St Martin and St Mary
Church of England Primary School

FOOD SAFETY POLICY AND FOOD OPERATIONAL PROCEDURES

Health and Safety Team
March 2021

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The methods to control the risks described in the following procedures must be followed at all times. It is the responsibility of the School Cook, Head Teacher and Health and Safety Coordinator to ensure that these procedures are augmented and adhered to. These procedures must be read in conjunction with the Catering Employees Staff Handbook and the HACCP Procedures Manual.

Any failure to comply with the procedures, for any reason, must be reported to the School Cook in the first instance. In their absence, the Head Teacher or Health and Safety Coordinator, for the school, must be informed. Suitable measures must then be taken to ensure compliance and enable swift rectification of the problem.

Name of School: St Martin and St Mary CE Primary School

FOOD SAFETY POLICY

St Martin & St Mary CE Primary School aims to provide the highest standard of food safety and hygiene. In particular, the School, will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore, we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully.

Where possible, we aim to accommodate any specialist dietary requirements including those pupils who are allergic or intolerant to certain foods. This supports general good practice in schools and in association with "Children's and Families Act 2014" (supporting pupils with medical conditions).

St Martin & St Mary CE Primary School shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore, the school will support both management and employees with a range of measures designed to assist with this duty.

In particular, the school, so far as is reasonably practicable, will:

☑ Ensure that the food meets the highest quality and safety standards by quality management.

☑ Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy

☑ Ensure the health and hygiene of our employees

☑ Provide such information, training and supervision as employees need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate with their employers in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

This policy will be reviewed and adapted, either at the request of the Local Education Authority or within twelve months, whichever is the soonest.

Signed: _____ (Head Teacher) _____ Date

Signed: _____ (Chair of Governors) _____ Date

PURCHASING

Hazards

1. High-risk food contaminated with food poisoning bacteria or their toxins.
2. Foreign bodies/pests/chemical contamination.

Controls

1. Where available raw materials/product specifications.
2. Purchase food from nominated and approved suppliers.
3. Specify distribution conditions, i.e. vehicle temperatures and types of vehicle.

Policy & Procedures

1. Order only from approved suppliers.
2. Random product samples to be checked against specification. Microbiological sample results/certificates of conformity, for high-risk foods to be provided.
3. Monitor complaints and discuss with Supplier.
4. Emergency meat supplies bought from reputable supermarkets and only 'branded' products purchased.
5. Greengrocery and bakery products may be purchased from reputable local suppliers.
6. All ingredients are checked for Allergens with purchases from our approved suppliers.

Monitoring

1. Food should be purchased from approved suppliers only.
2. Random product samples to be checked against specification, including microbiological samples/certificates of conformity.
3. Check records of complaints and action taken.
4. Check records products and sources of emergency/local suppliers.
5. Allergenic ingredients in the meals we serve are available to view on the school website. The kitchen team have a copy of the ingredient information of the ready-food they use. (In accordance with the "Food Information Regulations 2014). The food allergen listings are reviewed when changes are made to the menu.

MENU DEVELOPMENT

Hazards

1. Survival of food poisoning bacteria/spores/toxins.
2. Allergenic Ingredients

Controls

1. Individual product specifications to be established detailing how the product is to be handled safely.
2. Individual Treatment plans are drawn up for each child and this information is passed onto the kitchen team
3. Special Menus (which are similar to the core menu) for individual pupils, have been developed to exclude some food allergens.

Policy and Procedures

1. Routinely monitor efficiency of time/temperature cooking controls. A temperature of 75ºC for two minutes must be achieved. All checks to be recorded on time/temperature monitoring sheets and any adjustments made. See HACCP Procedures Manual.
2. Ensure product specifications are up to date and available for reference.
3. Where possible ingredients to be NUT free or allergen free if necessary.
4. Clearly label all products containing or made from NUTS and those containing allergens
5. All children's menu items, made with high risk ingredients, to be closely monitored.
6. Consideration must be made as to the type and suitability of cooking equipment available on site.
7. Safe methods of storage and preparation of allergen-free foods are in place to reduce the risk of contamination.

Monitoring

1. Check records of time/temperature cooking controls.
2. Allergenic ingredients in the meals we serve are available to view on the school website. The kitchen team have a copy of the ingredient information of the ready-food they use. (In accordance with the "Food Information Regulations 2014). The food allergen listings are reviewed when changes are made to the menu.
3. The school cook is available to discuss pupil's special dietary needs with parents whose children have allergies or intolerances.

DELIVERY & RECEIPT

Hazards

1. High-risk foods contaminated by food poisoning bacteria or toxins.
2. Foreign body/chemical contamination.
3. Insufficient shelf life.
4. Deterioration in product quality during transport.

Controls

1. Check use by dates/best before dates.
2. Packaging integrity.
3. Temperature **during** delivery is a maximum of 10ºC (chilled foods) and –12ºC (frozen foods).
4. Products not damaged/dented/torn or split.
5. Delivery notes and invoices kept and filed.

Policy and Procedures

1. Deliveries must be received and signed for by a nominated person. NOT just left in/outside the kitchen.
2. On a random basis check condition of delivery vehicle. Obtain temperature and, where, possible, records and food to be stored off the floor.
3. Random products checked for correct temperature upon receipt (may allow for a few degrees above minimum temperature, especially through the summer).
4. Probe between the packs and if temperature is unsatisfactory destructively probe product. If still unsatisfactory, reject delivery and keep records.
5. Check date codes to ensure there is enough shelf life. Reject, if not.
6. Visually inspect for damaged packs, rusty or swollen cans, dents, holes or infestation. Reject substandard products and keep records.
7. Notify Management of any complaints.
8. Check all deliveries against original order and invoice/delivery note and initial/sign as correct and acceptable.
9. Chilled food to be refrigerated within 15 minutes of receipt.
10. Limit use of local purchases, from non-approved suppliers, to emergencies only and keep records of such items.

Monitoring

1. Delivery vehicle temperature and other available records to be checked for cleanliness and temperatures.
2. High-risk foods are those containing protein, e.g. meat, fish, eggs and which can be consumed without further cooking.
3. Carry out monthly inspections of temperature records and implement remedial action/training if necessary.
4. Check product shelf life.
5. Check all deliveries against original orders.

YOU ARE WELL WITHIN YOUR RIGHTS TO REJECT ANY PRODUCT

RAW MATERIALS STORAGE – DRY GOODS

Hazards

1. Low risk dry goods may become damp, supporting the growth of food poisoning bacteria.
2. Product quality impaired by prolonged/unsatisfactory storage.
3. Physical contamination by rodents, insects or birds.
4. Chemical contamination including taints.
5. Allergen Free Ingredients.

Control

1. Stock rotation and controlled stock levels.
2. Maintenance of structure and storage conditions.
3. Pest control contract and regular inspections.
4. Separate chemical storage and correct use of chemicals within storage area.
5. Non-food items stored away from food products.
6. Allergen Free Ingredients to be stored away from allergenic foods to avoid cross contamination.

Policy and Procedures

1. Check weekly (or on delivery date) all shelf lives, discarding any, which have expired.
2. Operate a 'FiFo' system. (**F**irst **i**n **F**irst **o**ut).
3. Storeroom must be of adequate size, cool, dry and well lit.
4. All food items to be stored off the floor, preferably on racking. (Height, off the floor, should be sufficient to allow for cleaning underneath and to prevent access for pests.)
5. The store and goods to be inspected weekly to ensure, cleanliness, no damaged products and free from pests.
6. Area to be proofed and rodent baited with regular inspections (ideally, every 6-8 weeks).
7. All non-food items and cleaning materials to be stored separately.
8. Ensure all goods are stored and sealed in original packaging or decanted into covered, labelled, containers. Once cans have been opened, the contents should be used immediately.
9. Use labels detailing - produced/opened date
   Sell/use by date
   Product description.
   Ensure allergen free goods are kept separately.

Monitoring

1. Check all stock is in date.
2. Check that stock is fit for consumption.
3. Ensure there is no dampness or structural damage.
4. Ensure storerooms are dry, adequately illuminated and ventilated.
5. Ensure floors and shelving are clean with no spillages.
6. Separation of food from chemicals.
7. Ensure there are no damaged cans.
8. Ensure that no food is on the floor.

CHILLED FOOD STORAGE

Hazards

1. Growth of food poisoning bacteria and their toxins in high-risk foods.
2. Cross contamination of high-risk foods with food poisoning bacteria from raw foods.
3. Foreign body contamination.
4. Deterioration in product quality.
5. Allergen Free Ingredients.

Control

1. Temperature control store (fridge, etc) below 5ºC.
2. Separation of raw and cooked foods.
3. All foods covered, wrapped and dated.
4. Stock rotation and control.
5. Minimum times at ambient temperatures.
6. Maintenance and servicing of refrigeration equipment.
7. Allergen Free Ingredients to be stored away from allergenic foods to avoid cross contamination.

It is a legal offence to sell or possess food beyond its 'Use by Date'. It is an offence to sell unfit/contaminated food. These offences carry £20,000 maximum fines and individuals can be prosecuted as well as the organisation.

Policy and Procedures

1. Food to be placed into chilled storage as soon as possible and certainly within 15 minutes of delivery.
2. Chill stores to operate at between 2-5ºC.
3. Temperatures of chillers to be recorded daily, using a calibrated probe and recorded. Each cabinet must have a separate record specific to it.
4. If temperature is higher than 8ºC, check again after 1 hour. If still high, probe product or move goods to another unit.
5. Store raw foods totally separately or, if only one or restricted chillers, always store raw food BELOW other items.
6. All food to be stored in covered containers with 'Use by'/'Best before' dates clearly labelled.
7. Allergen free foods must be clearly labelled.
8. All food, which has expired, must be disposed of immediately.
9. Clean food contact surfaces daily. Deep clean and defrost weekly (if not automatic). Ensure all air intakes are clear.
10. Food to be cooled within 1½ -2 hours and be below 8ºC before being placed in the chiller
11. Do not overload the chiller.
12. Follow food storage guidelines for maximum product lives and ensure any charts are prominently displayed adjacent to chillers.

Monitoring

1. Ensure that temperatures are regularly checked.
2. Check that chillers are operating below 5ºC.
3. Check that chillers have clean interiors and grilles.
4. Check for damaged packaging.
5. Check all food is within expiry date.
6. Ensure that proper stock rotation is performed.
7. Ensure adequate separation of raw from cooked foods.

FROZEN FOOD STORAGE

Hazards

1. Growth of food poisoning bacteria.
2. Cross Contamination of high-risk food from raw foods.
3. Deterioration in product quality due to thawing re-freezing.
4. Short life frozen food, i.e. ice cream, may deteriorate.
5. Allergen Free Ingredients.

Control

1. Temperature control food stored below –18ºC.
2. Minimum time from delivery to storage.
3. All foods covered and dated.
4. Stock rotation in place.
5. Maintenance and servicing of equipment.
6. Allergen Free Ingredients to be stored away from allergenic foods to avoid cross contamination.

Policy and Procedures

1. Store all frozen foods within 15 minutes of delivery.
2. Frozen foods to be stored below –18ºC.
3. Temperatures to be checked daily, using a calibrated probe and recorded. Each cabinet must have a separate record specific to it.
4. Reject food or move to another unit if temperature is found to be higher than –15ºC within 1 hour of original check.
5. All foods must be thoroughly packaged to avoid freezer burn and other damage.
6. Cooked foods to be thoroughly cooled before being placed in a freezer.
7. Manufacturers guidelines to be followed for maximum storage lives.
8. Perform weekly stock rotation checks, ensuring all food is clearly labelled and ‘within date’.
9. Defrost regularly or ensure auto defrost is effective with no excessive build up ice.
10. Do not overload the unit and control stock levels.
11. Clean internally at least once per month and ensure air intakes are clear of blockages.
12. Regular maintenance is performed and documented.
13. Check condition of equipment including lids and door seals.
14. If breakdown occurs, then food may be used in accordance with defrosted food procedures.

Monitoring

1. All freezers must be operating below –18ºC.
2. Ensure there is routine temperature checking and recording.
3. Check freezers are clean and free from excessive ice.
4. Ensure all food is within the expiry date.
5. Ensure all food is adequately contained.

DEFROSTING

Hazards

1. Growth of food poisoning bacteria and toxins.
2. Contamination by foreign bodies and chemicals.
3. Deterioration in product quality.
4. Cross Contamination.
5. Food may still be frozen at centre.

Control

1. Defrost under chilled conditions at all times.
2. Label all items with defrost dates.
3. Maximum life, from defrost, to be in accordance with shelf life charts.
4. Raw and cooked foods must be kept separately.

Policy and Procedures

1. Allow sufficient time and plan to defrost in advance of usage.
2. Defrost in chiller running below 5ºC, not at room temperature. Place in a suitable container to prevent thawed liquid from contaminating surfaces or other food.
3. Cover all foods and label with defrost dates.
4. Check date labels daily and discard any expired food.
5. Check food is thoroughly defrosted before use (use a calibrated temperature probe).
6. Ensure raw, defrosting, foods are stored separately or with raw (below high risk food) taking care with any thawed liquor.
7. If microwaves are to be used for defrosting, ensure guidance is available on time/temperature settings.
8. Once defrosted, thawed food should be used within 24 hours.

Monitoring

1. Ensure defrosting is carried out in chillers only.
2. Ensure all defrosted foods are labelled with defrost date.
3. Ensure no foods have expired.
4. Ensure that defrosted foods are stored separately.

PREPARATION

Hazards

1. Contamination by food poisoning bacteria toxins.
2. Physical contamination by foreign bodies.
3. Cross contamination of high-risk foods from raw food (including vegetables).
4. Bacterial growth on high-risk foods held at ambient temperatures.
5. Allergen Free Ingredients.

Food preparation carries a very high risk of food becoming unfit for consumption through contamination

Control

1. Use separate areas, utensils and equipment for raw and high-risk foods.
2. Minimise direct hand contact with food.
3. Ensure high standard of personal hygiene.
4. Provision of adequate hygiene facilities.
5. Keep to minimum time food is kept out at ambient temperature.
6. Regular cleaning and maintenance of equipment, structure and work surfaces - to remove potential foreign bodies.
7. Use food in correct order.
8. No glassware to be placed/stored in or above food preparation area. (Drinking vessels to be plastic).
9. Vegetables, salad items and fruit to be washed thoroughly in cold, running water, in a food preparation sink.
10. Do not prepare food unnecessarily early.
11. Remove waste food immediately from preparation surfaces.
12. No raw (shell) egg to be used in product, not subjected to thorough cooking.
13. Allergen Free Ingredients to be prepared away from allergenic foods to avoid cross contamination.

Policy and Procedure

Cross Contamination

1. Use separate preparation areas/equipment or separate by time (after cleansing).
2. Use colour coded chopping boards/knives, etc. (Sanitise after use).
3. Clean and sanitise work surfaces after use.
4. Keep all raw food separate from high risk at all times.
5. Thoroughly wash all vegetables before use.
6. Use disposable cloths; keep separate for raw and cooked foods and discard at end of shift.
7. Remove waste food from the preparation surfaces. Bins should be emptied and cleaned after each session.
8. No raw (shell) egg to be used in any uncooked products, i.e. mayonnaise, mousse or sauces.
9. Allergen Free Ingredients to be prepared away from allergenic foods to avoid cross contamination.
10. All catering staff have received training on food allergy awareness. They are all aware of the signs and symptoms of Anaphylaxis and have been instructed to report incidences immediately to a member of the school team.
11. All relevant staff have received training on how to identify symptoms and administer medication (including the use of an EpiPen).

Personal Hygiene

1. Sufficient Wash Hand Basin's to be conveniently accessible and labelled for 'Hand Wash Only'
2. Hot water, liquid anti-bacterial soap and disposable paper towels to be provided by every Wash Hand Basin

3. Staff encouraged to wash their hands at regular intervals and:
    - at start of work,
    - after using the toilet,
    - after smoking/eating/wiping nose,
    - handling raw foods,
    - handling refuse.
4. Smoking and eating are not permitted in any food room or store. Signs, to this effect, are displayed as a reminder to all staff.
5. All persons working or visiting the kitchen must wear suitable protective clothing – overalls, hats and shoes. This clothing must be clean, regularly laundered and not worn outside. **(This clothing is to protect the food from the wearer, not the wearer from the food!!!)**
6. All staff to be inducted upon appointment or within 12 weeks of their start date. They will also receive refresher training every 12 months or when situations dictate (change in legislation or work practice, introduction of new equipment, etc). The school cook will keep records of training.
7. Pre-employment health questions, on application forms, to have been completed by all food handlers.
8. All food handlers to notify their manager of any food poisoning symptoms, septic lesions, or infectious diseases. They must be excluded from food handling and required to provide medical clearance before returning to work. A record of staff absences should be retained.
9. All cuts, wounds and septic conditions to be covered with blue, waterproof plasters and first aid kit to be provided.
10. Staff room and toilet to be kept clean and tidy at all times.
11. No visitors to food areas unless wearing suitable protective clothing.
12. All food handlers to gain their 'Basic Food Hygiene Certificate'. (This is not a legal requirement, although at least one senior person should hold the qualification.)
13. All personal belongings and outdoor clothing should be stored separately from food preparation areas.

Foreign Body Contamination

1. On a weekly basis inspect and check all potential sources of glass in food areas and discard chipped or cracked items. Ensure no glasses are used as a measure or as a scoop.
2. All fluorescent light fittings must be encased in sheath covers.
3. All food must be kept covered whenever possible.
4. Only wooden equipment to be used are spoons, spatula's and handles. These must be kept in good condition and free from cracks.
5. All knives and can openers must be well maintained and all can contents inspected for swarf after opening.
6. No drawing pins/staples to be used on signs.
7. Structure, equipment and utensils to be maintained in good condition with no flaking paint; rust or other damage. Should be checked weekly.
8. Jewellery to be restricted to plain wedding band and sleeper earrings only. No nail varnish to be worn.
9. All containers should be stored covered or inverted when not in use.
10. Cleaning schedule must be strictly adhered to.
11. Animals must not enter any food store or preparation area.
12. Doors and windows (when open) should have fly screens/chains fitted, to prevent access by flying insects, dust and other airborne debris.

Temperature Control

1. Minimise time food is held between 8-63ºC.
2. Use small quantities, at a time, during preparation.
3. Cool prepared hot food quickly and reduce size to increase cooling rate. Must be below 8ºC within 1½ hours and then placed in a fridge.
4. Prepare food close to the time that it will be needed.

Monitoring

1. Check separate area, utensils and equipment for the preparation of raw and high-risk foods.
2. Ensure colour coded equipment is in use and in good hygienic condition.
3. Ensure work surfaces and equipment are sanitised after use.
4. Ensure Wash Hand Basin's are clean and provided with hot and cold running water, anti-bacteria soap and disposable paper towels.
5. Ensure smoking and eating is not permitted in any food area.
6. Ensure full, clean protective clothing is worn at all times.
7. Check pre-employment questions have been completed and any action taken, where appropriate.
8. Maintain records of staff absences and reasons.
9. Ensure staff receive training in all aspects of their work – include food hygiene, personal hygiene, evacuation, manual handling and correct use of equipment and chemicals, etc.
10. Check staff room and toilets are kept clean.
11. Inspect all potential sources of glass in food areas (weekly). Discard chipped or cracked items.
12. Check all light fittings are covered.
13. Check all fly screens/chains are clean and not damaged.
14. Check structure and equipment are clean and in good repair.
15. Ensure jewellery meets the stated criteria.
16. Ensure cleaning schedule is adhered to.

COOKING

Hazards

1. Survival of food poisoning bacteria due to inadequate core temperatures.
2. Multiplication of any food poisoning bacteria present in warm sub-lethal conditions.
3. Food may still be cold or frozen at core.
4. Physical contamination with foreign bodies.
5. Post process contamination by food poisoning bacteria.
6. Allergen Free Meals.

Controls

1. All cooked foods must be thoroughly cooked and achieve core temperatures of at least 75ºC for 2 minutes.
2. Clean well maintained ovens, cookers, microwaves and utensils.
3. Separation of handling between pre and post cooking.
4. Allergen Free Ingredients to be prepared away from allergenic foods to avoid cross contamination.

Policy and Procedures

1. All hot foods must be cooked to a minimum core temperature of 75ºC for 2 minutes. Time/temperature should be monitored and recorded routinely using a probe thermometer through the thickest part of the food. This is essential for on-site preparation of cooked meats. Particular care is needed to ensure raw chicken is properly cooked.
2. Although bacteria are unlikely to be present at the centre of red meats, children must not be served with 'rare' food. This is particularly important in the production of burgers.
3. Pre-heat ovens before placing food in them to ensure temperatures are achieved rapidly.
4. Never use a Bain Marie to heat or cook food.
5. Ensure all defrosted foods are completely thawed before cooking.
6. All ovens should be subject to a weekly cleaning schedule. All cooking utensils, pans and microwaves should be cleaned daily or after use.
7. Ensure hand washing between pre and post cooking activities.
8. Cook small, numerous, joints rather than a single large portion (not bigger that 1.5kg) or weigh joint to ensure correct cooking time.
9. Cook stuffing separately rather than inside the poultry.
10. When cooking from frozen, clear guidance is needed of additional time/temperature requirements.
11. Whenever possible, food should be cooked on the same day it is to be eaten.
12. Stock, gravy and soup should be cooked in as small a quantity as possible to ensure uniform heating throughout the container. Stir regularly.

Temperature Control

1. Minimise time food is held between 8-63ºC.
2. Use small quantities at a time during preparation.
3. Cool prepared hot food quickly and reduce size to increase cooling rates, aiming for a temperature, below 8ºC within1½ hours.
4. Prepare food close to the time that it will be needed.

Monitoring

1. Check separate area, utensils and equipment for the prep of raw and high-risk foods and allergen preparation.
2. Ensure colour coded boards and knives are in hygienic condition.
3. Ensure work surfaces and equipment are sanitised after use.
4. Ensure Wash Hand Basin's are clean and provided with hot and cold running water, anti-bacteria soap and disposable paper towels.

5. Ensure smoking and eating is banned throughout all food areas.
6. Ensure clean, protective clothing is worn at all times.
7. Check that pre-employment questions have been completed and any necessary action implemented.
8. Maintain records of staff absence and reasons.
9. Ensure food hygiene training is given to all food handlers.
10. Check that staff room and toilets are kept clean and tidy.
11. Inspect all potential sources of glass in food areas (daily). Discard chipped or cracked items.
12. Check fluorescent light fittings are covered.
13. Ensure jewellery meets the stated criteria.
14. Ensure cleaning schedule is adhered to.
15. Check high-risk food is not held between 8 -63ºC for longer than is necessary.

HOT HOLDING

Hazards

1. Multiplication of food poisoning bacteria and production of toxins.
2. Contamination by foreign bodies.
3. Deterioration of product quality by prolonged hot holding.
4. Toxic/allergic reactions.

Controls

1. Heat food thoroughly before placing in hot holding unit.
2. Keep food hot, i.e. above a minimum of 63ºC.
3. Protect food from contamination by foreign bodies and customers using covers or screens.
4. Restrict display times.
5. Retention of sample high-risk foods.

Policy and Procedures

1. Ensure Bain Marie's and hot buffet counters are switched on and allowed to achieve optimum temperature before use (65-70ºC).
2. Prove and record food temperatures at start and then every 1-2 hours.
3. Limit display time to 2 hours.
4. Discard any left overs at end of service.
5. Do not ‘top up’ - replenish.
6. Keep Bain Marie’s lidded and ensure ‘sneeze guards’ are in place on hot display units.
7. Provide clean tongs or serving utensils for self-service units.
8. Clearly label all products containing nuts or made from nuts and any other allergens
9. Heat food thoroughly to above 63ºC before placing in Bain Marie or soup kettle.
10. Unsold hot food to be cleared from display, after 4 hours, and discarded.
11. Leftover joints of meat must NOT be frozen, but discarded or used within 48 hours as per cooked meats.

Monitoring

1. Check hot foods are held above 63ºC.
2. Check temperature records are available.
3. Ensure equipment is clean and in good repair.

COOLING

Hazards

1. Growth of any surviving food poisoning bacteria or their spores.
2. Production of toxins by bacteria.
3. Contamination by food poisoning bacteria.
4. Physical contamination by foreign bodies/flies/chemicals.

Controls

1. Cool food quickly.
2. Keep food protected from contamination.

Policy and Procedures

1. Food should be placed in cool area and cooled within 1½ hours of cooking. Food should then be covered, labelled and stored in the fridge.
2. Food should be at ambient for no longer than 1½ hours and then covered, labelled and stored in fridge.
3. Probe core temperature of food, with a sanitised probe, and when 8ºC or below, cover, label and place in fridge.
4. Food should be cooked on day of consumption whenever possible.
5. Food should be kept covered when cooling.
6. Cook small joint sizes, no bigger than 1.5kg, to assist with cooling or portion off bulk-cooked food to increase rate of cooling.
7. Area used for cooling should be clean, insect proof and in good repair.

Monitoring

1. Ensure food is labelled to display the correct ‘use-by’ date.

REHEATING

Hazards

2. Survival of food poisoning bacteria and toxins.
3. Physical contamination with foreign bodies.
4. Multiplication of any food poisoning bacteria present if not reheated to sub-lethal temperatures.
5. Food may still be cold at core.
6. Food may deteriorate with prolonged reheating.

Controls

1. Food must not be reheated more than once.
2. Reheat to above 75ºC.
3. Reheat quickly to reach target temperatures.
4. Serve immediately or hot hold above 63ºC.

Policy and Procedures

1. Do not reheat more than once and discard any not used.
2. Ensure minimum temperatures of 75ºC, for 2 minutes, are achieved. This must be routinely checked and recorded.
3. Reheat food as quickly as possible in a pan or preheated oven.
4. Never reheat left over, pre-cooked, prepared foods, which have already been reheated before.
5. Reheated foods should be served immediately or placed on hot hold.
6. When using a microwave, to reheat, ensure food is hot throughout, without cold spots. Stir sauces and liquids regularly.
7. Use correct size and shape dishes for even heat distribution.

Monitoring

1. Reheat to correct temperatures.
2. Hot foods must be held above 63ºC.
3. Ensure correct foods are being heated in the microwave.
4. Check reheating equipment is clean and in good repair.
5. Ensure left over, reheated, foods are disposed of.

CHILLED DISPLAY

Hazards

1. Multiplication of food poisoning bacteria.
2. Physical contamination by food poisoning bacteria, foreign bodies or pests.
3. Toxic/allergic reactions.

Controls

1. Store food below 8ºC.
2. Limit display to a maximum of 4 hours.
3. Ensure all products are at correct temperature before placing on display.
4. Protect food from customer contamination.
5. Restrict direct handling of food.
6. Identify food made from/containing nuts or any other allergens.

Policy and Procedures

1. All chilled display units to operate below 5ºC.
2. Units to be switched on in advance and down to temperature.
3. Food temperatures to be probed and recorded at start of display and then every 2 hours.
4. Where salad bar temperatures are greater than 8ºC, after 4 hours, then product will be discarded.
5. Discard any remaining products at end of shift.
6. Ensure all display containers are clean before use and covered where possible.
7. Ensure sneeze guards are in position.
8. Provide clean utensils for each dish.
9. Clearly label any product containing or made from nuts.
10. Ensure remains of previous batches are not mixed with new batches.

Monitoring

1. Food should be displayed below 5ºC.
2. Check temperature records are satisfactory.
3. Ensure leftovers are disposed of.
4. Check equipment is clean and in good working order.
5. Labels to be provided for products containing nuts.

HOT or COLD SERVICE

Hazards

1. Contamination by food poisoning bacteria
2. Physical contamination by foreign bodies and flying insects
3. Growth of food poisoning bacteria toxins

Controls

1. Serve quickly to restrict time in danger zone temperatures (8-63ºC)
2. Use clean crockery and cutlery
3. Control of flying insect and other debris
4. Ensure good personal hygiene of all staff

Policy and Procedures

1. Staff to be trained in personal hygiene and procedures and wear appropriate protective clothing. If counter gloves are worn these must be clean and in good condition.
2. Serve food quickly and do not leave at ambient temperatures for excessive periods of time (4 hours is the legal limit)
3. Ensure all utensils are cleaned after use
4. External, self-closing doors, should be functional

Monitoring

1. Food must be protected from contamination
2. Left over food must be disposed of
3. Check equipment is clean and in good repair
4. Check all staff are observing personal hygiene requirement

CLEANING

Hazards

1. Food waste and dirt may accumulate and attract pests
2. Bacteria will multiply to high and dangerous levels, on dirty surfaces
3. Dirty equipment and surfaces (floors, etc) can cause accidents
4. Chemical contamination of food

Controls

1. A documented and systematic cleaning routine should be carried out
2. Only approved, food grade, chemicals to be used
3. Correct concentrations and usage of chemicals
4. Food and hand contact surfaces to be sanitised
5. A 'clean as you go' culture should be encouraged
6. All structure and equipment to be well maintained
7. COSHH data sheets to be maintained

Policy and Procedures

1. A cleaning schedule should be available and prominently displayed, detailing the following:

    - ☑ All areas to be cleaned
    - ☑ Frequency
    - ☑ Methods
    - ☑ Chemicals
    - ☑ Person(s) responsible
    - ☑ Safety precautions

2. Monthly, weekly and daily tasks must be clearly identified by use of the cleaning programme
3. Contract cleaning of high levels, extract filters and canopies should be carried out on a scheduled basis
4. Only approved chemicals should be used at correct dilutions
5. All COSHH requirements must be adhered to
6. 'Clean as you go' policy should be adopted and food and hand contact surfaces sanitised after use
7. Chemicals and cleaning equipment should be stored in a separate cabinet and away from food areas
8. All cleaning equipment itself should be kept clean and in good condition
9. Report/action any repairs to structure and equipment
10. Ensure dishwashers are operating to correct temperatures (55ºC wash, 82ºC rinse) and check daily their supply of detergent and rinse aid
11. Chemicals must not be decanted from original containers unless suitable and clearly labelled
12. All food and hand contact surfaces must be cleaned and sanitised after use and at the end of each shift
13. Supplies of sanitiser must be readily available for use at all times
14. All crockery and cutlery should be checked for residues
15. A 2-sink system should be used for washing equipment by hand. One sink for washing, the other containing very hot water or sanitiser solution
16. Staff must be trained in effective use of cleaning materials

Monitoring

1. Cleaning schedule should be available/in use
2. Equipment should be clean
3. Walls, floor and ceilings, etc should be free from food debris, dust, dirt, grime and grease
4. Check sanitiser levels

5. Ensure mops, buckets, brushes, and other cleaning equipment are kept away from food areas, when not in use
6. Check correct chemicals are in use and at correct dilution
7. Check chemicals are stored appropriately

MICROWAVE OVENS

Hazards

1. Survival of food poisoning bacteria and toxins in raw foods not cooked to lethal temperatures (75ºC)
2. Any bacteria present may multiply if temperature is sub lethal
3. Food may still be cold/frozen at centre
4. Foods may deteriorate with prolonged microwaving
5. Cross contamination from raw to high risk foods

Controls

1. Ensure 2 minutes standing time at end of cycle
2. Microwave oven is of commercial capacity and output
3. Regular servicing, maintenance and testing
4. Clear written guidelines, on operation of microwave, for various products and for reheating cooking from raw and defrosting
5. Clean and sanitised, between use, for raw and high risk foods

Policy and Procedures

1. Commercial microwave ovens, with minimum output of 1Kw, should be used. Most will be 1300 or 1700 watts and guidance should be amended according to the output
2. When reheating prepared chilled foods, manufacturers instructions must be followed
3. Never operate a microwave empty – this could cause a fire
4. Food needs to be thoroughly hot with no cold spots and, when reheating, a core temperature of 80ºC should be achieved. Routine temperature checks should be carried out at the thickest part of the product
5. When reheating liquids, sauces, etc; these should be stirred or turned regularly to ensure even heat distribution
6. Food must be left for 2 minutes, at the end of the cycle, to allow the cooking process to complete
7. No metal objects must ever be placed in the microwave
8. Food should be covered and non-PVC film used
9. Examine the oven weekly, to check - if the door closes properly
   - Door seals and interior are clean an in good condition
   - The door is locked when closed
10. Where defects are identified, with the operation of the microwave, it must be removed from service and repaired by a qualified engineer
11. An annual maintenance check, including testing of efficiency/temperatures, should be carried out and recorded
12. When defrosting, the food should be checked at several locations to ensure it is soft throughout
13. All contact surfaces should be sanitised after use. For raw foods care is needed with disposal of defrost liquor
14. Never reheat processed, chilled or prepared foods which have already been reheated once
15. Use correct size and shape dishes to dissipate microwave energy

Monitoring

1. Ensure commercial grade microwaves are used
2. Servicing and maintenance records are up to date
3. Written guidelines, on operation, are provided for reheating, defrosting and cooking
4. Microwave should be clean and in good repair

PEST CONTROL

Hazards

1. All pests destroy and contamination food with bacteria, droppings and disease
2. Rodents gnaw and damage equipment and can cause structural damage
3. Heavy infestations may result in enforcement action, prosecution or closure by the Local Authority

Controls

Passive pest controls include:

- ☑ Good housekeeping – removal of food waste
- ☑ Regular stock rotation
- ☑ Reporting of sightings or signs (droppings, gnaw marks, fur, footprints, etc)
- ☑ Pest proofing buildings, especially doors, windows, pipe and cable runs
- ☑ Environmental surveys

Active pest controls include:

- ☑ Routine visits by contractor
- ☑ Permanent baiting stations
- ☑ Insecticide spray
- ☑ Trapping
- ☑ Poisoning

Policy and Procedures

1. The premises shall be free from pests
2. All kitchen windows, which open, will be fitted with insect proof mesh or metal chains. These to be kept in sound and clean condition. All external doors to be kept closed
3. Doors and windows, to food storage areas, are to be kept closed or fly proofed
4. Buildings to be pest proofed
5. All pipes, cable runs and holes, through walls, are to be proofed or foam filled and gaps, under doors, sealed
6. Pest control contract organised, with regular visits every 6-8 weeks, with emergency call out facility
7. Pest control records to be available, on site, at all times
8. All sightings and evidence of pests to be reported to the management immediately and contractor informed
9. Dispose any food showing signs of infestation after the contractor has inspected it
10. Rodent bait boxes should not be tampered with or moved

Monitoring

1. Check there is no evidence of pests
2. Ensure adequate pest proofing
3. Check pest control records are up to date

SHELF LIFE CHART

Please note: The following storage times are only given as a **recommended** shelf life. Consideration will have to be given to factors such as manufacturers guidelines for both food product and storage equipment.

TYPE OF FOOD	MAX STORAGE TIME	NOTES
Fresh raw meat	3 days	Remove wrapping unless vacuum packed
Vacuum packed raw meat	5 days	Ensure vacuum is intact, reject blown packs
Cooked meat	2 days	Store away from raw foods
Pasteurised canned meat	1 month in fridge	Check label for storage conditions. Check for rust
Fresh poultry	2days	Remove giblets, wash then drain
Fresh fish	2 days	Store away from other foods, ideally in ice
Vacuum packed salmon	Follow manufacturers guidance	Storage temperature is critical, keep well below 5ºC. reject blown packs
Hard cheeses	10 days (if cut from whole)	No limit if uncut
Soft cheeses	5 days (if cut from whole)	No limit if uncut
Eggs	10 days	Kept in cool, dark place
Cooked rice and composite salads	2 days	
Prepared dishes	1 day	
Fresh cream cakes	2 days	
Dishes with mayonnaise	2 days	

FROZEN PRODUCTS

TYPE OF FOOD	MAX STORAGE TIME
Bread and cakes	3 months
Fish	3 months
Home produced products	3 months
Cheese	6 months
Chips	6 months
Pork	8 months
Beef/lamb	12 months
Chicken/Turkey	12 months
Frozen vegetables	12 months
Ice cream	12 months

GLOSSARY

ALLERGEN
A substance that causes a reaction. Allergenic Ingredients in meals we serve are available to view on the school website.

AMBIENT TEMPERATURE
The temperature of the surrounding environment. Commonly used to mean room temperature

BACTERIA
A group of single cell living organisms. Some may spoil food and some may actually cause illness

BACTERICIDAL DETERGENT
Detergents used either for handwash or equipment cleaning that not only remove dirt but also destroy microorganisms. Heavy soiling often reduces their effectiveness and it is preferable to clean then disinfect as a two-stage process

BEST BEFORE DATE
Foods with relatively long shelf lives, or which do not pose risk of illness, may carry a 'best before' date. **This is advisory not mandatory,** therefore it is not an automatic offence to possess such foods beyond their expiry date. It is not good practice to do so, however, since any complaint about the food (which is 'out of date' can be used to establish negligence

COMPLIANCE
Measures that satisfy the legal requirement

COOK CHILL
System of food preparation in which food is prepared in advance to be reheated several days later. Strict control of chilled storage temperature is needed if the food is to remain safe.

COOK FREEZE
System of food preparation in which food is prepared in advance and then deep-frozen. If properly packaged the food may be kept for several months with no loss of quality

CRITICAL POINTS
Points at which hazards have to be controlled to ensure food safety

CROSS CONTAMINATION
The transfer of germs from contaminated (usually raw) foods to other foods. This may be:

- by direct contact
- by drip (one being stored above another)
- by food handlers
- by equipment (which has first been used for contaminated food)

DISINFECTION
Reduction in levels of contamination on food equipment or in food premises, normally by the use of chemicals to kill microorganisms. Disinfectants used must be suitable for use in food premises

DUE DILIGENCE
The legal defence, available in section 21, of the 1990 Food Safety Act, that *…a person took all reasonable precautions and exercised all due diligence to avoid commission of the offence.*

FOOD BORNE INFECTION
Invasion of the body by pathogenic micro-organisms (transmitted by food)

FOOD HANDLER
Anyone who handles food AND anyone involved in a food business who may directly influence its hygienic preparation

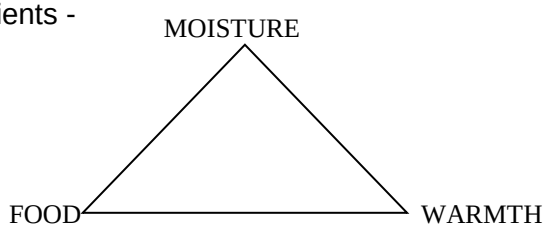
GASTRO – ENTERITIS
Illness of the digestive system. Symptoms include diarrhoea and vomiting

HACCP
Hazard analysis critical control point. A management tool that gives a structured approach to the identification and control of hazards.

HAZARD
Anything that may cause harm to a person. May be of a physical, chemical or micro-biological nature

HAZARD ANALYSIS
Identifying hazards, the points at which they could occur and the introduction of measures to control them

HIGH RISK FOODS
If food poisoning bacteria are to grow and multiply to potentially dangerous levels, they need three important ingredients -



The ideal medium for their growth is a moist protein food such as meat, fish, milk or egg products. Such foods are classified as high risk foods if they can be consumed without further cooking, e.g. sandwiches, pies, pasties, cream cakes, etc. it is vital to ensure that they are protected from contamination and maintained at a temperature of 5ºC or below, at which bacteria can not grow.

INTOXICATION
Effects of poisonous substances. Some toxins may be formed in food by the growth of bacteria

LOW RISK FOODS
Raw food or ingredients that are still to be cleaned or processed. Contamination of these foods is a low risk because later processing should make it safe. However, low risk foods may transfer contamination to 'ready to eat' foods and they should be kept apart. Low risk foods also include many ambient stable foods such as bread, biscuits, cakes (not cream cakes), cereals and so on.

MEDICAL QUESTIONNAIRE
Form to be completed by new staff giving details of their recent medical history and that of close household contacts. Contact with certain infectious diseases may be transmitted, by food handlers, through the food products with which they are working

MICRO-ORGANISMS
Any small living organisms especially bacteria, yeasts, moulds and viruses

PASTEURISATION
Heat treatment to kill bacterial cells, but not spores. Most types of food poisoning bacteria do not form spores so pasteurisation will make food safer by killing the heat sensitive pathogens

PATHOGEN
A micro-organism that may cause illness

PEST
Animal life, unwelcome in food premises - birds, insects, rats, mice and other rodents capable of contaminating food either directly or indirectly.

pH

A measure of acidity. The scale runs from 1 (acid) 20 14pH (alkali). 7 is neutral. Levels of pH, below about 4.5 will normally prevent the growth of pathogenic bacteria

PROOFING (against pests)
Structure of premises, especially doors, windows and the entry point to pipes; to prevent the entry and accessibility of pests.

REPUTABLE SUPPLIER
All foods sold (including the ingredients therein), should be obtained from a reputable supplier, i.e. a well known, branded, supplier e.g. Walls, Heinz, Jacobs, Tesco's, ASDA, etc. it could also be a supplier whose history is known to you and whose products have not given rise to rejection or customer complaint.

If foods are purchased from unchecked suppliers, you run the risk of being held responsible if those foods are later found to be defective, since you have not taken reasonable precautions to ensure their safety. Many suppliers are now taking advantage of 'accreditation schemes', which go a long way towards giving confidence in their products.

SANITISE
Ordinary detergents, such as soaps and washing up liquids, etc, may be effective at removing dirt but will not kill bacteria. To ensure that food and hand contact surfaces are really safe, they should be cleaned with a disinfectant, which kills bacteria or a sanitiser which combines cleaning power with the ability to kill bacteria.

SHELF STABLE
Foods that do not normally suffer microbiological spoilage at room temperature

SNEEZE SCREEN
A screen, usually glass or plastic, fitted to some food display units. May play a small part in reducing airborne contamination of the food

SOUS-VIDE
Prepared recipe dishes that have been sealed in a vacuum pack and then heat treated and cooled for chilled storage and distribution

SPORES
Cells formed by some bacteria and many moulds which are able to withstand adverse conditions including drying, freezing and heat. Some spores can withstand very severe heat treatment

STERILISE
Treatment with heat or chemicals to kill all micro-organisms and viruses. Sterilisation will kill spores

TOXIC/TOXIN
Poisonous substance. May be contaminated from external sources, e.g. chemical spillage or produced by growth of micro-organisms

UHT
Ultra Heat Treatment. A high temperature/short time pasteurisation process. Used commonly for dairy products.

USE BY DATE
Foods with short shelf lives or 'high risk' foods, capable of causing illness if they deteriorate, will carry 'use-by' dates. This date is mandatory i.e. it is an automatic offence to possess foods beyond their use-by date, unless in a container clearly marked for disposal. It is also an offence to cover, change or obliterate a use-by date. Foods become out of date at midnight on the use-by date.

VIRUSES
Microscopic particles. Some are transmitted by food and may cause illness. Viruses cannot multiply or grow in food

YEASTS AND MOULDS

Microscopic organisms. Some are desirable in food and are important to its characteristics, e.g. bread fermentation and the ripening of cheese. Others may spoil food and lead to illness.