



Food Safety Policy

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1. Introduction

- 1.1 This is the Food Safety Policy of Wellsway Multi Academy Trust ('the Trust').
- 1.2 The Trust is a partnership of schools which span the Bristol, Keynsham and Bath areas and includes primary, secondary and studio schools.
- 1.3 The age range of pupils means they are considered as being more vulnerable to food-borne illness than the general population. Therefore, a failure to adhere to food safety procedures has the potential to affect many individuals.
- 1.4 The needs of individual pupils are also taken into account, based on information provided by parents/carers and the pupils themselves including intolerances, allergies or other special dietary requirements.

2. General Statement

- 2.1 It is the Trust's policy to provide pupils and staff with food freshly prepared each day.
- 2.2 Only foods conforming to the highest nutritional and safety standards based on recommended nutritional values are to be served whilst also adhering to general government guidelines for catering e.g. limiting the use of salt and sugar.
- 2.3 The catering operation primarily relates to:
 - Break time snacks e.g. fresh fruit and savoury snacks
 - Breakfast service where agreed
 - Lunch time service
- 2.4 The current scale of daily service varies dependent upon the size of each school.
- 2.5 The Trust accepts its legal duty to comply with the provisions of The Food Safety Act 1990 (as amended) and Regulations made thereunder, the General Food Law Regulation 2004 (EC 178/2002) the Food Safety and Hygiene (England) Regulations 2013.
- 2.6 The Trust has put in place a comprehensive risk-based Food Safety Management System based on the principles of Hazard Analysis and Critical Control Points (HACCP) to ensure all practicable due diligence and the maintenance of our high food safety standards.
- 2.7 These procedures include procurement, delivery, storage, preparation and service.
- 2.8 The Trust only sources ingredients and services from certified and nominated suppliers that meet national standards of food safety and quality.
- 2.9 The Trust is committed to identifying potential food safety hazards and to implement any control measures necessary to reduce the risks to our pupils and staff
- 2.10 In order to achieve this, the following conditions will be observed:

- All food will be produced under hygienic conditions that do not expose the food or food contact surfaces to risk of contamination.
- Food contact surfaces and equipment will be kept clean and sanitised.
- All employees must maintain a high standard of personal cleanliness and wear the correct protective clothing supplied at all times during their hours of work.
- All food will be stored and processed under safe conditions and within the specified range of temperature according to statutory requirements and recommended approved guidance.
- Employees who are aware they are suffering from any infection or condition likely to cause food poisoning either directly or indirectly must report to their manager immediately.
- No food handler will be employed without the completion of the Trust Pre-employment Medical Questionnaire and where necessary, undergo medical examination or screening approved by the Trust's medical advisor.
- Employees must observe all Trust food hygiene procedures as detailed in the Trust's Food Safety Management System.

2.11. Any breach of this policy or associated procedures may be treated as serious misconduct and may, in certain circumstances, be construed as gross misconduct.

Signature:

Name: Claire Mansri

Position: Catering Operations Manager
Zest Catering

Signature:

Name: Tim Howes

Position: Chief Operating Officer

ORGANISATION

3. Responsibilities

The Chief Executive will:

- 3.1 Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for food safety across the Trust.
- 3.2 Consider the impact of food safety in decision making relating to the catering operation throughout the Trust.
- 3.3 Ensure that the Trust culture promotes a shared responsibility for food safety.

The Chief Operating Officer will:

- 3.4 The Chief Operating Officer is the conduit between the Audit and Risk Committee and the senior Trust employees with responsibility for health and safety, including food safety, within schools across the Trust 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.
- 3.5 The Chief Operating Officer delegates the food safety responsibility throughout the Trust to the Catering Operations Manager (Zest Catering).

The Catering Operations Manager will:

- 3.6 Be responsible to the Chief Operation Officer for all catering arrangements across the Trust - pupils and staff dining, hospitality and commercial operations.
- 3.7 Ensure that all school catering is of a consistently high standard and conforms to current school food standards.
- 3.8 Ensure compliance with the requirements of food hygiene regulations, Health and Safety, COSHH regulations and risk management practices.
- 3.9 To be the Trust's main point of contact with all relevant external agencies including Local Authority Environmental Health Practitioners.
- 3.10 Provide line management of the Senior Kitchen Staff Members within individual schools, providing on-site support as required.
- 3.11 Ensure the highest standard of cleanliness and kitchen management across all Trust kitchens.
- 3.12 Ensure all existing staff receive regular and appropriate training

Head Cooks, Kitchen Managers and Supervisors will:

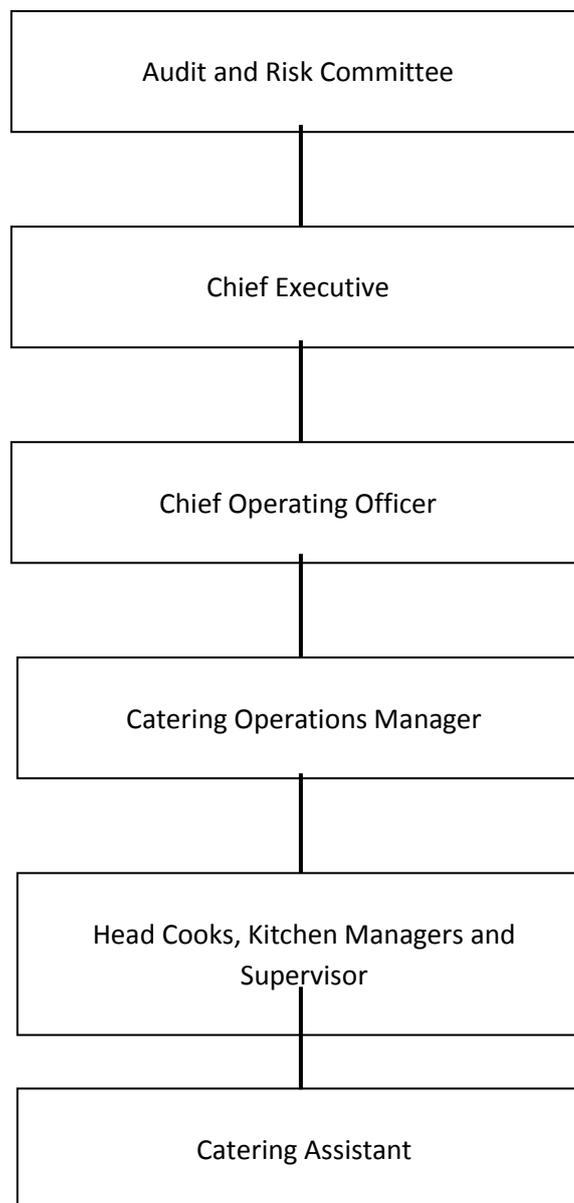
- 3.13 Be responsible to the Catering Operations Manager and Headteacher/Principal for the management of the school kitchen within which they are employed.

- 3.14 Be aware of the Food Safety Management System in place throughout the Trust and comply with it and any other policies and guidance associated with it.
- 3.15 Ensure all food deliveries are of good quality, in good condition and, where appropriate, under the correct temperature control requirements.
- 3.16 Ensure ingredients delivered are as specified in order to minimise the use of ingredients containing known allergens.
- 3.17 Ensure ingredients for each recipe are not be substituted without the express permission of the Catering Operations Manager in order to minimise the risk of an unintentional allergen being introduced to the final dish.
- 3.18 Ensure the kitchen is kept to high standards of cleanliness.
- 3.19 Ensure all temperature controls, including fridge, freezer, cooking and hot holding are complied with.
- 3.20 Ensure all documentary records required under the Food Safety Management System are completed accurately to comply with statutory requirements.
- 3.21 Supervise the Catering Assistants under their control and ensure all good practice is observed including personal hygiene standards.
- 3.22 Complete a 'Return to Work Questionnaire' after a Catering Assistant has taken a period of time off of work to ensure they no longer pose a risk to food safety.

Catering Assistants will:

- 3.23 Follow all rules and guidelines in place to ensure food safety.
- 3.24 Maintain the highest standards of personal hygiene, including the wearing of clean protective clothing and following good hand hygiene practices.
- 3.25 Attend food safety training as required.
- 3.26 Not add anything not indicated in a recipe without checking with the Senior Kitchen Staff Member in order to minimise the risk of introducing an allergen.
- 3.27 Inform their Senior Kitchen Staff Member at the earliest opportunity if they are showing any signs or symptoms of a food borne illness i.e. vomiting and, or diarrhoea.
- 3.28 After any sickness absence will attend a 'return to work' interview to ensure they will pose no risk to food safety.

4. The Trust's Organisation for Food Safety



ARRANGEMENTS

5. Hazard Analysis and Critical Control Points (HACCP)

- 5.1 This Food Safety Policy is part of a wider food safety management system based on the principles of Hazard Analysis and Critical Control Points.
- 5.2 The Trust understands its responsibilities to keep food safe from biological, chemical, physical and allergenic contamination.
- 5.3 The scope of the HACCP plan begins with the suppliers of raw and processed ingredients and terminates with hot or cold service to the end consumers, including pupil, members of staff and where applicable, school visitors.
- 5.4 The elimination of, or minimising the risk of, potential microbiological contamination is considered to be of greatest importance although consideration is also given to the other three potential hazard groups.
- 5.5 Special attention is given to the following pathogenic bacteria: *E. coli* O157 VETEC, Salmonella strains such as *Salmonella typhimurium*, *Clostridium perfringens*, *Staphylococcus aureus* and *Listeria monocytogenes*. Viral pathogens such as the Norwalk virus are also considered as posing a potential hazard in an educational institution.
- 5.6 A flexible approach to developing the food safety management system has been adopted based on the Food Standards Agency's Safer Food Better Business system.

6. Food Suppliers

- 6.1 The Trust will only source food supplies from an approved suppliers list, having undergone an evaluation by the Catering Operations Manager.
- 6.2 A Supplier Evaluation Questionnaire will be sent to the supplier for completion on an annual basis in order to remain on the approved suppliers list.
- 6.3 Where a supplier is considered to provide higher risk products i.e. meat, then the Catering Operations Manager will carry out periodic audits of the supplier which will include a site visit.
- 6.4 The full list of current, approved, suppliers is updated regularly.

7. Layout of the Kitchen Facilities

- 7.1 Each school kitchen has been designed, fitted out and equipped to a high standard to eliminate or minimise the risk of contamination and cross-contamination from raw food to prepared food served to pupils and staff.
- 7.2 As far as is practicable, raw and ready-to-eat foods are handled in separate areas of the kitchen to minimise the risk of cross-contamination.

8. Equipment

- 8.1 All equipment within the kitchens will be appropriate for use in a commercial kitchen and where required, serviced and maintained in line with manufacturer's instructions.

9. Kitchen Hygiene Facilities

- 9.1 Each kitchen will have an appropriate number of strategically located 'hand wash only' basins in the kitchen and pot wash areas. Separate 'food preparation only' and 'utensil wash only' sinks are located in the food preparation and pot wash areas'.
- 9.2 Kitchen staff use school staff toilet facilities.

10. Catering Staff and Training

- 10.1 Each school kitchen will be managed by a Senior Kitchen Staff Member, responsible to the Catering Operations Manager, supported by a number of Catering Assistants appropriate to the size of the individual kitchen.
- 10.2 Catering assistants will be briefed on the Food Safety Management System used throughout the Trust.
- 10.3 Where a new member of staff is employed and does not hold an appropriate food safety qualification, they will receive in-house Food Safety Awareness training before starting work followed by the Level 2 training as soon as it can be arranged with our training provider.
- 10.4 All catering staff will also receive other food safety training as part of their ongoing development appropriate to their position and responsibilities i.e. Allergen Awareness, HACCP, cleaning procedures, food preparation.
- 10.5 Staff will receive refresher training at regular intervals based on current guidelines.

11. Personal Hygiene

- 11.1 All catering staff will maintain high standards of personal hygiene including good hand hygiene procedures.
- 11.2 Clothing appropriate for use in the kitchen will be provided by the Trust and will include:
- Hats
 - Tops
 - Trousers
 - Aprons
 - Safety shoes
- 11.3 Catering staff are not to wear their protective clothing when travelling to work to avoid contamination and are responsible for laundering it in a manner suitable for such clothing.

- 11.4 Should a member of the catering team suffer signs of illness that could be a symptom of a foodborne illness e.g. vomiting or diarrhoea, they must report it immediately to their Senior Kitchen Staff Member if at work or by phone if at home.
- 11.5 Catering staff suffering from illness will be excluded from working with food for 48 hours from when their symptoms stop.
- 11.6 Caterers will be encouraged to consult with their GP if they feel the illness could be food related.
- 11.7 On returning to work after a period of illness the Senior Kitchen Staff Member will carry out a 'Return to Work' interview and complete the relevant documentation.
- 11.8 Should there be any concerns over the fitness of the staff member to return to work the Catering Operations Manager will be informed who will carry out further investigation.
- 11.9 Guidance on a food handlers' fitness to work can be found on the Food Standards Website at: www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf

12. Temperature Control

- 12.1 Temperature control refers to controls applied to reduce the risk of microbiological multiplication or will be used to kill bacteria present in the food and be applied in line with current Regulations and Guidelines.
- 12.2 Temperature controls are applied to;
- Deliveries
 - Chilled storage / display
 - Defrosting
 - Cooking
 - Hot Holding
 - Cooling
 - Reheating
- 12.3 Full guidance on temperature control can be found in the Guidance Document 4 – Temperature Control.

13. Transportation of Food Between Schools

- 13.1 Where there is provision for food to be produced in a kitchen and transported to another school for service this will be carried out in a way that will not compromise food safety.
- 13.2 Food will be transported in hygienic containers which will be able to maintain the temperature required to minimise the growth of any micro-organisms (above 63°C).
- 13.3 The 'Transportation of Food' record will be completed on each occasion food is transported.

14. Pest Control

- 14.1 The Trust will seek to minimise the risk of food being contaminated by pests, including rodents, insects and birds.

- 14.2 The premises will be maintained in such a way as to limit access to the kitchen and storage areas by pests.
- 14.3 External areas will be kept tidy and free of weeds.
- 14.4 All bins and waste containers will have close-fitting lids and are easy to clean, which will be carried out on a regular basis.
- 14.5 Deliveries will be checked for signs of pests and rejected if it shows signs of pests such as gnawed packaging or insects e.g. beetles.
- 14.6 A suitable device will be installed for the destruction of flying insects (Insectocuters) close to entrances, but not above food, equipment or packaging.
- 14.7 The kitchen will be checked regularly for signs of pests.
- 14.8 Where there is any sign of a pest infestation a pest control contractor will be contacted for investigation and advice

15. Waste

- 15.1 Waste generated within the kitchen will be disposed of in an appropriate manner to avoid cross-contamination and becoming a food source for pests.
- 15.2 Kitchen food waste will be stored bins that are lidded and easily cleanable.
- 15.3 Waste will be segregated in line with local waste collection services contractual arrangements.

16. Provision of Allergen Information

- 16.1 The Trust is committed to reducing the risk to members of our school communities and visitors with regard to the provision of food, and the consumption of allergens in food which could lead to an allergic reaction.
- 16.2 The Trust recognises and understands the importance of identifying and implementing effective procedures to prevent allergens contaminating food and having appropriate information available to those who suffer allergies or intolerances in order that they can make informed choices on the food they are able to eat.
- 16.3 The Trust is not in a position to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.
- 16.4 In order to do this the Trust will follow advice and guidelines published by:
- The Food Standards Agency
 - The Local Authority Caterers Association
 - Allergy UK
- 16.5 The measures taken include:

- Having a separate Allergen Policy
- Training kitchen and serving staff in allergen awareness
- Maintaining high standards of cleanliness to avoid cross-contaminating food
- Providing sufficient information in a number of ways to inform those who use our services of food that contain allergens
- Ensuring food allergen labelling requirements are met.

16.6 Menus are based on a three-week menu cycle and all dishes are produced using an agreed recipe minimising the use of ingredients containing known allergens.

16.7 Ingredients for each recipe must not be substituted without the express permission of the Catering Operations Manager in order to minimise the risk of an unintentional allergen being introduced to the final dish.