

Caroline Haslett Primary School & Faraday Club



Food Handling Policy & Procedures

Date of Issue: December 2023

Date of next review: December 2025 (or earlier in the event of legislation changes)

Approved by the Headteacher on:

Signed: _____ (Headteacher)

Date: _____

Approved by the Governing Board on:

Signed: _____ (Chair of Governors)

Date: _____

Food Handling Policy and Procedures

We have a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees and volunteers, who handle food, have a responsibility to:

- maintain a high standard of personal hygiene
- refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge
- adhere to the provisions of the school Health and Safety Policy
- comply with food safety and hygiene regulations [the minimum acceptable level for staff serving open high-risk food is Level 2 qualification in Food Hygiene and Catering]
- report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

Principles of Safely Handling Food (HACCP)

- All cooked foods prepared off site must have been cooked at a minimum temperature of 75°C. It is the responsibility of the provider (Two Mile Ash) to ensure that this is complied with. Two Mile Ash are aware of this requirement.
- All foods must be checked by both the external providers (Two Mile Ash) and in-school staff to ensure that they are of the quality and substance and that they are within their use-by-dates; cooked food must be checked using a calibrated thermometer. The temperature **must record 63°C or above**. In the event of food arriving on site below this temperature, it should be either returned to the provider or heated in a microwave until the correct temperature of above 75°C is achieved throughout the food.
- All foods must be stored under conditions that will prevent their deterioration.

Keep it Clean –Keep it Covered

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.).
- Any food or liquid spillage must be cleaned up immediately.
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time.
- Signs of any type of pest infection must be reported immediately.

Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use.

- All equipment must be used according to manufacturer's instructions.
- Calibrated thermometers must be tested on a monthly basis to ensure they are functioning accurately – see below.
- Doors and lids of equipment in use should fit securely.
- All equipment and working surfaces must be kept in a clean and hygienic condition.
- Cleaning chemicals should be used at the prescribed dilution rate.

Food Handling Procedures

Personal Hygiene

1. Wash hands thoroughly using the provided anti bacterial liquid soap and use a disposable towel.
2. Tie back long hair and wear provided hats/caps.
3. Staff must not wear their uniform into work - this also includes tabards, aprons and hats.
4. Staff with viruses/infections are not to serve food until clear of any infection for at least 48 hours with no drugs taken to mask any symptoms
5. Food handler not to display any bad habits – lick finger to open bag, scratching etc.
6. Blue plasters must be used on any open wounds.

Utensils

1. Ensure cups, plates and cutlery are clean.
2. Replace chipped, chewed cups.

Calibrated Thermometers.

The hand-held temperature probe should be checked monthly, to ensure that it is giving accurate readouts; this can be done by agitating the probe in a mixture of ice and a small amount of cold water. Ensure that the reading is between -1°C and $+1^{\circ}\text{C}$. If the readout is outside these limits, it should be checked and repaired or replaced.

Cleaning Agents

Detergent - A chemical that can cut through grease, but does not kill bacteria

Disinfectant - A chemical that cannot break through grease, but can kill bacteria

Sanitiser - A chemical that can cut through grease and kill bacteria