



Introduction

This document outlines the nature and operational management of food safety in Kelsey Primary School.

Linked Policies

This policy should be read in conjunction with the following policies:

- Health and Safety
- Premises Management
- Lettings

Aims

The food safety policy is designed to:

- Protect all uses of Kelsey Primary Schools facilities from possible legal action in relation to food safety.
- State the minimum requirements for food safety to allow Kelsey primary school to operate under the law.

Legal Framework

- The Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Law code of practice April 2012
 - <http://www.food.gov.uk/multimedia/pdfs/codeofpracticeeng.pdf>
- The old DfE document: “Food Safety Educational Establishments Code of Practice No.10 – June 1998.” Whilst no longer legally valid, this provides good general advice.

Note

Food safety law applies to all food brought onto Kelsey Primary Schools premises whether carried out for profit or not. This includes food being served at PFA events or given to pupils as prizes.

It should be noted that this policy does not cover the provision of food supplied by Kingswood Catering Services at lunchtime. (However, the recommended good practice guidelines should still be followed.)

Food Safety Policy – Kelsey Primary School

General Advice

At Kelsey Primary School we believe the promotion of food safety should be part of our curriculum where appropriate. This is not an onerous task; the following simple guidelines can be reinforced at break and lunchtimes:

- Wash hands before break and lunchtimes. (We set aside the time 1200 to 1205 to allow pupils an orderly move to the dining hall), we should all be encouraging pupils to wash their hands in this time.
- Check the use by dates on packaging.
- Ensure hot food is piping hot throughout.
- Ensure chilled food is kept as cool as practical (e.g. don't put lunchboxes by heaters)

Training

The school will ensure the member of staff responsible for food safety oversees appropriate levels of training for staff/volunteers, in-house or externally. (This is the headteacher, although for lunchtime – the lunchtime support staff will be responsible for day to day management / temperature taking – as they are appropriately trained.)

- Both our current midday supervisors (DD and JH) have completed food safety training.
- They are responsible for recording the temperature of food as it is delivered and logging it. The headteacher will counter sign the log book.

It is the responsibility of the Parent and Friends Association (PFA) to ensure that a member of the committee who holds a valid Basic Food Hygiene Certificate oversees all food provision at all PFA events. Special consideration should be given at 'change over' times to ensure food hygiene standards are adhered to.

Curriculum Activities

- Food tasting – prior to any food tasting sessions, a letter of consent must be signed by parents/carers.
- Cookery sessions – any food to be prepared and consumed within school will require prior parental/carers consent. This includes cooking club.

Breaktime and Lunchtime

Food brought in for break or lunch should be for the sole consumption of the pupil.

Staff Food

Any food brought into school by staff for their own consumption is not the responsibility of the school. The equipment provided i.e. fridge, cooker and microwave are used at their own risk. However, compliance to Health and Safety regulations will be adhered to by the school.

Any member of staff who has any concerns about food safety should raise this matter with the headteacher.

Review

The cookery area will be part of the Risk Assessment annual review programme. This policy will be reviewed as part of the Health & Safety policy review.

Food Safety Policy – Kelsey Primary School

Policy Information:

Date adopted by the governing body: December 2012
Policy Written by: Magnus Smedley (Headteacher)
Policy Review Date: April 2017

Signed:

Chair of governors:

Headteacher:
