

FOOD SAFETY POLICY



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| Summary | Food Safety Policy | |
| Responsible Person/Author: | Facilities and H&S Manager | |
| Applies to: (please check as appropriate) | Staff <input checked="" type="checkbox"/> | Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> |
| Ratifying Committee(s) | Finance & Resources Committee | |
| Available On: | Compliance Library <input checked="" type="checkbox"/> | Website <input checked="" type="checkbox"/> |
| Date of Approval | 5 July 2021 | |
| Effective from: | September 2021 | |
| Date of Next Formal Review: | May 2024 | |
| Review Period | 3 Years | |
| Status: | Non-Statutory | |
| Owner | The Rodillian Multi Academy Trust | |
| Version: | 1 | |

Document Control

| Date | Version | Action | Amendments |
|-------------|----------------|----------------|--------------------------|
| May 2021 | 1 | Policy amended | Reviewed and reformatted |
| | | | |

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Introduction

1. This Policy is in place to ensure that the Rodillian Multi Academy Trust (“the Trust”) provides an environment that promotes safe food preparation and healthy eating and enables students, staff and visitors to make informed choices about the food they eat.
2. All Academies catering facilities are maintained to the highest possible standards. Catering facilities include main cooking (employee and student dining), food technology classrooms, house unit kitchens and tuck shops where applicable.
3. Food safety must be provided for each stage from preparation to consumption and disposal and should be constantly monitored by the person in charge of the kitchen, lesson or event.

Policies statement

4. The purpose of this policy is to provide clear direction and policy for effective food safety management within the trust. This will:
 - enable students to make healthy and safe food choices through the provision of information and development of appropriate skills and attitudes
 - provide healthy food choices throughout the Academy day
 - allow for a review within the teaching curriculum to ensure information relating to food and nutrition in different lesson areas is consistent and up-to-date
 - review the provision of drinks provided by the school canteen and to ensure that any relevant standards are met
 - ensure that all teachers with responsibility for the formal food curriculum have basic food hygiene training
 - ensure that all catering staff are equipped with appropriate skills and knowledge to successfully implement the Government’s National Criteria
 - ensure that all staff who work with food in the Academy have the appropriate level of food hygiene training as identified by the Facilities and Health and Safety Manager
 - provide guidance for all staff around food and drink safety for themselves and others
 - provide clarity around the responsibilities of the contracted service catering providers would work within the Trust, in accordance with Trust expectations and the Service Level Agreement

Scope of this policy and Who this policy applies to

5. This procedure is applicable at all premises, sites or work areas under the control of the Trust.
6. The Facilities and Health & Safety Manager will liaise with Mitie to ensure compliance of their sub-contracted catering solution served at Rodillian Academy. Rodillian Academy’s building is PFI (Private Finance Initiative) which provides facilities management services and maintenance as part of the Leeds building schools for the future contract.
7. The Facilities and Health & Safety Manager meets with Mitie and the local authority in bi-monthly PFI meetings to discuss all matters regarding facilities management at the Academy, including catering. The local authority also provides regular reports of performance to ensure compliance.

8. The Facilities and Health & Safety Manager will liaise with all external contracted catering service providers to ensure compliance in the areas outlined with this policy and any Service Level Agreements.
9. All employees of the Trust who prepare/store food or drink for students, employees, visitors or themselves must comply with the guidance and requirements within this policy.

Publication of this Policy

10. Following any changes to this policy, the new version is sent to the Finance & Resources Committee of the Trust Board for approval. Once the policy is approved, it is uploaded to all academy websites and shared with all staff in academies via email; this will also be shared with the externally sourced catering providers in academies.
11. A copy of this policy will be included in the employee induction pack.

Definitions used in this policy

- HACCP: Hazard Analysis Critical Control Points
- COSHH: Control of Substances Hazardous to Health
- PPE: Personal Protective Equipment

Dietary Requirement

12. In order to ensure that food is healthy and safe for students, staff and visitors; when planning menus and cooking lessons, the food should be chosen whilst taking into account:
 - Staff and student dietary requirements
 - food allergies
 - seasons and appropriate festival dates and celebrations
 - cultural, ethical and religious needs

Food Safety Risk Assessment

Hazard Analysis Critical Control Points (HACCP)

13. Each site needs to carry out a risk assessment called HACCP. It is a systematic preventive approach to food safety and addresses physical, chemical and biological hazards as a means of prevention of control at each stage of the food preparation process. The Academy HACCP principles are:
 - Analysis of the potential food hazards;
 - Identifying the points where food hazards may occur;
 - Deciding which points are critical to ensuring food safety;
 - Identifying and implementing effective controls and monitoring procedures at those critical points;
 - Establish records of checks and tests
 - Reviewing before the start of each Academy year or whenever the facilities operations change.

Task based Risk assessments

14. Risk assessments need completing for food handling, work area – lighting, heating ventilation, extraction, deliveries, loading, unloading and moving kitchen equipment and goods, cleaning of kitchen equipment, washing and drying facilities, fire, using and emptying fryers, waste disposal, drain cleaning etc.
15. COSHH risk assessments also need completing on any hazardous products used for cleaning.
16. Manual handling risk assessments need completing so handling equipment can be used once a risk is identified.

Hygiene and Cleanliness

17. The highest possible standards of cleanliness should be maintained for equipment and premises.
18. Suitable washing facilities should be provided for all food handlers. Single use towels must be provided in toilets used by kitchen and food handling staff. To ensure hygienic hand drying facilities, single use towels must be used in all areas where food is prepared.
19. Suitable, clean protective clothing should be provided.
20. Food handlers should ensure that any risk of contamination from food-borne infections is minimised.
21. All kitchen floors must be maintained in a good condition and any spillages cleaned up immediately. A system must be used to minimise the wet floor area and appropriate warning signs used.
22. Any complaint of ill health or poor quality of food should be recorded, investigated and remedied where necessary.

Fridges

23. All domestic fridges in academies must be accounted for by the Premises Manager who will ensure that the appliance is maintained by a competent person/contractor. Staff should not have fridges in their offices (unless those required for medical storage only).
24. Where it is approved by leadership that Fridges can be situated in break out/workrooms it is the responsibility of the staff who use the appliance to ensure that it is cleaned on a regular basis and that it is kept to a suitable hygiene standard to avoid any cross contamination. Ideally drinks and food should be prepared and made from a kitchen/kitchenette or a suitable work area as outlined above.

25. Strict temperature controls should be maintained on all food covered by legislation or known to pose a health risk.
26. Any food stored in fridges must be covered, date marked and removed immediately after 'best by' date. A regime of "if in doubt, throw it out" must be used. Cooked food should be stored above uncooked food.
27. Stored food portion size should be appropriate to the setting.
28. The temperature of commercial fridges must be recorded twice per day in the main facility kitchen. If the temperature noted is in excess of +5^o it should be reported to the Line Manager of the catering team so it can be brought to the attention of the facilities team. The chart should contain a column for comments where reasons for excessive temperature could be recorded, e.g. a hot day where a greater number of cold drinks are consumed over a short period. The temperature record should be kept near to the fridge.
29. All fridges should be weekly checked (visual) and cleaned inside and outside, including seals

Freezers

30. The temperature of commercial/walk-in freezers should be recorded daily by the catering team; the recommended operating temperature is -18°C or below.
31. Freezers should be defrosted and cleaned before the start of each term.
32. Appliances must be maintained as per Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989. See Facilities and Health and Safety Manager for more information.

Microwaves, Kettles and other electrical equipment

33. All electrical appliance which are used for the preparation of food and drink in academies must be accounted for by the Premises Manager who will ensure that the appliances are maintained by a competent person/contractor where necessary. Staff should not have microwaves, kettles and other food/drink preparation appliances in their offices, unless approved by leadership.
34. Where it is approved by leadership that appliances can be situated in offices/break out/workrooms it is the responsibility of the staff who use the appliance(s) to ensure that they are situated in a safe area, that they use the appliances in a safe manner, that they are cleaned on a regular basis and that they are kept to a suitable hygiene standard to avoid any cross contamination. Ideally drinks and food should be prepared and made from a kitchen/kitchenette or a suitable work area as outlined above.
35. Appliances must be maintained as per Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989. See Facilities and Health and Safety Manager for more information.

Open Tins

36. Food should not be stored in open tins. In addition to contamination and infection hazards, some tins are lined with a hormone disrupting chemical called 'Bisphenol A', which can leach from the tin into the food. This chemical interferes with messages sent to vital organs which can have serious life-long consequences.

Storage of Dry Foods and Goods

37. A strict stock rotation policy must be followed, i.e. oldest goods used first. 'Best by' dates must be observed – goods exceeding this date must not be used.
38. Opened dry goods must be stored in sealable containers with the date and batch number recorded on the container.

Drinking Water

39. All academies must provide and encourage consumption of water by:
- supplying good quality water to students and staff via a water fountain/cooler
 - providing water free of charge
 - permitting access to drinking water when required
 - ensuring it is accessible to all
 - promoting good habits throughout the day and in particular following exercise and in warm conditions
 - ensuring that the water source is kept hygienic and maintained

Allergens

40. The way allergens are labelled on prepacked foods must be considered. The Food Information Regulation, which came into force in December 2014, introduced a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide. Therefore, the students, staff or any other users of the kitchen or canteen facilities must be made aware of the allergens which food may contain as an ingredient.

41. There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus or display cards/posters in the serving areas) when they are used as ingredients in a food. They are:



Use of Probe Thermometers

42. Probe thermometers should be checked for accuracy regularly and be recorded. Dependent on the design of the probe, the calibration may be carried out on site. If this cannot be done, the thermometer should be either replaced or serviced.

Colour Coding

43. All mops, buckets and cloths used should be colour coded to identify its appropriate use; Example:
 - RED - Toilets and Bathroom areas
 - YELLOW - Kitchen and dining areas
 - GREEN - General Areas
44. All chopping boards should be colour coded and an appropriate sign displayed indicating correct usage of the coloured boards.
45. Chopping boards should be replaced if they become damaged in a way that hinders proper cleaning.
46. Mops and buckets should be stored and kept clean, and mops heads washed and replaced regularly.
47. Disposable clothing items should be used where practicable, clothes should be cleaned at a high temperature.

Prepared Foods bought for Consumption on Site

48. Where practicable store bought in food by employees and students should be stored in a cool place or fridge. Fruit should be washed before eaten.
49. Staff, Students and parents should be made aware of food safety risks by their Academy Handbook.
50. Staff are responsible for ensuring that the fridges, microwaves and any other food related equipment in their works areas are kept sanitary and reasonably maintained.

Academy Food provided for Consumption off-site

51. Any food provided by the Academy for consumption off site, for example, for picnics, sporting events, packed lunches and day trips, holidays etc., must be packed in suitable, safe containers. All instructions for its final preparation prior to serving and use must be strictly followed.

Off-site Visits to Places that may have a health risk

52. Farms, zoos etc. may pose a health risk to our staff and students, in particular the hazards associated with E coli, food poisoning etc. Basic food safety rules should apply:

- Never let students place their faces against animals or put their hands into their mouths after feeding animals;
- Never let students eat until they have washed their hands;
- Never let students sample any animal foodstuff;
- Never let students drink from farm taps.

Auxiliary Ventilation Equipment, Extraction Equipment & Work Equipment

53. Ventilation equipment must be maintained and cleaned regularly. Main kitchen extraction equipment must be cleaned, inspected and maintained by a recognised provider and the inspections recorded.
54. All equipment provided must be appropriately maintained in accordance with the manufacturer's instructions. The operating instructions should also be easily accessible to all employees who work in the area;
55. Food processors, mincers, food slicers must be adequately guarded and should be checked before and after equipment is used. Any missing or defective guards should be repaired or replaced;
56. Catering equipment and utensils should be clean, maintained and correctly stored;
57. Knives and scissors should be placed in a locked stored cupboard or area when not in use and all accounted for at the end of the shift;
58. All electrical catering equipment should be placed on the Academies Asset Register and portable appliance tested in line with the existing regime.
59. Equipment should only be used for the purpose it was designed for.

Deep Cleaning & Cleaning

60. All kitchens should be deep cleaned before the start of each new academic year. This includes equipment, walls, lighting covers and ceilings;
61. All equipment should be thoroughly cleaned before each end of term and half terms;
62. All floors should be cleaned daily at the end at the shift, when spills occur or a slip hazard. Use wet floor signs if people in the area until dry;
63. Equipment and surfaces areas will be cleaned and disinfected after use.

Storage

64. Kitchen equipment should be safely stored on clean racking;
65. Dry goods should be stored in clean closed containers;

66. Fresh food should be stored in a cool dry area and not placed on the floor;
67. Tins and boxes etc. should be neatly stored on labelled clean shelving;
68. Freezer goods should be stored in freezers at the correct temperature;
69. All stock should be rotated and not used beyond their use by date;
70. All store rooms, and freezers should be cleaned once a term as a minimum;
71. There should be adequate storage for catering employee's personal belongings, office documentation and these areas need cleaning regularly.

Clothing and Jewellery

72. Employees will not wear the catering clothing for travelling to and from work;
73. Employees will keep their hair covered while preparing and working with food;
74. Only a wedding ring is permitted to be worn – if it contains stones it must be covered with a blue plaster;
75. Other jewellery should not be worn.
76. PPE should be provided to staff where necessary.

Inspection and Accidents

77. There are trained First aiders within the Academy who can be called upon if necessary and a first aid box easily accessible for all catering personnel and other staff. A first aid box will always be located within a catering area or food technology department.
78. The Head of Department/Catering Manager for the catering or food technology department needs to carry out inspection of their facilities each term to check that the high standard of safe, food preparation, food handling and hygiene are maintained. A record of the inspection including time and date of the inspection, the inspections name, areas checked, findings and time scaled actions must be completed.
79. Any accidents need reporting via the academy's accident and incident reporting system. These would be reported to the Premises Manager on site and the Trust Facilities and Health & Safety Manager where necessary. The Facilities and Health & Safety Manager will liaise with relevant external bodies where required. Damage to equipment or property should be highlighted to the site's Premises Management team.
80. Every Trust academy should undergo at least an annual audit, regardless of whether they are operated by Trust employees or the service is contracted out. This food safety audit should cover food hygiene and safety, checks on staff training, facility safety and HACCP. It is the

responsibility of the Principal to ensure that any action that is required as a result of the audit is implemented as required.

Training

Food Handlers

81. Staff employed in the main kitchens by contracted service providers and food technology teachers who teach in the food technology classrooms are required to have as a minimum the Basic Food Hygiene certificate (level 1) or equivalent, prior to commencement of duties. Staff are encouraged to pursue catering training at least to level 3 and supervisors should take training in management and team building skills.
82. Catering staff will need to undertake COSHH and manual handling training. In addition, they should have been given toolbox talks on food safety, hygiene, slips and trips.
83. Food handlers should receive sufficient information and training to a recognised standard in food safety and hygiene. Employees who handle food should have knowledge of the basic principles of food hygiene. Training topics should include:
 - Temperature control
 - Food poisoning
 - Personal health and hygiene
 - Cross contamination
 - Food storage
 - Waste disposal
 - Foreign body contamination
 - Awareness of pests.

Student awareness

84. Students should be given clear instructions about food and hygiene safety as part of the teachers' lesson plans in the food technology curriculum; and any other subject areas in which food is used.

Monitoring

85. This policy will be monitored in academies by the Facilities and Health and Safety Manager in liaison with the Director of HR, as part of the full H&S audit which takes place on an annual basis. The findings will be compiled into the outcome report which will identify the actions which need to be taken. The report will be shared with the Principal and the Premises Manager.

Diversity

86. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.

References

87. This policy should be read in conjunction with the Trust's other Health and Safety policies.

Equality Impact Assessment

Equality, Diversity, Cohesion and Integration Screening

As a Trust via the public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. Please also take due regard of Equalities considerations.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

| | |
|--|---|
| Organisation: Rodillian Multi- Academy Trust | Department responsible for the Policy: Facilities |
| Lead Person: Adam Pinder, Facilities and Health and Safety Manager | Contact Number: 07557 552 728 |

| |
|--|
| 1. Title: |
| Is this a: <div style="display: flex; align-items: center; margin-top: 10px;"> <input checked="" style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> Policy </div> |

| |
|--|
| 2. Please provide a brief description of what you are screening |
| The Food Safety Policy to ensure that we have considered equality, diversity, cohesion and integration plus the characteristics which fall under the Equalities Act. |

| |
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| <p>3. Relevance to equality, diversity, cohesion and integration <i>All the Trust's policies affect service users, employees or the wider community. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.</i></p> |
|--|

| <i>The following questions will help you to identify how relevant your proposals are.</i> | | |
|---|------------|-----------|
| <i>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).</i> | | |
| Questions | Yes | No |
| Is there an existing or likely differential impact for the different equality characteristics? | | X |
| Have there been or likely to be any public concerns about the Policy or proposal? | | X |
| Could the proposal affect how services are organised, provided, located and by whom? | | X |
| Could the proposal affect our workforce or employment practices? | | X |
| Does the proposal involve or will it have an impact on: <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations | | X |

| 4. Considering the impact on equality, diversity, cohesion and integration |
|--|
| <i>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</i> |
| <i>Please provide specific details for all three areas below (use the prompts for guidance).</i> |
| <ul style="list-style-type: none"> • Scope of the proposal – all staff. • Who is likely to be affected – staff, students, parents, the community. • Equality related information – is held on individual academy and Trust records, payroll records and gathered through Equal Opportunities Monitoring Forms. • Gaps in information and plans to address - the Trust intends to work to further improve processes relating to the gathering of equality related information across the organisation. • Consultation and engagement activities with those likely to be affected – ongoing feedback from staff, applicants, candidates and HR, the Policy is made available to staff and is on our website. |
| <ul style="list-style-type: none"> • Key findings <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The HR Team is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas.</p> <p>The Policy has taken into account religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> |

We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.

- **Actions**

The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

| Name | Job title | Date |
|-------------|-----------------------------------|-------------|
| Adam Marham | Head of Governance and Compliance | 5 July 2021 |
| | | |

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

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|-----------------------------------|-------------|
| Date screening completed | 5 July 2021 |
| Date agreed at Trust Board | 5 July 2021 |