maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.

Parents, Carers 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 or Headteacher.

### **MANAGING ALLERGENS**

Food allergies can affect an individual at any time of their life and Watergate School 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 Watergate School will take all reasonably practicable steps to ensure the school is 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).

School Staff involved in the purchase / handling / cooking / storage of food, 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.

### **EMERGENCY MEDICATIONS**

Pupils with food allergies will have a care plan in place. Personal emergency medications are stored in the school office.

Specific school staff have been trained to administer the emergency medications and receive regular refresher training.

See Administration of Medications Policy

### **IMPLEMENTATION**

This policy will be disseminated to the School Catering Contractor and all relevant school staff.

Regular refresher training will be delivered to relevant school staff.

This policy will be reviewed every two years or sooner, after any related incidents.