

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

Food Safety and Allergens Policy

Aspire - Challenge - Achieve

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South Lincolnshire

Academies Trust

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FOOD SAFETY POLICY INTRODUCTION

SOUTH LINCOLNSHIRE ACADEMIES TRUST is committed to produce food according to the highest standards of food hygiene. In order to effectively control this area of our work we have used a Hazard Analysis and Critical Control Point system to examine all of our procedures and produce clear operational guidelines for our staff. These guidelines are detailed in our Food Safety Policy and include a documented Management Control system, which our Catering operation must maintain.

The Policy and recording procedures will ensure that South Lincolnshire Academies Trust complies with the requirements of the Food Safety Act 1990 and associated regulations and is in accord with the spirit of due diligence.

The Policy relates to all aspects of food production, including purchasing, storage, preparation and service and the following records are maintained: -

- 1. Nominated Supplier List**
- 2. Food Delivery Record**
- 3. Daily Food Safety Record**
- 4. Medical Questionnaires**
- 5. Cleaning Schedules**
- 6. Food Complaints**
- 7. Hygiene Training Records**
- 8. Hygiene Audit Checklist**

The entire system is subject to external monitoring by our independent food hygiene consultants who also provide technical advice.

We believe that this system clearly demonstrates our full commitment to providing a professional approach to Food Safety Control.

HAZARD ANALYSIS IN CATERING

Sound food safety systems based upon the principles of hazard analysis are a legal requirement. This approach to the management of food safety is proactive. It involves assessing food safety hazards and planning controls to avoid their occurrence.

The introduction of HACCP procedures provides a formal, systematic and disciplined approach to quality control that is in accord with the spirit of “due diligence”.

It involves looking at the catering operation step by step from purchase to service and identifies those steps where the safety of the food may be affected. Having identified a hazard, the caterer can then decide upon the manner in which the hazard will be controlled.

Section 1 details a flow chart covering the majority of catering operations. Section 2 contains the detailed analysis of the hazards and relevant controls. References are made to the standards within the Policy and the Records File to help link the analysis with the controls.

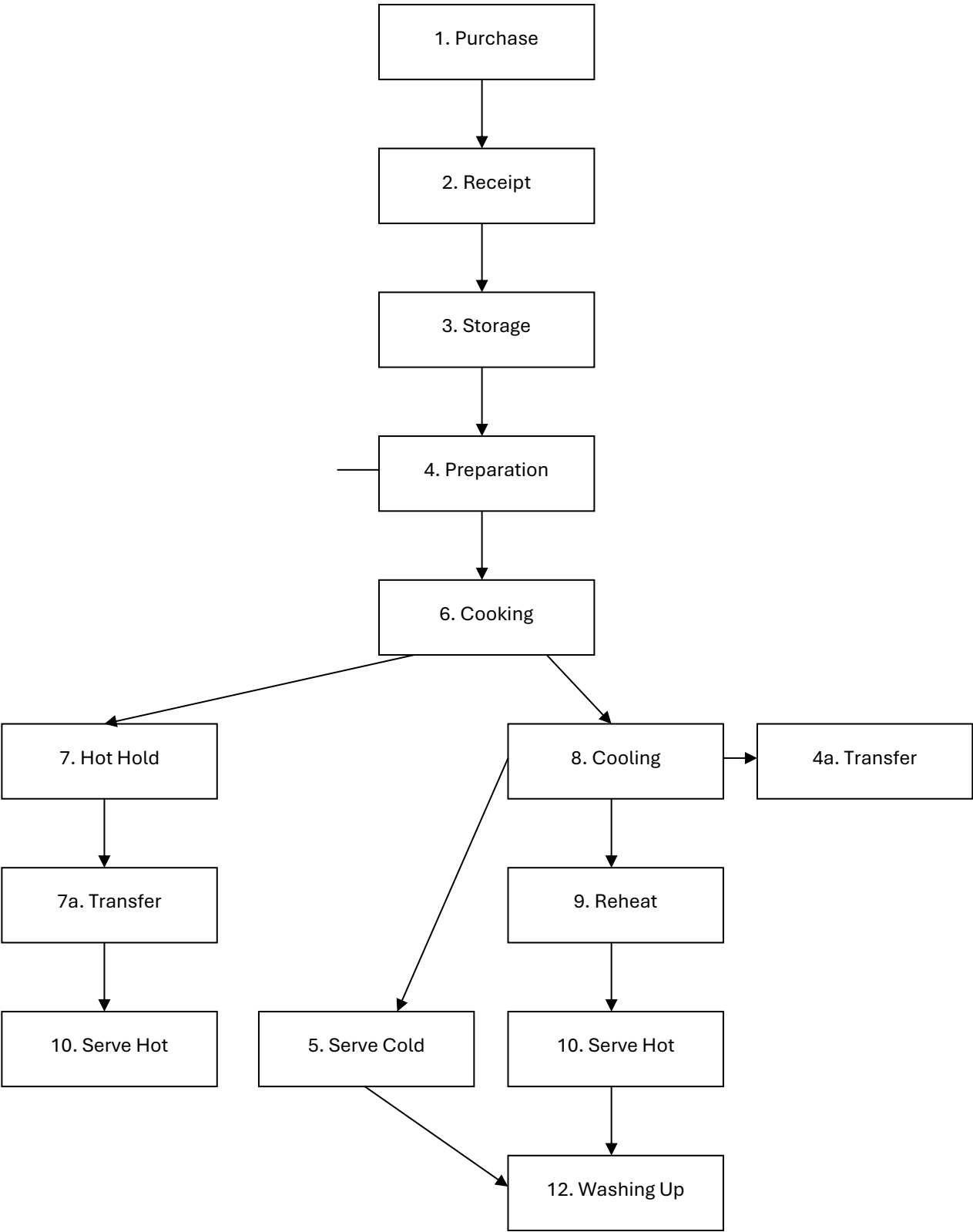
The HACCP system must include allergen hazards as well as microbiological, physical and chemical hazards. Controls must cover ingredient changes, supplier substitutions, recipe changes, labelling, service arrangements, cleaning between tasks, and the risk of allergen cross-contact at any point from purchase to service.

The effectiveness of the system will be subject to verification. This verification takes the form of: -

- a) Review of records of monitoring at critical control points.
- b) Monitoring and inspections by Unit Catering manager.
- c) Review of complaints or incidents.
- d) Audit by External Environmental Health Advisers.
- e) Review of advice and content of reports by local enforcement agencies, i.e. Environmental Health Officers.

The system and its effectiveness shall be reviewed annually by the Unit Catering Manager.

FLOW CHART OF CATERING OPERATIONS



Section 2 – HACCP Plan

STEP	HAZARD	CONTROL / CRITICAL LIMIT	CCP	MONITORING / CORRECTIVE ACTION	RECORDS
MICROBIOLOGICAL HAZARDS					
PURCHASE – ALL FOOD TYPES	Foods may already be contaminated by pathogenic bacteria or their toxins.	Purchase from approved supplier.	Yes – high risk foods	Check deliveries are from approved suppliers. Reject deliveries from non-approved suppliers.	1. Nominated Suppliers List
RECEIPT – FROZEN FOODS	Cross-contamination from raw foods to high-risk foods; temperature abuse leading to microbiological growth.	Ensure foods are fully packaged and received at the correct temperature. Target below -18°C; reject above -12°C.	Yes – high risk foods	Check deliveries. Reject foods with open or damaged packaging or where temperature exceeds limits. Put food away within 30 minutes.	2. Food Delivery Record
CHILLED FOODS	Cross-contamination from raw foods to high-risk foods; temperature abuse leading to microbiological growth.	Ensure foods are fully packaged and received at the correct temperature. Target below 8°C; reject above 10°C.	Yes – high risk foods	Check deliveries, reject damaged or over-temperature foods, and put foods away within 30 minutes.	2. Food Delivery Record
PREPARATION	Cross-contamination from raw foods, people, pests, dirty equipment or cloths; temperature abuse during	Use colour-coded boards, maintain personal hygiene, use clean equipment, exclude pests, control cloths and limit preparation time at room temperature.	Yes – high risk foods	Management audit. Move foods to correct area/board, wash dirty equipment and cloths, refrigerate foods, and discard foods left at room temperature for over four hours.	12. Hygiene Audit Checklist

	preparation.				
THAWING – FROZEN FOODS	Failure to thaw frozen raw protein foods thoroughly before cooking may prevent thorough cooking.	Thaw raw proteins completely in the refrigerator in a container to contain blood/drip. Check defrosting with probe thermometer before cooking.	Yes	Management audit, probe checks, substitute menu item if necessary and return food to refrigerator to finish thawing.	12. Hygiene Audit Checklist

1. KITCHEN STRUCTURE AND EQUIPMENT

1.1 Introduction

The standards required for the structure of food rooms and facilities to be provided are laid down within the EU Regulation 853/2004/Food Hygiene (England) Regulations 2006. South Lincolnshire Academies Trust must ensure that every effort is made to comply with these standards.

1.2 General Requirements

- The opportunity for cross-contamination must be minimised by the separation of “dirty” and “clean” operations e.g. raw and cooked food.
- The premises should be constructed with approved materials to enable them to be effectively cleaned and to prevent access by pests.
- Correct facilities must be provided in terms of ventilation, lighting, water supply, sinks, wash hand basins, etc.

1.3 Floors

Floors should be durable, non-absorbent, anti-slip and capable of being easily cleaned. Ideally, the junction of the floor and wall should be coved to facilitate cleaning. Where floor drainage is incorporated, the floor should be laid to a suitable fall (1:60) to a trapped outlet protected by a non-corrodible cover.

Suitable floor finishes include quarry tile, vinyl sheeting and epoxy resin.

1.4 Walls

Walls should be smooth, impervious and preferably light coloured. Whichever surface finish is used it must be capable of being effectively cleaned and maintained in good repair. Cracks, crevices and any other disrepair must be attended too as soon as possible. Solid walls are preferred to clad walls, which may harbour pests. Exposed corners can be protected by a plastic or metal angle.

Suitable wall finishes include ceramic tile, washable emulsion paint, resin-bonded fibreglass, and PVC panels.

1.5 Ceilings

Ceilings are generally solid or suspended. Solid ceilings may be painted with washable emulsion paint, but care must be taken to ensure that all high level ducting or pipework is maintained in a clean condition. Where

there is a great deal of pipework it may be preferable to install a suspended ceiling. The ceiling panels must be finished in a smooth, impervious material and periodic inspection of the void is necessary to ensure that it is not harbouring pests

1.6 Windows and Doors

Windows and doors should be of simple design to prevent the build-up of dirt and other debris and to allow effective cleaning. All woodwork must be sealed with a suitable gloss paint or polyurethane varnish.

Windows which are opened to the outside environment must be fitted with insect proof screens which can be easily removed for cleaning, open windows must not allow food contamination from dust, odour or chemical discharge.

1.7 Lighting

Adequate lighting is important in food rooms in order to ensure that the work areas are safe and can be cleaned effectively. In addition, pests tend to shy away from well-lit areas. Light fittings shall include diffusers to facilitate cleaning and minimise contamination risks.

The recommended lighting standards are:

- Food Preparation Areas - 540 lux
- Other Areas - 300 lux

(N.B. 20 watts lighting per sq.m of floor = 400 lux)

1.8 Ventilation

Adequate ventilation to food preparation areas is essential as it removes odours, heat and moisture. This, in turn, reduces the growth of bacteria in that area prevents condensation and provides a more comfortable working environment for staff.

Where a significant amount of cooking and baking is carried out the cooking equipment must be provided with a canopy which should cover and overhang the equipment by at least 150mm (6"). The hood should be fitted with a coarse grease filter and extract fan providing a minimum of thirty air changes per hour in the main cooking area. The fan can be fitted with a variable control for pre-cooking periods and winter operation. The fan should, as a matter of good practice, be automatically linked to the operation of cooking equipment.

Controlled fresh air inlets should be strategically sited to promote staff comfort levels.

1.9 Sinks

Suitable and sufficient sinks must be provided to allow the thorough washing, rinsing, and disinfection of all cooking equipment, utensils, crockery and cutlery. These facilities can be in the form of a double sink and/or

mechanical dishwasher. Adequate provision must be made to allow the collection, washing and storage of clean equipment so that contamination risks do not occur.

A separate sink(s) should be provided for washing food. In small units, where only one sink is provided, care must be taken to ensure that there is no contamination risk caused between the food and equipment. Water supplies to sinks must be potable.

1.10 Wash Hand Basins

Sufficient wash hand basins must be provided and placed in such a position to encourage staff to wash their hands. The following facilities should be provided at all basins: -

- Hot and cold water supply (or water at a suitably controlled temperature).
- Bactericidal liquid soap.
- Drying facility (roller towel, disposable paper towel or hot air dryer).

1.11 Staff Accommodation

Adequate staff sanitary accommodation should be provided for food handlers. The structural finishes should be smooth and impervious and the area must be kept clean, well lit and in efficient working order.

Accommodation must also be provided for changing and storage of outdoor clothing and footwear; these items should not be stored in a food room. Staff changing rooms shall be accessible from the external area of the building so that staff in their outdoor clothing do not have to access the changing room from the kitchen.

1.12 Storage of Cleaning Materials

Cleaning equipment and materials should not be stored in a food room. A separate area should be provided for this purpose.

A cleaner's bucket sink should be provided for filling, cleaning and emptying of the cleaning equipment. A mop rack should be provided for the storage of mops.

1.13 Refuse Disposal Facilities (See Waste Management, Section 8).

Suitable facilities must be provided for the storage of waste material within the kitchen. This will normally take the form of foot operated, plastic or paper sack holders. It is recommended that waste disposal units be provided for the disposal of food waste. It is also important to ensure that the provision for the external storage facilities is sufficient. The size and number of the bins or skips and the frequency of emptying will depend on the volume of waste produced but must be sufficient to prevent the build-up and overflow of waste material.

1.14 Food Equipment

All food contact equipment must be clean, in good repair and constructed of impervious materials such as stainless steel or polypropylene. Wood should not be used since it is absorbent and cannot be kept bacteriologically 'clean'.

2. FOOD SUPPLIERS AND DELIVERY

In order to preserve the quality and safety of the product, it is essential that food supplies are purchased from reputable suppliers and delivered in a hygienic manner.

2.1 Food Supplies

In the interests of food safety and traceability, foods must only be purchased from nominated suppliers.

It is possible for ingredients to be contaminated with foreign bodies or dangerous bacteria before it ever reaches the Caterer's premises. It is important that food is only purchased from reputable suppliers who operate to a high standard of hygiene. The suitability of suppliers will be assessed by:-

1. All high risk food suppliers will be requested to submit copies of any third party food safety accreditation certificates e.g. BRC, EFFIS, STS etc. A copy of up to date certificates will be kept with the Nominated Suppliers list in the appendix to this system.
2. If suppliers do not have current third party food safety accreditation they shall be requested to submit copies of their last two reports from their local Environmental Health Department together with action plans for meeting the requirements of the report. Upon receipt of these reports the Catering Manager shall look at them.
3. If following discussion with the Catering Manager it is decided that it is necessary for the supplier's operations to be the subject of a food safety audit this shall be arranged.

The Catering Manager will monitor lower risk food suppliers. Unless South Lincolnshire Academies Trust is satisfied that high standards are maintained, they should not be used as a supplier.

A record of your suppliers should be listed on the **Nominated Suppliers (List Record 1)**.

All goods should be delivered from suppliers in clean, hygienic vehicles and containers. It is recommended that Manager or Supervisor carry out periodic checks on delivery conditions to ensure that suppliers are maintaining high standards.

2.2 Food Delivery

All food deliveries should be carefully examined to ensure that the food is satisfactory. The key parameters to consider are:

- General quality and evidence of contamination (appearance, odour)
- Weight (leakage, theft)
- Damage (to packaging, tins, boxes)
- Date Coding (sufficient shelf life)
- Pest Infestation (presence of pests or evidence of their activity)

- Temperature (within the acceptable range)
- Allergy information on pack is legible and available.
- Supplier specifications, product labels and allergen declarations must be checked whenever products, recipes, suppliers or ingredients change. Where allergen information is missing, unclear or inconsistent, the item must be quarantined and not used until verified.

The temperature of foods will, where relevant, be assessed using an electric probe thermometer. Chilled food should not be accepted if the temperature of the food exceeds 8°C. Frozen food should not be accepted if the temperature of the food exceeds -12°C.

Blown, rusted or dented cans or any other foods where the packaging has been damaged should be returned to the supplier.

A Food Delivery Record Form (Record 2) should be completed as evidence that the correct procedure has been followed.

NB: It is only necessary to check the temperatures of temperature sensitive foods e.g. Meat, fish, dairy products and other high-risk foods.

Goods for return should be segregated and clearly labelled “not for use” and placed in a marked returns box or quarantine shelf.

3. FOOD STORAGE

3.1 Chilled Food Storage

All chilled foods should be transferred to refrigerated storage immediately.

- Wherever possible, raw perishable foods should be stored in a refrigerated unit separate from cooked or other high-risk foods. If this is not possible, raw food must be stored below any high-risk foods or in a separate area in the case of a walk-in chiller.
- Each refrigerator should be labelled to identify the category of food for which it will be used e.g. raw meat, fish, dairy products, etc.
- Refrigerated units should not be sited near heat sources, e.g. ovens, grills.
- Do not overload the unit. This will prevent the chilled air from circulating and cause “warm spots” to develop in the fridge.
- The practice of stacking food containers, one on top of the other, should be discouraged, additional shelves should be provided if necessary.
- All food stored in the unit must be covered in cling-film or other suitable material. The food should then be dated to allow for effective stock rotation.
- Hot foods should not be placed in the refrigerator immediately but should be covered with aluminium foil, or similar, and allowed to cool at room temperature for a maximum period of 90 minutes.
- Food under refrigeration should be checked daily for quality assessment and stock rotation purposes.
- During use, the doors of the refrigerator should be opened for as short a time as possible.
- No food should be stored on the floor of the walk-in refrigerator.
- Allergenic ingredients must be stored and handled to reduce the risk of cross-contact. Original packaging or full ingredient information must be retained wherever possible so that allergen information remains available to catering staff.

The condition of the refrigerators should be checked regularly for any signs of disrepair.

3.2 Monitoring Refrigerator Temperatures

- An independent display thermometer should be kept in the unit to ensure that an operating temperature of between 1°C and 4°C is maintained.

Your Environmental Health Officer may require you to use your probe thermometer to provide very accurate readings this may be done by having a container of liquid or a pack of jelly in the fridge and testing its temperature with the probe.

In order to prove that your fridge has operated correctly, the temperature should be taken twice each day and recorded on the **Refrigerated Temperature Record (Record 3)**. If a jelly is used, then it must be labelled “not for human consumption”.

3.3 Maximum Refrigerated Storage Times

(Assuming food held between 1°C and 4°C)

(Time periods indicated include days of delivery and consumption).

FRESH MEAT, POULTRY	4 days
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PORK PIES, SAUSAGE ROLLS, ETC.	4 days
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(Unless otherwise indicated by manufacturer)

FRESH FISH	4 days
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MILK CREAM	3 days
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(Unless otherwise indicated by manufacturer)

3.4 Frozen Food Storage

Frozen food deliveries should be transported to freezer storage immediately.

- All frozen food should be wrapped before storage in order to prevent freezer burn.
- If an approved label with a “best before” date is not visible, frozen food should be marked to identify the food and a “use-by” date.
- Frozen food should not be stored on the floor of a walk-in freezer.
- Cooked and raw food should be stored preferably in separate clearly marked freezer units. Alternatively, strict separation should be maintained with cooked food stored above raw food.
- The condition of the freezer should be checked regularly for any signs of disrepair.
- Freezers with an automatic defrost cycle should be defrosted and cleaned on a weekly basis.
- Food should not be frozen on site unless they are marked with home freezing instructions. The foods must be marked with their date of freezing.

- Do not attempt to cook food in a frozen condition unless the manufacturer's instructions include cooking from frozen advice.

3.5 Monitoring Freezer Temperatures

- An independent display thermometer should be kept in the unit to ensure that an operating temperature of -18°C to -25°C is maintained. A pack of jelly shall be placed in every unit and the operating temperature of the unit assessed by the insertion of a probe thermometer into it. In order to prove that your freezer has operated correctly, the temperature should be taken once each day and recorded on the **Refrigerated Temperature Record (Record 4)**.

3.6 Maximum Frozen Storage Times

(Assuming storage temperature between -18°C and -25°C)

In order to ensure its safety and quality, all frozen food should be kept for a maximum of one month unless otherwise indicated by the Manufacturer. All stored frozen food should be marked to indicate a "best before" date.

3.7 Thawing of Frozen Meat, Fish and Poultry

The food should be removed from its wrapper and defrosted in a suitable container to prevent spillage of the liquor. The process should ideally be carried out in the bottom of the raw meat refrigerator but if this is not available, the meat temperature should be monitored over the thawing period and once it has reached 3°C it must be treated as fresh meat.

It is important not to rush the thawing process - no ice crystals must be left in the meat prior to cooking.

Defrosted meat should **NEVER** be re-frozen in its raw condition.

Poultry Thawing Times

Oven Ready Weight		In Refrigerator	Room Temperature
Kg	lb	Hours	Hours
2.25	5	48	15
4.5	10	72	18

6.75

15

84

24

9.0

20

96

30

NB: All other foods should be protected from contamination by thawing poultry.

3.8 Action in the Event of Freezer Breakdown

- As soon as the breakdown is discovered, check the temperature of the stored foods.
- Keep the door of the freezer closed and call the service engineer immediately.
- If the temperature of the food has not exceeded the following, the food may be placed into an alternative unit:

FROZEN MEAT – 13°C

FROZEN VEGETABLES – 1°C

The food should then be used within one week.

- Any food that has completely thawed out must be discarded.
- Any other food should be used up immediately or discarded.

3.9 Dry Goods Store

The main threat in this area is the presence of pests and it is essential that the area is in a good state of repair and the highest possible housekeeping standards are maintained.

- The storage area must be inspected regularly to identify any areas of disrepair, which may harbour pest infestation.
- The area should be dry and well ventilated.
- Sufficient racking, constructed of stainless steel, or other impervious material, should be provided to ensure that all food is stored off the floor and that the racking can be easily cleaned.
- Sacks of flour and cereal should be stored on shelving or duck boarding in order to allow cleaning.
- Careful control should be exercised over the stock rotation procedures in this area. Remember FIRST IN - FIRST OUT.

- Dried goods that are opened shall be moved to the kitchen where they must be put in clean, pest proof covered containers. In order to prevent cross contamination by potential allergens and to ensure that relevant allergy information on the labels of ingredients is available, the following precautions shall be taken: -
 - i) Each plastic covered container shall be used for one ingredient/food only;
 - ii) The ingredient/food shall be placed in the container inside its original packaging to ensure allergy information is available to staff. Care shall be taken to ensure any loose pieces of packaging or removed to prevent foreign body contamination;
 - ii) Containers shall be cleaned and dried before refilling.
- Chemicals shall not be stored in a food store. They shall be stored in the designated non-food store. They shall never be stored in food stores to reduce the risk of contamination and tainting.
- The contents of jars/bottles of preserves, etc., shall be stored in accordance with the manufacturer's instructions upon opening. This may require them to be stored in the refrigerator once opened.

3.10 Other Foods

- Fresh fruit and vegetables should be stored in a dry, cool, well-ventilated area away from other foods. Some fruit can be stored under chilled conditions, but care must be taken as apples, bananas and other fruits can "brown" if stored under temperatures of 3°C.
- Eggs should be treated as potentially contaminated and stored on the bottom shelf of a refrigerator below 8°C, they should not be used after their expiry date. Other foods must be protected from contamination by egg shell.

4. FOOD PREPARATION AND COOKING

During food preparation and cooking procedures, there are many opportunities for the contamination of food and the subsequent proliferation of bacteria. This section highlights the key principles of contamination control and temperature control, which can prevent growth of bacteria and the occurrence of food poisoning.

4.1 Contamination Control

- Wherever possible, separate areas and work surfaces must be used for the preparation of raw food and high risk foods, such as cooked meat, fish and dairy products.
- Whenever a particular work surface has to be used for a number of tasks, e.g. raw food preparation, then pastry preparation, it is essential that the surfaces are thoroughly cleaned and sanitised between food preparation tasks (see Section 7.4)
- Similarly, it is vital that knives, bowls, slicing machines, cutting boards and other equipment which may come into contact with different types of food are thoroughly cleaned and sanitised in an “approved manner” (see Section 7) to prevent the risk of cross-contamination. Cleaning and sanitising should take place immediately after use.
- In order to further minimise cross-contamination risks, a colour coded system of cutting boards should be provided to ensure that the same boards are not used for both raw and cooked foods. The number and colour of boards should be tailored to the needs of the individual unit, but a recommended scheme is:

Red	Raw Meat
Brown	Vegetables
Green	Fruit and salad
Blue	Fish
White	Bakery and dairy
Yellow	Cooked meats

The minimum standard is to ensure that separate boards are used for raw and cooked foods. All boards should be constructed of polypropylene. Ideally, boards should be stored vertically in suitable metal racking provided for this purpose.

- Food stored within the main kitchen area awaiting preparation should be kept covered as far as possible with cling-film, greaseproof paper, or similar (but see cling-film 4.4).
- Shell eggs shall not be used in the production of dishes. Their use shall be restricted to boiled eggs. Eggs shall be thoroughly cooked until the yolk is solid. As an additional food safety measure the eggs used shall be lion branded.

- All staff engaged in the preparation of cooking of food must maintain the highest possible standards of personal hygiene (see Section 6).
- Raw meat and poultry shall not be washed prior to cooking. Any excess blood shall be removed with disposable paper towel. The towelling shall be thrown away afterwards.
- Hand contact with the food should be minimised as far as possible. When staff are involved in sandwich preparation or handling of other very high-risk foods, plastic disposable gloves should be worn. Gloves should be discarded when the task is completed, before engaging in other tasks or if damaged. Hands must be washed prior to putting gloves on and after their removal.
- Oven gloves should only be used for the purpose for which they are designed and not for wiping down surfaces of equipment.
- Disposable paper towels should be used for general wiping down and cleaning duties. Alternatively, wiping cloths should be kept scrupulously clean and should not be used on “raw food” surfaces and “cooked food” surfaces.
- All fresh vegetables and salad items should be thoroughly washed in cold water containing a proprietary salad wash used in accordance with the manufacturer’s instructions and then rinsed in clean water. Such food should be examined carefully to remove any caterpillars, greenfly or other “foreign objects” which may be present.
- A number of our customers may be very badly affected by an allergic reaction to certain foods. These people can die if they consume foods they are allergic to. Individuals have their own allergies, commonly they are allergic to nuts (especially peanuts), seeds and shellfish. Customers need to be protected by the following simple measures: -
 - ◆ Stick to the recipe, do not substitute nuts, seeds, seed oils or shellfish into standard recipes;
 - ◆ Even tiny traces can kill;
 - ◆ Clean your hands, work surfaces and utensils thoroughly after handling nuts, shellfish and seeds;
 - ◆ Think before using nut and seed oils, salad dressings and sea-food sauces;
 - ◆ Think before cooking with oils that have been used to cook other foods.
 - ◆ Customers will normally be aware of the allergic reaction they will suffer if exposed to foods. They will normally ask if a particular recipe is safe for them to eat. It is essential not to guess - advise against consumption unless you are certain that the food is suitable for them.
 - ◆ A number of bought in products, such as sandwich fillings, may contain traces of nuts. Sandwich production must be arranged so that these fillings are used after all other sandwiches, etc., have been made and sealed. After use with these fillings the boards, knives and preparation surfaces shall be thoroughly cleaned.

The Trust will operate an “allergy aware” approach rather than relying on blanket “nut-free” assurances. This recognises that many allergens can cause serious reactions and that absolute guarantees cannot be given where food is handled, prepared or served in shared environments.

Catering controls must include separation of allergenic ingredients where practicable, cleaning and sanitising of work surfaces and equipment between tasks, prevention of cross-contact through utensils, chopping boards, gloves, cloths, oils, toppings and self-service areas, and clear escalation where accidental contamination is suspected. Any food suspected of allergen cross-contact must be withdrawn and must not be served to a pupil with a relevant allergy.

Further information regarding allergies and intolerances is included as Appendix 1.

4.2 General Temperature Control

- Temperature checks at the following points must be carried out on a daily basis and recorded on the **Correct Temperature Record Charts (Records 3 and 4)**.

Fridge's	1°C to 4°C
Freezers	-18°C to -25°C
Hot Service Temperatures	not less than 63°C
Cold High Risk Food Service Temperatures	not greater than 8°C
Hot Cabinets	not less than 75°C
Hot Counters	not less than 75°C
Chilled Counter	not greater than 8°C

- In general, food should always be prepared as near as possible to the time of consumption and long term holding of prepared foods should be avoided both from the viewpoint of quality and safety.
- Joints of meat should be kept to a maximum weight of 2.5kg (5.61 lbs.). This will enable thorough cooking to take place and allow control over cooling if the food is to be used at a later date.
- Do not partially cook meat or poultry, to finish at a later date. The cooking process should be completed in one operation.
- Ensure that all food is cooked for sufficient time; meat dishes should achieve core temperatures of 75°C and this should be monitored by the use of the probe thermometer and recorded on **Cooking Temperature (Record 5)**. This will only be necessary for cooked meat and fish dishes.

Poultry Cooking Times

Oven Ready Weight	Minimum Cooking Time at 180°C
2.25 kg (5 lb)	2 hours 30 mins
4.5 kg (10 lb)	3 hours 30 mins
6.75 kg (15 lb)	4 hours 45 mins
9.0 kg (20 lb)	5 hours 45 mins

Poultry over 9.0 kg in weight should not be used, as it is extremely difficult to achieve satisfactory heat penetration with this bulk. Birds of 2.25 kg should have their legs removed and cooked separately and stuffing should also be cooked separately.

4.3 Reheating of Food

The reheating of food is an inherently dangerous process as it inevitably means that high-risk food has to pass through the “danger zone” for bacterial growth on more than one occasion. In general, the cooling and reheating of food should be avoided as far as possible. However, if it is unavoidable, the following guidelines should be adhered to:

- Ensure the food is thoroughly cooked in the first instance by checking with a probe thermometer and recording the temperature on the **Cooking Temperature (Record 5)**.
- Chill the food to below 5°C as quickly as possible. A blast chiller, if available, should be used for this purpose. Caterers who do not have a blast chiller should cool the food down for a maximum period of 90 minutes in a cool, well ventilated area. The food should be placed in a suitable metal container at a maximum depth of 1½ inches and then refrigerate. Cooling without the use of a blast chiller is to be discouraged. Care should be taken that the food is not placed in a manner, which would allow contamination during the initial cooling process; the time taken and cooling temperatures should be noted on the **Food Cooling Control (Record 6)**.
- Food should subsequently be reheated to a core temperature of 75°C for at least two minutes. A probe thermometer should be used to check the final reheated temperature, which should be noted on the **Cooking Temperature (Record 5)**. **Cold cooked meats must never be added to warm gravy for reheating. Reheating must be carried out in a suitable oven e.g. combi or force air convection oven.**
- Unused food must be disposed of NEVER reheat food a second time.
- Meat stock should not be retained and reheated in order to make gravy.

4.4 Use of Cling-Film

Cling-film is sold under various brand names and is made from PVC (polyvinyl chloride).

PVC is a hard plastic under normal conditions and it is necessary to add a plasticiser to make the material stretch. Under certain conditions the plasticiser can leak out into the food.

Cling-film is safe provided the following precautions are taken.

- a) Do not use cling-film to cover food, which is to be heated, especially in microwave ovens.
- b) Do not use cling-film where it will be in direct contact with fatty foods such as cheese.

In any event read the instructions on the cling-film packaging.

4.5 Transfer of Food

Where high-risk foods are being transferred around any South Lincolnshire Academies Trust sites, it is vital that they are protected from contamination and that no opportunity for bacterial growth is provided.

The food must be wrapped and placed into thermally insulated containers and transferred promptly to its destination. On arrival, the temperature of the food should be checked and written on a **Food Service Temperature Control (Record 7)**.

Chilled food must be 8°C or below.

Hot food must be 63°C or above.

Any food not within these parameters should be returned to the main kitchen.

5. FOOD SERVICE

5.1 Introduction

Whilst the majority of food service operations are carried out within a relatively short period, it is of vital importance that the correct food handling procedures are followed in order to minimise contamination risk to the food and prevent the growth of pathogenic bacteria.

5.2 General Requirements

- Ensure that food is prepared as near as possible to the time of service.
- Whenever possible, place all high-risk food under effective temperature control during display and service.
- If you are operating a “call order” system, keep the food under correct temperature control in the kitchen until it is required.
- Ensure that all service staff maintains high standards of personal hygiene. Not only to minimise contamination risks, but also to promote a hygienic image to customers and the client.
- Try to ensure that foods are not displayed in such a manner as to expose them to a risk of contamination by staff or customers. Food should be covered whenever practical.
- Check the “use by” dates on all displayed yoghurts, drinks and wrapped foods, to ensure effective stock rotation.

5.3 Hot Food Service

- If you have hot service counters, ensure that the units are switched on early enough to achieve proper holding temperatures over the service period.
- The cooking temperature of the food will have been recorded on the **Cooking Temperature (Record 5)**. If you have hot display counters, it is important to ensure that the heated display units are holding food at the correct temperature by taking a single reading after the food has been on display for at least 10 minutes. A minimum temperature of 63°C must be obtained. The temperature should be recorded on **Food Service Temperature Control (Record 7)**.
- When hot counters are used in conjunction with heated lamps, try to keep the higher risk foods directly below the lamps, i.e. meat dishes, fish dishes.
- Stir soups, gravies and liquid foods occasionally in order to ensure even heat distribution.

5.4 Cold Food Service

- If you have cold service counters, ensure that the units are switched on early enough to achieve proper holding temperatures by service time.
- Always chill food before placing in the chilled display units. Cold dishes prepared in advance should be stored in the refrigerator prior to display.
- At the commencement of service, carry out the necessary temperature control checks as details in the Food Service **Temperature Control (Record 7)**.
- Avoid displaying food in a manner which may affect the efficiency of the unit
i.e.
 - Do not “lift” service dishes off the chilled surface.
 - Avoid overloading the units or displaying food above the display well rim.
 - Do not place thick cloths, matting or trays on top of the chilled surface (this will insulate food from the effects of the chilling apparatus).
- If no chilled display facility is available, the following specific guidelines should be followed:
 - i. Keep food for chilled display in a refrigerator until required.
 - ii. Place food on display as late as possible prior to the commencement of service.
 - iii. Try to minimise the amount of high risk food displayed at one time - keep bulk supplies in a “back up” fridge.
 - iv. High-risk foods displayed at ambient temperature for over 90 minutes should be discarded.

Accurate allergen information must be available before pupils, staff or visitors select or consume food. Staff must never guess whether a food is safe for a person with an allergy. Where allergen information is unavailable, unclear, inconsistent or in doubt, the food must not be offered.

- A notice bringing the presence of potential food allergens in the dishes served shall be displayed. The notice shall also request that anyone who has an allergy or food intolerance ask the member of staff if a dish is suitable for them. If staff are not sure they shall consult the Unit Catering Manager. If there is any doubt they shall be advised not to eat the dish.

Food prepacked for direct sale must display the name of the food and a full ingredients list, with any of the 14 regulated allergens clearly emphasised within that list. PPDS labels must be checked whenever recipes, suppliers, ingredients, product specifications or preparation methods change.

6. PERSONAL HYGIENE STANDARDS

6.1 Introduction

The human body is a major source of pathogenic bacteria and lapses in personal hygiene can result in the contamination of high-risk food.

It is vital that all food handlers maintain the highest possible standards of personal hygiene whilst at work.

6.2 Occupational health screening

The offer of jobs for food handler shall be conditional upon the completion of occupational clearance. Prospective staff must complete an **Occupational Screening Form (Record 8a)**. If they answer yes to any of the questions the local Environmental Health Department shall be consulted for advice.

6.3 Uniforms

Uniforms should be maintained in a clean and tidy condition and worn correctly. All outdoor clothing should be stored in a cloakroom or in a suitable locker or cupboard and should never be left in a food room.

Hair should be kept clean and suitable headwear should be worn at all times, if hair is long it must be tied back, hair should not be combed in the kitchen or restaurant area. All staff must wear adequate headwear

Protective clothing for food handlers should not be worn whilst travelling to and from the place of work.

Personal belongings, including mobile telephones, should be stored in the lockers provided.

Soiled clothing should be stored in a suitable laundry receptacle away from the main food preparation area.

Staff should wear flat sturdy footwear with a non-slip sole and should not wear open toed shoes or sandals.

6.4 Hands

Hands must be kept clean and washed thoroughly at regular intervals. Nails should be kept short and clean and no nail varnish should be worn.

It is particularly important to wash hands on the following occasions:

- Before starting any food handling activities.
- After handling raw food.

- After using the toilet.
- After carrying out any cleaning duties.
- After handling rubbish.
- After using a handkerchief or tissue or touching the hair or face.

Hand washing should only be carried out in a wash hand basin, never in a sink used for cleaning food or equipment.

6.5 The following facilities must be maintained at the wash hand basin:

- Bactericidal liquid soap.
- Hot water.
- Disposable paper towels or other suitable drying facility such as a hot air dryer.

Nail polish and false nails should not be worn by food handlers.

6.6 Personal Habits

- Smoking in a food room is strictly forbidden.
- The direct handling of food should be kept to a minimum; wherever possible, use tongs, serving cutlery or disposable gloves.
- Do not eat or drink in a food room.
- Whenever food is being tasted, a clean spoon should be used.

6.7 Jewellery

- Jewellery can harbour bacteria, it can also cause physical contamination of the product and be a safety hazard.
- Food handlers must not wear jewellery other than wedding rings (a single band) or sleeper earrings. Studs or rings on any other part of the face, other than the ears, should be removed.

6.8 Treatment of cuts, sores and spots

- All open cuts, sores, burns, abrasions should be covered with a waterproof coloured plaster.
- Bandages must not be worn on the hands or lower arms.

6.9 Reporting of illness

It is the responsibility of any food handler suffering from one of the following illnesses to report it to their employer immediately:

- Vomiting
- Diarrhoea
- Cuts, sores and boils
- Septic discharges from the ears, eyes or nose
- If they are aware that they are a “carrier” of a food poisoning illness

If a person is suffering from food poisoning symptoms, the employer should ensure that he/she is removed from the food handling duties and instructed to visit their general practitioner. The GP should be informed that they are a food handler.

If a food handler has been absent from work due to illness the employer must ensure that they complete the **Medical Questionnaire (Record 8)**. This record should be retained on the file of the individual employee. This is important evidence for an employer to prove that they have taken “all reasonable precautions” to prevent a potential “carrier” of pathogenic bacteria from entering a kitchen.

7. CLEANING

7.1 Cleaning Schedules

A person operating a food business must devise a cleaning schedule, which describes in detail:

- The areas or items to be cleaned - every piece of equipment and every surface, handle, ledge will require cleaning and must be identified.
- The cleaning frequency.
- The method of cleaning.
- The hazards associated with cleaning.

It is important for the Caterer to ensure that each member of staff is made aware of their particular responsibilities with regard to cleaning and to ensure that the requirements of the schedule are complied with each day. Accordingly, as each cleaning task is completed satisfactorily, a checklist should be signed by the person carrying out the cleaning task **Cleaning Schedule (Record 9)**.

The Manager or Supervisor must check the cleaning standards on a daily basis to ensure that the required standard is being maintained and then sign the checklist to prove they are satisfied.

7.2 Environmental Cleaning

A “deep clean” of the main structure of the kitchen should be carried out on a four monthly basis. The following areas must be included in the deep clean programme: -

- | | |
|--------------|--|
| * Walls | * Ventilation canopies, grills and filters |
| * Floors | * Draining channels and gullies |
| * Ceilings * | Main ovens and cooking equipment |

Particular attention should be paid to the less accessible areas of the structure e.g. floor/wall junctions; sides and rear of equipment, legs, ledges, pipework and these items should feature on the cleaning schedule.

7.3 Sanitising/Disinfection

In order to reduce the risks of cross-contamination within the kitchen, it is essential that all surfaces and equipment, which can transfer bacteria, are not merely cleaned, but disinfected or sanitised. There are three main ways in which this can be achieved:

- i. Surface sanitising - using a sanitising liquid.
- ii. Manual two sink washing.
- iii. Mechanical dishwashing.

Any surfaces which can cause cross-contamination must be treated in one of these ways to ensure that any food poisoning bacteria are destroyed.

ITEM

METHODS OF DISINFECTION

Work surfaces Sanitising solution (see 7.4 below)

Pans, knives, non-electrical equipment 2 sink method or mechanical dishwasher

Crockery and cutlery Mechanical dishwasher

Cutting boards 2 sink method or mechanical dishwasher

Slicing machine - removable parts 2 sink method or mechanical dishwasher

Fridge/freezer Sanitising solution

Tap handles/flush handles Sanitising solution

NB: Surfaces such as floors, ceilings and walls which are not involved in cross-contamination do not need disinfection but must be cleaned with a good quality detergent

7.4 Surface Sanitising

The following procedure should be followed:

1. Wash with a standard detergent solution.
2. Rinse the surface to remove the soil and detergent.
3. Spray your sanitiser onto the surface.
4. Allow sufficient contact time to allow the chemical to destroy the bacteria (follow directions on container).
5. Rinse off sanitiser with clean water.
6. Air-dry or remove excess water with clean disposable paper towel.

NB: It is good practice to sanitise surfaces at the beginning of the working day to remove overnight contamination. Surfaces must also be re-sanitised when moving from raw food preparation to cooked food preparation.

Cleaning and sanitising procedures must specifically address allergen cross-contact as well as microbiological contamination. Work surfaces, utensils, chopping boards, gloves, cloths, oils, toppings and service areas must be cleaned, changed or controlled between tasks where allergen cross-contact could occur.

7.5 Manual Two Sink Washing

Where the pan wash system is used to wash items which can cause cross-contamination e.g. knives, bowls, cutting boards, it is essential that the correct procedure is followed to destroy pathogenic bacteria.

This can be achieved in the following manner:

First sink	Second sink
Hot water (44°C) Detergent	Chemical sanitiser used in accordance with the manufacturer's instructions.

The full cleaning procedure is therefore as follows:

1. Scrape off all food debris into the waste disposal unit or refuse container, if no disposal unit is available.
2. Place the articles into the first sink and scrub or wipe until all grease and debris has been removed and the sanitiser has had a chance to destroy any bacteria.
3. Rinse the articles in the secondary sink ensuring that both wash and rinse water are changed frequently.
4. Rinse in hot running water.
5. Remove articles from the rinse sink and place on a rack or drainer to allow them to air dry. Excessive moisture can be removed with disposable paper towels.
6. Clean articles must then be removed to their correct storage position as soon as they are dry.

7.6 Mechanical Dishwashers

The majority of dishwashers used are “high temperature” dishwashers where the temperature of the main rinse cycle destroys pathogenic bacteria. The machine operates by washing with a detergent solution at a temperature between 55°C and 65°C and then disinfects at a temperature above 80°C for two minutes.

The machines should be checked daily to ensure correct operating temperatures and sufficient supply of detergent and rinse-aid are connected to the machine.

The full cleaning procedure is therefore as follows:

1. Scrape off all food debris into waste disposal unit or refuse container if no disposal unit is available.
2. Rinse the articles using a pre-wash sink or hand held spray gun.
3. Load correctly into the racks so that articles do not overlap.
4. Place into the machines for the full cleaning procedure.
5. On completion of wash and rinse cycle, allow to air dry or remove excess moisture with disposable paper towel.
6. Carry out a visual check on clean articles. Return any soiled articles to start of cleaning procedure.
7. Store cleaned articles in correct storage position as soon as they are dry.
8. Report any obvious defect or poor machine performance to the Catering Manager.

7.7 Other General Advice

- As far as possible, staff must follow the principle of “CLEAN AS YOU GO”.
- “Tea-towels” should not be used for drying “clean” equipment or utensils. Only use disposable paper towels for this purpose. If any tea towels are used for finish polishing, they should be kept scrupulously clean. It is advisable to use disposable paper towelling for this purpose.
- Cleaning equipment and materials should not be stored within the kitchen area. If there is no available space for storing mops, etc. outside the kitchen, a cupboard or cabinet must be provided for this purpose.
- Mop heads must be cleaned regularly and never stored in a bucket of water or detergent solution. It is good practice to use detachable mop heads and wash them daily in a washing machine.
- Great care must be taken to minimise the risk of cross-contamination via wiping cloths. Any cloth that has been used to clean a raw meat preparation or vegetable preparation area or any equipment contaminated by raw meat shall be thrown away after use or washed on a boil wash and dried prior to reuse. In larger kitchens, colour coded cloths may be used to further minimise the risk of cross-contamination.
- Staff must be aware of the risk and responsibilities in the storage and handling of all cleaning chemicals and equipment. It is essential that the “Safety Information” in the chemical container be followed carefully.

COSHH assessments and safe systems of work must be maintained for cleaning chemicals, sanitising products, descalers, detergents, oven cleaners, dishwasher chemicals, cooking fumes, flour dust and any

other hazardous substances used or generated in catering operations. Safety Data Sheets must be available, staff must receive instruction on dilution, storage, PPE, ventilation, first aid and disposal, and chemicals must never be decanted into unlabelled or food containers.

8. WASTE MANAGEMENT

8.1 Introduction

Inappropriate handling of waste food and refuse can increase bacterial and physical contamination risks to the food and encourage animal and insect infestations. It is essential that the following guidelines be followed.

8.2 Internal Refuse Storage

- All kitchen refuse containers must be fitted with a close fitting lid and should normally be of the type that holds plastic sacks. It is preferable that the lid is foot operated.
- The lid and framework of the refuse container must be kept in a clean condition.
- The containers must be emptied on a regular basis to prevent the build-up of stored refuse, cardboard boxes, etc.
- All bags must be securely tied before transferring to the external store, damaged bags should be rebagged.
- Staff involved in handling refuse must ensure that they wash their hands before continuing their duties.

8.3 External Refuse Storage

- The external refuse storage area should be sited well away from the main food preparation areas.
- The flooring in this area must be such that it can be washed down on a regular basis.
- The area must be kept as clean and tidy as possible.
- A lid must always be kept on the bin or skip used for waste to discourage pest problems.
- You should ensure that the organisation, which collects your waste, is a licensed contractor for this purpose.

9. PEST CONTROL

9.1 Introduction

Many of the food pests carry bacteria, which can cause disease, and pests can cause a great deal of damage to food premises. It is essential that all staff are aware of the common food pests and that they do all they can to minimise the risks of an infestation in their unit.

9.2 The Most Common Food Pests

- Rodents - rats and mice
- Insects - flies, cockroaches and stored product insects such as beetles, weevils, psocids.

9.3 Recognising a Problem

With all pest problems, the sooner an infestation is spotted, the easier it is to control and eradicate and the risk of food contamination is minimised. All food handlers must therefore be aware of the signs of an infestation.

a) SIGNS OF A RODENT INFESTATION

- Gnawing of packaging and structure
- Droppings
- The animal itself
- Dark smears along the skirting, etc.
- Footprints
- Holes and Nesting Sites

b) SIGNS OF AN INSECT INFESTATION

- The insect, larvae or pupae
- Holes in packaging and food
- Webbing on shelving, etc.

Any sightings of pests or evidence of infestation must be reported and dealt with immediately. This will normally require the services of a recognised Pest Control Company.

9.4 General Preventative Measures

- The fabric of the kitchen and storage areas must be regularly checked for any disrepair, which may allow access points for pests. Any items of disrepair noted should be dealt with as soon as possible.
- Where windows are left open insect proof screens should be fitted to prevent access by flying insects.
- All food deliveries must be checked for any signs of infestation before placing into storage. Any infested goods must be immediately returned to the supplier.
- Once packets of dried goods have been opened, they should be decanted into suitable pest proof containers supplied with close fitting lids.
- Food should be stored off the floor and clear of walls to allow regular cleaning and inspection.
- Food spillages must be cleared as soon as possible to prevent the build-up of debris.
- Ensure that all refuse and waste food is handled in accordance with the recommendations contained within Section 8 of this Policy.
- All kitchen areas should be fitted with at least one electrical device for killing flying insects and this should be sited on the most likely route taken by the insect. The device should not be located above food preparation surfaces or equipment where dead or dying insects could fall. The bulbs to the unit must be changed annually.
- It is good practice to ensure that the site is covered by a contract with a reputable pest control contractor, i.e. a member of the British Pest Control Contractors Association.

10. DEALING WITH A FOOD COMPLAINT

10.1 Introduction

Food hygiene related complaints generally fall within one of three categories:

1. Foreign body contamination e.g. physical contamination of a meal by a hair or metal bolt.
2. Unsound food e.g. food spoilage occurring, rotting, souring, mould growth.
3. Suspected food poisoning.

It is essential that any such complaints are dealt with promptly and efficiently to demonstrate South Lincolnshire Academies Trust's concern. However, it should also be borne in mind that such incidents are often not due to any misdemeanour on behalf of the caterer, but may result from the actions of a supplier or other food operation.

10.2 Action on Receipt of Food Complaint

Be sympathetic to the complainant, but do not admit anything. Judgement can only be made when all the facts are gathered together.

It is important to obtain as much accurate information as possible related to any food complaint and, in all cases, a **Food Complaint (Record 10)** should be completed by the Manager or the person carrying out the investigation.

1. Foreign body contamination. Try to ascertain the point of contamination, e.g. supplier, caterer, consumer, record details.
2. Unsound food. Check delivery date, shelf life, storage conditions, record details.
3. Suspected food poisoning.
 - i) Obtain details of any persons affected, e.g. symptoms, time of onset, foods consumed.
 - ii) Obtain menu for the suspect meal.
 - iii) Do not use any food, which may be implicated in the problem. Store suspect food safely in a clearly marked container.
 - iv) Seek advice from your Environmental Health Officer.

NB: Ensure that you notify the complainant of the results of your investigation and respond to any suggestions, which your Environmental Health Officer may make to prevent a recurrence of the problem.

10.3 Food Alerts

On occasions food suppliers may issue a re-call for their products due to a processing fault or contamination. These may be communicated to us either directly from suppliers, from the local authority or via food alerts issued by the Food Standards Agency. When we become aware of such an alert the Catering Manager shall co-ordinate the site response. He shall ensure that all food and ingredients are checked. If we use the affected food or ingredient all food that may be affected shall be withdrawn from use and disposed of or returned to the supplier.

11. FOOD HYGIENE TRAINING

11.1 Introduction

In order to maintain the highest possible standards of food hygiene and to comply with current legislation, food handlers should undergo an appropriate level of hygiene training, relevant to their role within the operation.

11.2 Training Requirements

Induction

Prior to starting food handling duties, the new starter shall be talked through and given a copy of this policy.

Hygiene Awareness

Following the commencement of work, the new starter shall be trained by the Unit Catering Manager in the requirements of this food hygiene system to ensure that they know and understand and are competent to discharge their duties.

Level 2 Award in Food Safety in Catering

This is a 6-hour course provided by Environmental Health Departments, Colleges and external Consultancy Bodies.

Course assessment is carried out by a multiple-choice questionnaire and successful candidates are awarded the C.I.E.H. Level 2 Award in Food Safety in Catering. This programme shall be completed within three months of commencement of employment.

11.3 Food Safety Training

Supervisory or Managerial staff should attend a C.I.E.H Supervising Food Safety in Catering Certificate in Food Hygiene Course to equip them with the skills and knowledge to manage their operations effectively, from a food safety point of view. It would be an advantage if the manager also takes the C.I.E.H Managing Food Safety in Catering course.

Unit Catering Managers shall undergo training in hazard analysis critical control point systems.

Again, Environmental Health Departments, Colleges and external Consultancy Bodies provide these courses.

11.4 Training Records

To maintain control of the level of staff training and to prove that staff have been adequately trained, the Manager must maintain and update training records for all staff working within the kitchen. Training records should be maintained on the **Hygiene Training (Record 11)**.

All relevant staff must receive role-appropriate training covering food hygiene, HACCP, allergen awareness, cross-contamination prevention, PPDS labelling, emergency response, cleaning procedures, COSHH controls and reporting requirements. Allergy awareness must extend beyond catering staff to staff supervising pupils, lunchtime arrangements, trips, clubs, reception, first aid and emergency response.

12. MONITORING OF HYGIENE STANDARDS

12.1 Introduction

It is important that the Manager carries out frequent monitoring of his operations to ensure that the standards suggested within the policy are being maintained.

12.2 Monitoring Standards

The Manager should carry out a monthly HYGIENE AUDIT using the **Hygiene Audit Checklist (Record 12)**.

- Structural and equipment defects should be remedied as soon as possible with priority being given to items which may affect food safety directly, e.g. flaking paint, defective fridge.
- Poor practices should be discussed with staff and rectified.

12.3 Monitoring Records

The monitoring records described in this manual must be stored for a period of three months and kept available for examination at any time.

Training records, allergy risk assessments, Individual Healthcare Plans, allergen matrices, recipe records, supplier specifications, PPDS label checks, temperature records, cleaning schedules, incident records, near-miss reviews and audit records must be retained in line with Trust records management requirements and be available for internal audit, external consultant review, Environmental Health inspection, safeguarding review or governance assurance where required.

13. FOOD SAFETY LEGISLATION

Introduction

- 13.1 The service of clean, safe and wholesome food is a vital aspect of the care we provide to our clients. It is also a strict legal responsibility under current legislation. Failure to maintain standards could place clients and other consumers at risk and expose the Trust and individuals to the risk of formal action by enforcement agencies. A summary of our main responsibilities under existing legislation is set out below.**

The Trust must also comply with school allergy safety expectations, allergen information duties, PPDS labelling requirements, health and safety duties and COSHH requirements relevant to catering operations. This includes ensuring that allergen information is accurate, available before food is selected or consumed, and kept under review when ingredients, recipes, suppliers or menus change.

The law relating to Food Safety and Food Hygiene

- 13.2 There is a large and comprehensive body of law regulating food safety and hygiene. The most important piece of legislation is the Food Safety Act 1990 as amended. This Act contains a number of important requirements.**

13.2.1 FOOD SAFETY ACT 1990

Key requirements

- The Act created wide ranging powers for inspectors appointed by enforcement authorities. Please see 2.2.2 below.
- Power for the Minister to make regulations.

13.2.2 Enforcement powers for enforcers

- Power to prosecute.
- Power to seize suspect food and either detain it for sampling or to take it before a J.P to secure an order requiring its destruction.
- Powers of entry to food premises at all reasonable times.
- Powers to examine documents and records.
- Power to take photographs.
- Power to require co-operation.

- J.P.'s hearing food hygiene cases have the powers to enforce the close of premises or any part until works are carried out or to ban managers / proprietors from managing a food business.

13.2.3 Powers of Secretary of State

The Food Safety Act 1990 also provides important powers for Government Ministers, i.e.

- Power to make regulations relating to food safety, food labelling and food hygiene.
- Power to require the withdrawal from sale of suspect foods or food ingredients.

13.2.4 Penalties

The penalties under the Food Safety Act and associated regulations are severe.

- Obstruction of local authority inspector carries a £2,000 maximum fine and / or up to 3 months imprisonment.
- Offences relating to the sale of food injurious to health, or sale or possession of food failing to satisfy a food safety requirement or misleading consumers by mislabelling, etc., carries a £20,000 maximum fine and / or up to 6 months imprisonment.
- Offences relating to failure to comply with regulations or other parts of the Act carry a £5,000 maximum fine and / or up to 6 months imprisonment.

Note

Very serious cases may be heard at the Crown Court with a judge and jury. In these cases, the fine is unlimited and sentences of up to two years imprisonment may be imposed.

In England offences under the Food Safety Act 1990 will be heard in a Magistrates Court. The Magistrate has the power to refer the case to the Crown Court for sentencing.

13.2.5 Due diligence

The Food Safety Act 1990 and The Food Hygiene (England) Regulations 2006 contain a number of possible defences for companies and individuals prosecuted under its provisions. One of the most important is due diligence. This provision recognises that in dealing with natural products, such as food and food ingredients, occasionally mistakes will occur even in the best regulated of food premises. This due diligence defence provides well managed companies with a defence if they can prove that they:-

- took all reasonable precautions, and
- exercised all due diligence to prevent the offence.

Basically, to be successful this defence requires to have sound systems, i.e. Food Safety Policy and Food Safety Management system and to make sure they are fully effective. If we have to prove their effectiveness in court, we need the necessary records. All records required within our systems MUST be completed properly.

13.3 Regulations relating to Food Safety and Food Hygiene

13.3.1 The Secretary of State has used his powers to introduce regulations under the Food Safety Act 1990. The key requirements of these are summarised below:-

13.3.2 General Food Regulations 2004

These bring UK legislation in line with EU Regulation 198/2002. Their key requirements are:-

- Food must not be placed on the market if it is unsafe, i.e. if it is injurious to health or unfit for human consumption.

Note: When considering if a food is “injurious to health” choking hazards and allergy hazards, etc., also have to be considered.

- Food must be labelled, advertised and presented in a manner that does not mislead consumers in any way.
- Food businesses have in place traceability systems that can identify and keep records of:-
 - supplies of food or ingredients;
 - businesses to which they have supplied products.
- The records required under this regulation are the name and address of supplier, nature of products purchased and date of delivery.
- Food businesses are required to recall and/or withdraw food from the market if it is unsafe. They also must notify the local authority Environmental Health Department (or equivalent) of such matters. In certain circumstances the food business will also have to inform the Food Standards Agency. We as retailers will be under an obligation to co-operate with our suppliers if such a problem arises.

The Food Hygiene (England) Regulations 2006/EU Regulation 852/2004

13.3.3 These regulations apply to our premises and to you. The main provisions are:-

Powers of local enforcement officers

- Power to serve a Hygiene Improvement Notice. This type of notice is served if there is a breach of a statutory requirement that is likely to continue. Failure to comply with a Hygiene Improvement Notice will lead to prosecution.
- Power to serve a Hygiene Emergency Prohibition Notice. This type of notice is served when the inspector feels that there is an imminent risk to health. This type of notice can require the immediate closure of a catering department or any parts of it, immediate cessation of a process or use of equipment. When this notice is served, the local authority will apply to the Magistrates Court for a hearing at which you may be represented. If the J.P. upholds the Hygiene Emergency Prohibition Notice and consider that the conditions that lead to it are still continuing, they can serve a Hygiene Emergency Prohibition Order. This has the effect of maintaining the prohibition until suitable steps have been taken to eliminate the risk to health. They also have the power to grant compensation if they feel the original notice was not justified.

Obligations on proprietors of food businesses

To develop a proactive food safety management system based on HACCP principles, i.e.:-

- Must identify potential hazards
- Must identify where hazards may occur
- Decide which are critical to food safety
- Document and implement effective controls and monitoring
- Review - periodically or in response to changes in operations
- Verify system is effective

The hazard analysis section of our Food Safety Management System is designed to fulfil this legal requirement.

- General duty to carry out food business operations hygienically
- Comply with “Rules of Hygiene”
- Managers who implement and maintain these systems must be trained.
- Staff must be trained to ensure that critical control points are properly controlled.

Persons suffering from certain medical conditions

- Persons who are suffering from or carriers of illness which may be transmitted through food or have skin infection, sores, diarrhoea must tell proprietor of food business.

Rules of Hygiene

General requirements for food premises

- Must be clean and well maintained
- Layout must permit cleaning, good food hygiene practices i.e. prevent cross contamination, provide suitable temperature controls and protect against accumulation of dirt etc.
- adequate wash hand basins, changing facilities and toilets

- adequate ventilation -flow from clean to dirty areas
- adequate lighting
- adequate drainage

Specific requirements for food rooms

- floors:- easy to clean and disinfect, where necessary drained
- walls:- easy to clean and disinfect
- ceilings:- designed, constructed and finished to prevent build-up of dirt, moulds and condensation; avoid shedding of particles
- windows:- fly proofed, prevent accumulation of dirt
- doors:- easy to clean
- food contact surfaces:- easy to clean and disinfect, kept in good condition
- Facilities to clean and disinfect equipment with corrosion resistant fittings, hot and cold water.
- Facilities for cleaning food

Movable/temporary/vending machines/private dwellings

- Suitable siting, design and construction to avoid food contamination
- Kept clean
- Provision of facilities “where necessary” including:-
 - wash hand basins
 - facilities for washing food and equipment
 - food contact surfaces that are sound, easy to clean and disinfect
 - hot and cold water
 - separate storage for hazardous substances/inedible materials/waste
 - food stuffs placed to avoid contamination
 - adequate temperature control facilities

Transport

- Containers kept clean, good repair and condition, protect food from contamination
- Used for food only unless cleaned and no risk of contamination
- Food only to be carried unless no risk of contamination
- Bulk containers for liquid and powdered foodstuffs marked “foodstuffs only”
- Appropriate provision for temperature control and monitoring

Equipment

- Food contact equipment must be clean
- Constructed and be of materials which enable effective cleaning
- Kept in good condition
- Re-usable containers must be capable of being cleaned and disinfected

- Installed in a manner which permits cleaning

Food waste

- Waste must be kept in closable container that are capable of being cleaned and must not accumulate
- Waste containers should exclude pests

Water supply

- Potable water must be provided
- Mains supply is deemed potable
- Ice must be made from potable water and protect from contamination
- Non-potable water supplies should be marked and present no risk of contamination to potable water supplies

Personal Hygiene

- Food handlers must maintain high standards of personal cleanliness
- Food handlers must wear suitable overclothing
- Person who are carriers of disease which could contaminate food must be excluded

Provisions relating to foodstuffs

- Raw materials not accepted unless processing will render them fit
- Raw materials must be stored under suitable conditions to prevent deterioration
- Food must be protected from risk of contamination
- Pests must be controlled

Temperature Controls

There is a general duty to keep foods at temperatures which will avoid risk to health. You could be still found guilty of an offence under the regulations even if you comply with the more specific hot and cold holding requirements.

- Cold holding does not apply to foods that can be kept at ambient temperatures for their shelf life, raw foods (to be cooked).
- There are time exemptions from cold holding for a single period of up to 4 hours.
- Manufacturers may vary cold or hot holding limits based on “well founded scientific assessment”. They must mark packs with shelf life and storage conditions.
- Hot holding 63°C. There is a time exemption for a single period of up to two hours.

- Food to be cooled as quickly as possible after cooking or preparation.

13.3.5 These regulations require all food businesses to register with the local authority. Changes in the ownership of registered business must be notified to the local authority.

The Food Labelling Regulations 1996 (as amended)

13.3.6 These regulations place requirements upon the manufacturers and suppliers of food to ensure they are properly labelled. They do have implications for caterers. They require that food is marked with an indication of shelf life.

Use by -	Highly perishable foods potential microbiological hazard if shelf life is exceeded.
Best before -	Indication that up to this date, if stored correctly, product will be of optimum quality. This is advisory and not legally enforceable.

It is an offence to use or sale food that has exceeded its use by date, or to obscure the date code so that it cannot be read by consumers.

South Lincolnshire Academies Trust

FOOD SAFETY RECORDS

SOUTH LINCOLNSHIRE ACADEMIES TRUST DAILY FOOD SAFETY RECORD

LOCATION_____ACADEMY			MEAL: LUNCH				DATE:		
	End Cook		End Cook		SERVICE TEMPERATURE		End of Day (Only for items to be cooled and re-used)		
Dish Name	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Name & Signature
	Time	Temp	Name & Signature		Time	Temp	Name & Signature		Remarks
Display Fridge 1	10.30				12.30				
Display Fridge 2	10.30				12.30				
Display Fridge 3	10.30				12.30				
Chest freezer	7.45				15.30				

SOUTH LINCOLNSHIRE ACADEMIES TRUST DAILY FOOD SAFETY RECORD								
Upright 1 Door Freezer No 1	7.45				15.30			
Upright 2 Door Freezer No 2	7.45				15.30			
Upright Fridge No1	7.45				15.30			
Upright Fridge No 2	7.45				15.30			
NOTES								
1. High risk foods must be probed.					2. All food items are to be removed from the hotplate prior to being probed.			
3. Ensure that the probe has been disinfected with a hygienic wipe before use.					4. All faults with the fridges or freezers are to be reported to the senior caterer			
DISHWASHER TEMPERATURE TEST								

DELIVERY MONITORING FORM								
		ACADEMY			Date:			
DELIVERY DATE & TIME	SUPPLIER	INVOICE NO	MONITORING			ACCEPT/ REJECT	NAME	SIGNATURE
			Quality	Date Coding	Temp			
Comments/Observations								

DELIVERY MONITORING FORM								
CALIBRATION RECORD FOR TEMPERATURE PROBES								
SERIAL NO:								
SERIAL NO:								

1. NOMINATED SUPPLIERS LIST

[illegible]

1. NOMINATED SUPPLIERS LIST	

3. MEDICAL QUESTIONNAIRE

This form must be completed by all food handlers on return to work following absence due to illness.

NAME	
1. Whilst you have been absent from work, have you suffered from diarrhoea, vomiting or other stomach disorder?	Yes / No
2. Have you been in contact with anyone suffering from the above illnesses?	Yes / No
3. Whilst you have been absent from work, have you suffered from any discharges from the ears, eyes or nose or other skin infections?	Yes / No
4. Are you aware of any other medical problem you may have which may prevent you from carrying out your duties as a food handler, such as Typhoid, Dysentery or other notifiable disease?	Yes / No
SIGNED	
JOB TITLE	
DATE	
If the answer to any of the above questions is 'Yes', the employee should be referred to their G.P. to confirm that they are fit for work as a food handler.	

4. CLEANING SCHEDULE

AREA WEEK ENDING

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
	PRECAUTIONS						Mon	Tue	Wed	Thu	Fri	
FRIDGES Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets	5-10 mins	Clean external surfaces including handles & door seals using surface sanitising method							
Weekly	product precautions			30-40 mins	Remove contents, isolate appliance & remove all moveable parts, clean using manual two sink washing method. Clean internal surfaces using surface sanitising method							
FREEZER Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets	5-10 mins	Clean external surfaces including handles & door seals using surface sanitising method							
Weekly	product precautions			30-40 mins	Remove contents, isolate appliance and allow to defrost. Remove all moveable parts, clean							

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
					using manual two sink washing method. Clean internal surfaces using surface sanitising method.							

AREA

WEEK ENDING

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
	PRECAUTIONS						Mon	Tue	Wed	Thu	Fri	
FRYERS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets, disposable face mask, goggles	20-30 mins	Isolate appliance and allow oil to cool before filtering/draining into a suitable receptacle. Remove all moveable parts & clean using manual two sink washing method. Fill the fryer with water to oil level mark, add chemical if necessary. Bring to simmering point and hold for approx. 10 mins. Allow water to cool before draining into a suitable receptacle. Clean surfaces using surface sanitising method. Refill with oil to oil level mark.							
OVENS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets	5-10 mins	Isolate appliance & clean external surfaces including handles & doors using surface sanitising method.							
Weekly	product precautions		Disposable apron, rubber gloves/gauntlets, disposable face mask, goggles	30-40 mins	Isolate appliance & remove all moveable parts. Spray parts with chemical , leave for approx. 10 mins. Clean using manual two sink washing method. Spray							

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
					internal surfaces with chemical leave for approx. 10 mins. Clean internal surfaces using surface sanitising method.							

AREA

WEEK ENDING

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
	PRECAUTIONS						Mon	Tue	Wed	Thu	Fri	
STEAMING OVEN Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets	10-15 mins	Isolate appliance & clean external surfaces including handles using surface sanitising method.							
Weekly	product precautions			30-40 mins	Isolate appliance & remove all moveable parts, clean using manual two sink washing method. Clean surfaces using surface sanitising method.							
SINKS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5-10 mins	Clean all surfaces, including taps, using surface sanitising method.							
WASTE BINS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5-10 mins	Clean all surfaces, including lids, using surface sanitising method.							
RACKING Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5-10 mins	Clean all surfaces, including taps, using surface sanitising method.							

AREA

WEEK ENDING

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
	PRECAUTIONS						Mon	Tue	Wed	Thu	Fri	
HOT CUPBOARDS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5- 10 mins	Isolate appliance & clean external surfaces including handles using surface sanitising method.							
Weekly			Disposable apron, rubber gloves/gauntlets, disposable face mask, goggles	30-40 mins	Isolate appliance & remove all moveable parts. Spray parts with chemical , leave for approx. 10 mins. Clean using manual two sink washing method. Spray internal surfaces with chemical leave for approx. 10 mins. Clean internal surfaces using surface sanitising method.							
STEAMING OVEN Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves/gauntlets	5-10 mins	Clean external surfaces including handles using surface sanitising method.							
Weekly	product precautions			30-40 mins	Isolate appliance & remove all moveable parts, clean using manual two sink washing method. Clean surfaces using surface sanitising method.							
TROLLEYS Daily	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5-10 mins	Clean all surfaces, including wheels, using surface sanitising method.							

ITEM	PRODUCT	EQUIPMENT	PPE	TIME	METHOD	WHO BY	SIGN TO SHOW COMPLETED					CHECKED BY
WORK SURFACES As required after use	product precautions	Scourer, disposable paper towels	Disposable apron, rubber gloves	5-10 mins	Clean all surfaces using surface sanitising method.							

EXAMPLE ONLY - Identify all items of equipment and all surfaces in every room, then describe the manner of cleaning for each room on a different page.

5. FOOD COMPLAINT RECORD

1. Name and Address of Complainant

.....

.....

Telephone No:

2. Details of Complaint

Date Time

3. Action Taken

4. Complainant Informed of Final Action

Yes/No

1. Name and Address of Complainant

Telephone No:

Signed Date

All correspondence relating to this complaint should be attached.

6. TRAINING RECORDS

NAME	TYPE OF TRAINING	DATE	SIGNED

[illegible]

7. HYGIENE AUDIT CHECKLIST

DATE OF AUDIT

AUDITOR

PARAMETER	POOR	SATIS	GOOD	COMMENTS
1. MAIN KITCHEN				
STRUCTURE				
Floor and Drains				
Walls				
Ceiling				
Doors/Windows, Sills				
Work Surfaces easily cleansable				
Ventilation adequate				
EQUIPMENT				
Ovens				
Hobs				
Fryers				
Grills				
Griddles				
Slicing Machine				
Mixer				
Can Opener				
Microwave				
Sinks				
Wash Hand Basins				
Fridge's				

PARAMETER	POOR	SATIS	GOOD	COMMENTS
Freezers				
Cutting Boards				
Utensils				

PARAMETER	POOR	SATIS	GOOD	COMMENTS
2. SERVERY				
Structure				
Equipment				
Contamination Control				
Other				
3. DRY GOODS				
Structure				
Shelving				
Storage				
Practices				
4. STAFF CLOTHES CHANGING				
Structure				
Housekeeping				
5. STAFF WC ACCOMMODATION				
Structure				

PARAMETER	POOR	SATIS	GOOD	COMMENTS
Housekeeping				
6. OTHER AREAS				
7. EXTERNAL AREAS				
Clean and Tidy				
ARAMETER	POOR	SATIS	GOOD	COMMENTS
8. PRACTICES				
A) CONTAMINATION CONTROL				
During Storage				
During Preparation				
B) TEMPERATURE CONTROL				
During Storage				
During Preparation				
During Service				
C) OTHER				

PARAMETER	POOR	SATIS	GOOD	COMMENTS
9. PERSONAL HYGIENE				
Uniforms clean, changed regularly				
Appearance smart, tidy				
Hand washing frequent, effective				
Food handling protected				
First aid available, in use				
Other				
10. REFUSE STORAGE				
Internal System				
External System				
11. PEST CONTROL				
No Sign of Infestation				
Flyscreens Sound				

8. Food Safety System preparation checklist

1. FOOD SAFETY POLICY STATEMENT

1.1 Has the establishment prepared a written Food Hygiene Policy

1.2 Does the policy state the establishments general policy on Food Hygiene

1.3 Does the policy describe the organisation and procedures for carrying out the policy

1.4 Has the policy been brought to the attention of the staff

1.5 When and how often is the policy reviewed and is every revision brought to the attention of the staff

2. FOOD SAFETY HAZARD ANALYSIS

2.1 Has the establishment prepared a written Food Safety Hazard Analysis

2.2 Has the establishment drawn up a flow chart showing each step of the process

2.3 Does the Food Safety Hazard Analysis identity each step of the process

2.4 Does the Food Safety Hazard Analysis identity the hazards that can occur for each step of the process

2.5 Does the Food Safety Hazard Analysis identity the critical control points for each step of the process

2.6 Does the Food Safety Hazard Analysis identify the control measures used for each step of the process

2.7 Does the Food Safety Hazard Analysis identify the monitoring procedures for each step of the process

2.8 Are the staff able to identify the procedures for each step of the process

2.9 When and how often is the Food Safety Hazard Analysis reviewed and is every revision brought to the attention of the staff

3 KITCHEN STRUCTURE AND EQUIPMENT

3.1 Floors

3.2 Walls

3.3 Ceilings

3.4 Windows and Doors

3.5 Lighting

3.6 Ventilation

3.7 Sinks

3.8 Wash Hand Basins

3.9 Staff Accommodation

3.10 Storage of Cleaning Materials

3.11 Refuse Disposal Facilities

3.12 Equipment

4 FOOD SUPPLIERS AND DELIVERY

4.1 Does the establishment have a written Nominated Suppliers list

4.2 Does the establishment obtain food from approved/reputable suppliers

4.3 Can the establishment present evidence that the nominated suppliers have been audited

4.4 Are all food deliveries carefully examined for:

- General quality and evidence of contamination (appearance, odour)
- Weight (leakage, theft)
- Damage (to packaging, tins, boxes)
- Date Coding (sufficient shelf life)
- Pest Infestation (presence of pests or evidence of their activity)
- Temperature (within the acceptable range)

4.5 Are all non-conforming products segregated and clearly labelled "not for use"

4.6 Have all deliveries of meat, fish, dairy products and other high risk foods and temperatures been recorded

5 FOOD STORAGE

Chilled Food Storage:

5.1 Are all chilled foods transferred to refrigerated storage immediately after delivery

5.2 Are raw perishable foods stored separately from cooked or other high risk foods

5.3 Is each refrigerator labelled to identify the category of food for which it will be used

5.4 Are refrigerators sited away from heat sources

5.5 Are the refrigerators overloaded preventing chilled air from circulating
causing warm spots to develop in the fridge

5.6 Are the refrigerators provided with adequate shelving

5.7 Are all opened packages covered and date marked

5.8 Are all hot foods cooled for a maximum period of 90 minutes to a temperature of 8 C

5.9 Are refrigerators checked daily for quality assessment and stock rotation purposes

5.10 Are the doors of the refrigerator opened for short periods only

5.11 Are foods stored on the floor of the walk in refrigerator

5.12 Are the refrigerators checked regularly for any signs of disrepair

5.13 Is there an independent display thermometer on or in the refrigerator

5.14 Are the temperatures of the refrigerators recorded twice daily

5.15 Do the staff know the correct operating temperatures for refrigerators

Frozen Food Storage

5.16 Are all frozen foods transferred to freezer storage immediately after delivery

5.17 If an approved label with a "use-by" date is not visible, has the frozen food been marked
to identify the food, the date of freezing and a "use-by" date

5.18 Are foods stored on the floor of the walk in freezer

5.19 Are raw foods stored separately from cooked or other high risk foods

5.20 Is each freezer labelled to identify the category of food for which it will be used

5.21 Are the freezers checked regularly for any signs of disrepair

5.22 Are freezers fitted with an automatic defrost cycle ,defrosted and cleaned on a weekly basis

5.23 Is there an independent display thermometer attached to the freezer

5.24 Are the temperatures of the freezers recorded daily

5.25 Do the staff know the correct operating temperatures for freezers

5.26 Are the staff aware of the procedures in the event of a freezer breakdown

Dry Goods Store

5.27 Is the storage area inspected regularly to identify any areas of disrepair

5.28 Is the storage area dry and well ventilated

5.29 Is there sufficient racking, and the design and construction acceptable, to ensure that food is stored off the floor and can be easily cleaned

5.30 - Are all opened packages decanted and stored in suitable impervious containers with close fitting lids

5.31 Are food containers thoroughly cleaned and dried each time they are emptied

5.32 Are stock rotation procedures being implemented

5.33 Are fresh fruit and vegetables stored in a dry, cool, well ventilated area away from other foods

6 FOOD PREPARATION AND COOKING

Contamination Control:

6.1 Are separate areas and work surfaces used for the preparation of raw and high risk foods

6.2 Are work surfaces thoroughly cleaned and sanitised between food preparation tasks

6.3 Is equipment thoroughly cleaned and sanitised immediately after use and between food preparation tasks

6.4 Is a colour coded system of cutting boards provided to ensure that the same boards are not used for both raw and cooked foods

6.5 Are the boards constructed of polypropylene and stored vertically in suitable racking provided for this purpose

6.6 Is all food stored in the kitchen awaiting preparation covered as far as is possible with an appropriate covering

6.7 Do all the staff engaged in the preparation of cooking food maintain the highest possible standards of personal hygiene

6.8 Is the handling of food kept to a minimum

6.9 Are plastic disposable gloves worn where possible and discarded after each task

6.10 Are oven gloves used only for the purpose for which they are designed

6.11 Are disposable paper towels used for general wiping down and cleaning duties

6.12 Are dishcloths kept scrupulously clean and not used for raw and cooked food surfaces

6.13 Are fresh vegetables and salad items thoroughly washed in cold water containing a chlorine based disinfectant and rinsed in clean water

6.14 Are fresh vegetables and salad items examined carefully for “foreign objects”

6.15 Is food prepared as near as possible to the time of consumption

6.16 Are joints of meat kept to a maximum of 2.5kg to enable thorough cooking

6.17 Is food cooked for sufficient time to achieve core temperatures of 70 C

6.18 Are all temperatures monitored and recorded on completion of cooking

6.19 Are temperatures of foods that are kept in hot holding prior to service monitored and recorded

6.20 Are temperatures of foods that require cooling monitored and recorded before refrigeration

Transfer of Foods

6.21 Are containers checked thoroughly for disrepair and cleanliness

**6.22 Are temperatures of food to be transferred monitored and recorded
before distribution**

6.23 Are foods covered during distribution

6.24 Is food packaged as near as possible to the time of distribution

6.25 Are temperatures of food monitored and recorded on arrival

6.26 Is food placed in hot/cold storage immediately on arrival and kept covered prior to service

7 FOOD SERVICE

General Requirements:

7.1 Are high standards of personal hygiene maintained by staff during service

7.2 Are foods displayed in such a manner as to expose them to risk of contamination by staff or customers

7.3 Are the “use-by” dates on all displayed items such as yoghurts, drinks and wrapped foods checked prior to service

7.4 Are separate utensils being used for different items of food

Hot Food Service:

7.5 Are hot service counters switched on early enough to achieve proper holding temperatures

7.6 Are liquid foods stirred occasionally to ensure even heat distribution

7.7 Are temperatures of hot food served monitored and recorded after the food has been displayed for at least 10 minutes

Cold Food Service:

7.8 Are cold service counters switched on early enough to achieve proper holding temperatures

7.9 Are chilled foods placed into chilled display units immediately after being removed from the refrigerator

7.10 Are chilled display units overloaded

7.11 Are the temperatures of cold food monitored and recorded after the food has been displayed for at least 10 minutes

Ambient Display Service:

7.12 Is food kept in the refrigerator until required

**7.13 Is food placed on display as late as is possible prior to the
commencement of service**

7.14 Are high risk foods displayed at an ambient temperature for not more than 90 minutes

7.15 If high risk food is displayed for more than 90 minutes is it discarded

8 PERSONAL HYGIENE STANDARDS

Uniforms:

8.1 Are uniforms maintained in a clean and tidy condition and worn correctly

8.2 Is all outdoor clothing stored in the cloakroom

8.3 Is suitable headwear worn at all times and long hair tied back

8.4 Is protective clothing only worn at work and not whilst travelling to and from work

8.5 Are personal belongings stored in the cloakroom

8.6 Is soiled clothing stored in a suitable receptacle and away from the food preparation area

8.7 Do staff wear flat sturdy footwear with a non-slip sole and closed toe caps

Hands:

8.8 Are hands kept clean and washed thoroughly at regular intervals and on the following occasions:

- Before starting any food handling activities
- After handling raw food

- After using the toilet

- After carrying out any cleaning duties
- After handling rubbish
- After using a handkerchief or tissue or touching the hair or face

8.9 Is hand washing carried out in a hand wash basin and not in a sink used for cleaning food or equipment

8.10 Are the following facilities provided at the wash hand basin:

- Bacterial liquid soap
- Hot and cold water
- Disposable paper towels or dispensing roller towel

8.11 Are finger nails kept short and clean and no nail varnish worn

Personal Habits:

8.12 Is smoking strictly forbidden in the food room

**8.13 Is handling of food kept to minimum and wherever possible tongs,
serving cutlery or disposable gloves are used**

8.14 Is eating or drinking forbidden in the food room

8.15 Is a clean spoon used for the tasting of food

Jewellery:

8.16 Do food handlers wear jewellery other than wedding rings or a single unjewelled stud or sleeper earring

Treatment of cuts, sores and spots:

8.17 Are all open cuts, sores, burns, abrasions covered with a coloured waterproof dressing

8.18 Are bandages worn on the hands or lower arms

Reporting of Illness:

8.19 Are the following illnesses reported by food handlers as suffering from:

- Vomiting
- Diarrhoea
- Cuts, sores and boils
- Septic discharges from the ears, eyes or nose
- If they are aware that they are a carrier of a food poisoning illness

8.20 What procedures are there in the event of a food handler suffering from food poisoning symptoms

8.21 If a food handler is absent from work due to illness, what procedures are there on their return to work

9 CLEANING

Cleaning Schedules:

9.1 Does the establishment operate a cleaning schedule

9.2 Does the cleaning schedule include the following:

- The areas or items to be cleaned
- Is every surface, handle, ledge etc. also identified
- The cleaning frequency
- The method of cleaning
- The hazards associated with cleaning

9.3 Are the staff aware of their particular responsibilities with regard to cleaning and to ensure that
the requirements if the schedule are complied with each day

9.4 What procedures are there to ensure that each cleaning task is completed satisfactorily

9.5 What procedures are there to ensure that the required standard is being maintained

Environmental Cleaning:

9.6 Is there a deep cleaning maintenance programme in operation

9.7 Does it include the following areas:

- Walls
- Floors
- Ceilings
- Ventilation canopies, grills and filters
- Draining channels and gullies
- Main ovens and cooking equipment

Sanitising and Disinfection:

9.8 What procedures are there to reduce/eliminate the risk of cross-contamination

9.9 How are the following surfaces and items of equipment, which can cause cross-contamination
and ensure that food poisoning bacteria are destroyed, treated

- Work surfaces
- Pans, knives, non-electrical equipment
- Crockery and cutlery
- Cutting boards

- Slicing machine - removable parts, base
- Fridge/freezer
- Tap handles/flush handles

Surface sanitising:

9.10 What is the procedure used for sanitising surfaces

Manual Two Sink Washing/Mechanical Dishwashers:

9.11 What is the procedure used for washing items which can cause cross contamination e.g. knives, bowls, cutting boards

9.12 What is the procedure used for washing crockery and cutlery etc.

General Requirements:

9.13 As far as possible, do staff follow the principle of "Clean as you go"

9.14 What procedure is there for the drying of clean equipment and utensils

9.15 Are cleaning equipment and materials cleaned regularly and stored correctly

9.16 What system is operated for the use of dish cloths

9.17 Are staff aware of their responsibilities regarding the storage and handling of all cleaning chemicals and equipment

10 WASTE MANAGEMENT

Internal Refuse Storage

10.1 Are all kitchen refuse containers fitted with a close fitting lid which is foot operated and the type that holds plastic bags

10.2 Are the lid and framework kept in a clean condition

10.3 Are the containers emptied on a regular basis

10.4 Are all bags securely tied and damaged bags rebagged before transferring to the external store

10.5 Do staff handling refuse wash their hands before continuing their duties

External Refuse Storage:

10.6 Is the external refuse area sited well away from the main food preparation areas

10.7 Is the flooring of this area such that it can be washed down on a regular basis

10.8 Are lids fitted or kept on the bin or skip used for waste to discourage pests

10.9 Is the organisation which collects the waste a licensed contractor for this purpose

11 PEST CONTROL

Recognising a Problem:

11.1 Are food handlers aware of the signs of an infestation by rodents and insects

General Preventative Measures:

11.2 How are kitchen and storage areas that are in a state of disrepair dealt with

11.3 Are windows that are to be opened fitted with insect proof screens

11.4 Are food deliveries checked for signs of infestation before placing into storage

11.5 What is the procedure for goods that show signs of infestation

11.6 Are opened packages decanted into suitable pest proof containers

11.7 Is food stored off the floor and clear of walls to allow regular cleaning and inspection

11.8 Are food spillages cleared up immediately to prevent the build-up of debris

11.9 Are electrical devices installed for the killing of flying insects

11.10 Are they adequate and sited on the most likely route taken by the insect and away from food preparation surfaces and equipment

12 DEALING WITH A FOOD COMPLAINT

Action on Receipt of Food Complaint:

12.1 What procedures are there in the event of a food complaint

12.2 Is the complaint recorded and include the following information:

- Foreign body contamination - point of contamination, supplier, caterer, consumer, details of incident
- Unsound food - delivery date, shelf life, storage conditions, details of incident
- Suspected Food Poisoning - Details of person affected e.g. symptoms, time of onset, foods consumed. Menu for the suspect meal.

13 FOOD HYGIENE TRAINING

Basic Food Hygiene:

13.1 Have all staff been awarded the C.I.E.H. Basic Food Hygiene Certificate

13.2 If not, have all staff received some form of food hygiene training

13.3 Has provision been made to ensure that staff that do not possess a Basic

Food Hygiene Certificate will in the near future

13.4 Do all staff attend an annual refresher in food hygiene training

Food Safety Training:

13.5 Have all Supervisory or Managerial staff attended an Intermediate or Advance Food Hygiene Course

13.6 Has provision been made to ensure that all Supervisory or Managerial staff that have not attended an Intermediate or Advanced Food Hygiene Course will in the near future

Training Records:

13.7 Does the establishment maintain and update training records for all staff working within the kitchen

14 MONITORING OF HYGIENE STANDARDS

Monitoring Standards:

14.1 Is there a frequent monitoring system in operation

14.2 Does it include structural and equipment defects

14.3 Does it highlight poor practices

14.4 What action is taken to ensure that all defects and poor practices are rectified

15 FOOD SAFETY RECORDS

With regard to all aspects of food production, including purchasing, storage, preparation and service,

what records are maintained by the establishment

- Nominated Supplier List
- Food Delivery Record
- Refrigerator Temperatures
- Freezer Temperatures
- Cooking Temperatures
- Food Cooling Control
- Food service Temperatures
- Medical Questionnaires
- Cleaning Schedules
- Food Complaints
- Hygiene Training Records
- Hygiene Audit Checklist

Appendix 1: Allergy Safety Policy and Allergen Controls

September 2026 statutory guidance update

Policy status

This appendix replaces the previous Food Allergies and Intolerance appendix and brings the Trust policy into line with the Department for Education statutory guidance on allergy safety in schools published in July 2026, for implementation from 1 September 2026. It should be read alongside the Trust Medical Conditions Policy, First Aid arrangements and academy-level Individual Healthcare Plans.

1. Purpose and scope

South Lincolnshire Academies Trust is committed to reducing the risk of allergic reactions, responding promptly to allergy-related emergencies and ensuring pupils with allergies are safe, included and able to participate fully in school life. This policy applies to all Trust academies, school kitchens, serveries, dining areas, curriculum activities involving food, breakfast or after-school provision, trips, visits, events, lettings and any other activity where pupils may be exposed to allergens.

- The Trust is a nut aware organisation. The Trust cannot guarantee a completely allergen-free or nut-free environment, but it will take reasonable, proportionate and documented steps to reduce foreseeable risks.
- Allergy safety is a whole-school responsibility and is not limited to catering operations. Teaching, pastoral, medical, site, administrative, catering, lunchtime, transport and trip staff must understand their responsibilities.
- Food intolerance and coeliac disease must be managed carefully, but staff must understand that intolerance is different from allergy and does not cause anaphylaxis. Pupils with coeliac disease or food intolerance may still require specific dietary arrangements and records.

2. Roles and responsibilities

Role	Main responsibilities
Trust Board / Local Governing Bodies	Ensure allergy safety policies are in place, published, reviewed, monitored and supported through appropriate assurance reporting.
Chief Operating Officer	Maintain Trust-level oversight of catering, compliance, premises-related controls and policy implementation across academies.
Headteacher / Academy Senior Leader	Nominate an academy Allergy Safety Lead and ensure academy systems identify pupils with allergies, communicate controls and maintain emergency readiness.
Academy Allergy Safety Lead	Coordinate Individual Healthcare Plans, parent/carers communication, staff briefings, training records, AAI checks, incident learning and policy implementation.
Catering Manager	Maintain recipe, ingredient and allergen information; ensure no unauthorised substitutions; control cross-contamination; brief serving staff and retain relevant food safety records.
First Aid / Medical Room Staff	Maintain emergency response arrangements, pupil medication information, prescribed AAIs, spare AAIs and incident records.
All Staff	Know how to identify allergic reaction symptoms, follow pupil-specific plans, never guess about ingredients, respond immediately to anaphylaxis and report concerns, incidents and near misses.

3. Identification of pupils with allergies

- Parents and carers must be asked to declare allergies, previous allergic reactions, prescribed medication and dietary restrictions during admission, transition and annual data checks.

- Where a pupil has an allergy that requires school arrangements, an Individual Healthcare Plan must be created or updated. The plan must be developed with parents/carers and, where available, clinical advice from a GP, allergy clinic, school nurse or other healthcare professional.
- The Individual Healthcare Plan must record the allergy, known triggers, symptoms, emergency response, medication, prescribed AAls, asthma or other linked conditions, dining arrangements, curriculum or trip controls and named staff responsibilities.
- Where no clinical advice is available, the academy must still put proportionate arrangements in place based on parent/carer information while clinical advice is requested.
- Pupil information, including photographs where consent is obtained, must be available to staff who need it, including catering and lunchtime staff, while respecting confidentiality and data protection requirements.

4. Individual Healthcare Plans and Allergy Action Plans

Each academy must maintain a current Individual Healthcare Plan for any pupil whose allergy requires specific arrangements. Where an Allergy Action Plan or Asthma Plan has been issued by a healthcare professional, this must be attached to or referenced within the Individual Healthcare Plan.

- Plans must be reviewed at least annually, and sooner following any change in diagnosis, medication, menu arrangements, school provision, incident, near miss, trip or parental request.
- Transition arrangements must be in place when pupils join the school, move between phases or academies, change catering provision or attend off-site activities.
- Pupils should be supported, according to age and understanding, to manage their allergy safely without being isolated, excluded or made responsible for controls that should be managed by adults.

5. Allergy awareness training

All staff must receive allergy awareness and emergency response training appropriate to their role. Training must be recorded and refreshed at least annually, and new starters, agency staff and regular volunteers must receive essential allergy safety information before working with pupils.

- Minimum training content must include common allergens, recognising mild/moderate reactions and anaphylaxis, emergency escalation, location and use of AAls, calling 999, pupil-specific plans, cross-contamination controls, no-guessing rules and incident reporting.
- Catering, lunchtime, first aid, trip, curriculum practical and relevant support staff must receive additional role-specific instruction covering ingredient checks, service controls, cleaning, separation, supervision and emergency response during high-risk activities.
- Scenario practice or emergency drills should be used to test readiness, including lunchtime, trip and classroom scenarios.
- Attendance records, training materials and practical AAI demonstrations shall be retained as evidence of competency and compliance. Staff who miss annual refresher training must complete catch-up training at the earliest opportunity.

6. Adrenaline auto-injectors and medication

- Each academy must hold spare, in-date adrenaline auto-injectors for emergency use, in line with current legal and clinical guidance. Spare AAls must be additional to any pupil's own prescribed devices and must never replace the requirement for pupils to have their own medication available.
- Spare AAls must be accessible in an emergency, stored securely but not locked away in a way that delays use, checked regularly for expiry and condition, and recorded on an AAI register.
- Where a pupil is prescribed AAls, the academy must have clear arrangements for where the devices are stored, how they move with the pupil during trips or activities, and how staff will access them without delay.

- In suspected anaphylaxis, staff must follow the pupil's plan and emergency training. If anaphylaxis is suspected, adrenaline should be administered promptly and emergency services called immediately.
- Following use of an AAI, the used device must be retained for ambulance staff where safe to do so, parents/carers must be informed, and the incident must be recorded and reviewed.
- Spare AAI's and prescribed emergency medication must be formally checked and recorded at least monthly. Checks must verify location, accessibility, device condition, expiry date and replacement arrangements where expiry is approaching. Records of these checks shall be retained by the academy.

Emergency Response Procedure for Suspected Anaphylaxis

Where anaphylaxis is suspected:

- Administer the prescribed or spare adrenaline auto-injector immediately.
- Call 999 immediately and state "ANAPHYLAXIS".
- Follow the pupil's Individual Healthcare Plan or Allergy Action Plan.
- Monitor the pupil continuously while awaiting emergency services.
- If symptoms persist and in accordance with training and clinical guidance, administer a second AAI if available.
- Inform parents/carers as soon as practicable.
- Record and review the incident in accordance with the Trust's incident reporting procedures.

Staff must not delay administration of adrenaline while seeking further advice or attempting to contact parents/carers.

7. Food provision, menus and allergen information

- Menus, recipes and ingredient information must be controlled so that accurate allergen information is available for all dishes and products served.
- No recipe or ingredient substitution may be made unless the allergen information has been checked, recorded and communicated to catering and service staff before service.
- Catering staff must never guess whether a meal is suitable. If suitability cannot be confirmed, the pupil must not be served that item and an agreed safe alternative must be provided where possible.
- Products must remain in original packaging where practical until allergen information has been checked. Decanted items must retain clear identification and allergen information.
- Self-service, salad bars, shared utensils, open displays and toppings must be managed to minimise cross-contact. Separate utensils and serving arrangements must be used where a pupil requires a meal free from a specific allergen.
- Staff must not remove an allergen from a prepared dish and present the remaining food as safe. Trace amounts may remain and could trigger a reaction.
- Food brought in for curriculum, rewards, celebrations, fundraising, breakfast clubs, trips or external providers must be risk assessed and managed through the same allergy safety principles.

8. Minimising exposure to allergens

- Academies must consider allergy risks in dining rooms, classrooms, practical food lessons, science and art activities, rewards, food tasting, events, residentials, transport, external providers and lettings.
- Food sharing between pupils is not permitted where this could create allergy risk. Staff must actively supervise higher-risk settings such as lunch queues, packed lunch areas and trips.
- Cleaning arrangements must reduce cross-contact, including cleaning tables, equipment, utensils and hands after food activities and before pupils with allergies use shared spaces.
- Where a specific allergen presents a significant risk to a pupil, the academy must put proportionate controls in place and communicate them clearly to relevant staff, pupils, parents and visitors.

- External providers, contractors, community users, hirers and organisations using academy premises where food is supplied, prepared or consumed must be informed of relevant allergy management expectations. Where appropriate, allergy risks must be considered in advance and suitable control measures agreed before the activity takes place.

9. School trips, visits and off-site activities

- Pupils with allergies must not be excluded from trips, visits or curriculum activities because of their allergy unless a specific risk assessment shows that reasonable adjustments cannot make participation safe.
- Trip risk assessments must consider food provision, packed lunches, external catering, travel, emergency access, medication, prescribed AAIs, spare AAIs, staff training and communication with parents/carers.
- A named member of staff must be responsible for ensuring the pupil's medication and emergency plan are available throughout the activity.

10. Serious incidents and near misses

- Any allergic reaction, suspected anaphylaxis, medication error, food service error, exposure to a known allergen, failure to follow an Individual Healthcare Plan or other allergy-related near miss must be recorded and reported internally.
- Parents/carers must be informed of incidents and near misses involving their child. Serious incidents must be reported to the Headteacher, Academy Allergy Safety Lead, Chief Operating Officer and governing body as appropriate.
- Where an incident suggests a food safety failure, supplier issue, labelling problem or unsafe food, the Catering Manager must quarantine relevant food or ingredients, preserve records and seek advice from Environmental Health or the Food Standards Agency route where required.
- Following any serious incident or near miss, the academy must review the Individual Healthcare Plan, catering controls, staff training, supervision arrangements and this policy to identify lessons learned and actions required.

11. Records and monitoring

Record	Purpose
Allergy register	Current list of pupils with declared allergies and required arrangements.
Individual Healthcare Plans	Pupil-specific controls, emergency response, medication and review dates.
Allergen matrix / recipe records	Dish-level allergen information, recipe version control and substitutions.
AAI register	Location, brand, dose, expiry date, checks and replacement actions for spare AAIs.
Training record	Allergy awareness, AAI use, catering controls and role-specific training completion.
Incident and near-miss log	Allergic reactions, food service errors, medication issues and lessons learned.
Supplier and delivery checks	Approved suppliers, product labels, allergen information and delivery acceptance checks.
Audit checklist	Termly allergy safety and catering compliance checks.

Academy Allergy Safety Leads shall complete allergy safety assurance reviews at least termly. Findings shall be reviewed by the Headteacher and incorporated into academy compliance monitoring arrangements. Significant concerns, incidents, trends, non-compliance or required actions shall be reported through Trust governance and compliance reporting arrangements.

12. Allergy safety compliance checklist

Check	Yes/No	Evidence / actions
Whole-school allergy safety policy published and reviewed annually.		
Named senior leader and academy Allergy Safety Lead identified.		
Current allergy register maintained and shared appropriately.		
Individual Healthcare Plans in place for pupils requiring allergy arrangements.		
All staff receive annual allergy awareness and emergency response training.		
Catering and lunchtime staff receive role-specific allergen and cross-contact training.		
Spare in-date AAIs held, checked and recorded at each academy.		
Menus, recipes and allergen matrices are current and controlled.		
No unauthorised ingredient substitutions take place.		
School trips and events include allergy risk assessment and medication arrangements.		
Serious incidents and near misses are recorded, reported, investigated and used to learn lessons.		
Termly allergy safety assurance completed and reported through academy compliance arrangements.		
Monthly AAI inspection records completed and up to date.		

13. Special diet and allergy referral form

The previous Special Diet Referral Form is replaced by the following referral and review requirements. Academy forms may be held electronically, provided they capture the information below and are linked to the pupil's Individual Healthcare Plan where required.

Section	Information required
Pupil details	Name, date of birth, year group, tutor/form, academy.
Parent/carer details	Names, contact numbers, email addresses and emergency contacts.
Allergy or dietary condition	Known allergen(s), intolerance, coeliac disease or other medically advised dietary requirement.
Reaction history	Known symptoms, previous anaphylaxis, hospital attendance, trigger foods or exposure routes.
Medication	Prescribed AAIs, antihistamine, inhaler or other medication, including dose and location.
Clinical evidence	Allergy Action Plan, Asthma Plan, GP/allergy clinic/school nurse advice where available.
Food arrangements	Safe foods, foods to avoid, menu arrangements, packed lunch requirements and cross-contact controls.
Consent and information sharing	Consent for relevant information and photographs to be shared with staff who need to know.
Review	Date received, date plan agreed, review date and named academy lead.

14. Review

This appendix and related academy arrangements must be reviewed at least annually and immediately following any serious allergy-related incident, near miss, change in statutory guidance, change in catering arrangements, or significant change in a pupil's medical needs.

September 2026 update summary for governance approval

Update area	Change made
Whole-school allergy policy duty	Policy expanded beyond catering to cover all school activities and named leadership oversight.
IHP requirements	Individual Healthcare Plans required for pupils whose allergies need school arrangements.
Staff training	Annual allergy awareness and emergency response training added for all staff, with role-specific content.
Spare AAI	Requirement added for academies to hold and check spare adrenaline auto-injectors.
Food controls	Stronger recipe, substitution, allergen matrix and cross-contact controls added.
Trips and inclusion	Specific allergy risk assessment and reasonable adjustment requirements added.
Incident learning	Serious incident and near-miss reporting, investigation and lessons learned procedure added.
Records and audit	Allergy register, AAI register, training log, incident log and termly compliance checklist added.