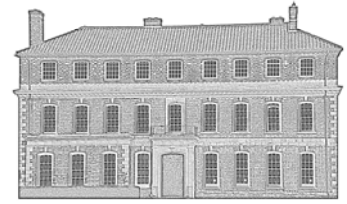


WINDLESHAM HOUSE SCHOOL

CATERING AND FOOD HYGIENE POLICY



Reviewed: January 2011

Policy Ref: 022

Windlesham

1) Policy Statement:

- a) Active, growing children and young people require plenty of wholesome food and regular meals. At Windlesham, we aim to provide a balanced variety of nutritious food and to encourage children to develop healthy eating habits with a good understanding of food and nutrition
- b) We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible.
- c) We use as much fresh food as possible, with our menus linked to seasonal produce.
- d) We work with our Catering Team and our suppliers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives.
- e) We ensure that our suppliers, both local and national, are committed to providing best quality and value, with the highest standards of accredited health and safety.
- f) We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.
- g) We have an active pupil Food Council, which has representatives from each of the six Houses in the school. They meet with the Catering Manager, Deputy Head, Bursar and Senior Master every term to discuss menus, and to suggest new dishes.
- h) Our food hygiene procedures comply fully not just with the law but with best practice

This policy also applies to our Early Years Foundation Stage and after School care.

2) Meals

- a) Breakfast, lunch and supper are all served in the dining room.
- b) Lunch is the main meal of the day, and is a self service/cafeteria style.
- c) The lunch break is 60 minutes in length. This is because we believe that it is very important to allow sufficient time in the middle of the day for children to eat, to unwind and also to participate in the large number of lunch-time clubs and activities.
- d) Pupils have morning break, tea and supper in the dining room. Supplies of dried and fresh fruit, bread, fruit juice, together with tea and coffee making facilities are always available.

3) Drinking Water

Drinking water is widely available throughout the school. It is not allowed to be brought into classrooms and exam rooms.

WINDLESHAM HOUSE SCHOOL

CATERING AND FOOD HYGIENE POLICY

4) Our Menus

- a) We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads.
- b) Weekly menus are put onto our menu boards.
- c) We offer our pupils a widely varied and healthy and tasty diet.
- d) We also attempt to cater for all tastes and preferences, including vegetarian and gluten free. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

5) Parent concerns

Any parent who is worried about the quality of the food is always welcome to come and sample lunch or any other meal. Please telephone our Bursar to make the arrangements.

6) Special Diets

- a) We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.
- b) All food that might contain nuts or traces of nuts is clearly labelled. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

7) Learning to Cook

We believe that cooking is an important life skill. It is also fun and creative. Cookery activity is held throughout the week in the cookery Classroom. It is highly popular and has inspired a genuine enthusiasm for cooking amongst a number of our pupils.

8) Learning about Food

We devote time in PSHE lessons to ensuring that pupils understand why a healthy diet is so important.

9) Food Hygiene

a) Statutory Registration

Windlesham is registered with Horsham Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

b) Health & Safety

- i) We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times.

WINDLESHAM HOUSE SCHOOL

CATERING AND FOOD HYGIENE POLICY

- ii) The school's catering is carried out in-house by, our Catering Manager, and her team. The Catering Manager reports to the Bursar, who has ultimate responsibility for the catering function. She is professionally qualified in all aspects of catering, including health and safety.

10) Management of Food Safety

In managing food safety, the Catering Manager is responsible for:

a) Staff Training

- i) Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- ii) Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- iii) Ensure that all catering staff have clearly allocated responsibilities, which they understand
- iv) Train all staff in emergency procedures and shut-off of gas/electricity.
- v) Maintain records of training.
- vi) Conduct annual refresher training.

b) Staff Uniforms and Personal Hygiene

- i) Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- ii) Ensure compliance with the hand-washing or hand cleansing regime at all times.

c) Monitoring Compliance with Procedures

- i) Check that all products containing nuts or traces of nut are clearly labelled.
- ii) Check that the HACCP system is in place, and that the document can be checked by everyone.
- iii) Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- iv) Ensure compliance with a daily cleaning and disinfection regime.

d) Pupils with Medical Conditions

- i) Liaise with the School Nurse about special diets.
- ii) Consult with a Dietician, if necessary.

e) Monitoring incoming supplies

- i) Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- ii) Reject any non-compliant items.

WINDLESHAM HOUSE SCHOOL

CATERING AND FOOD HYGIENE POLICY

- iii)** Arrange for the safe transit and proper storage of food supplies.

- f)** Food Preparation, Serving and Consumption
 - i)** Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.

 - ii)** Monitor the dining room, counters, trolleys for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.

 - iii)** Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.

 - iv)** Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

- g)** Equipment Monitoring
 - i)** Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keeps a record.

 - ii)** Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

- h)** Purchasing and Checking Stock
 - i)** Ensure that food supplies are only purchased from a reliable and authorised source.

 - ii)** Check all that all supplies used are in date and undamaged.

 - iii)** Check that stock is properly stored as soon as it arrives.

- i)** Samples of Cooked Food

Ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

- j)** Professional Audit/ Assistance
 - i)** Arrange for an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and reports on those findings.

 - ii)** Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.

 - iii)** Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.

 - iv)** Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.

 - v)** Ensure that an appropriate pest control regime is in place.

WINDLESHAM HOUSE SCHOOL CATERING AND FOOD HYGIENE POLICY

k) Equipment Failure

Report all equipment failure to the Facilities Manager as soon as it is discovered.

l) First Aid

Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

m) Signage

Display the appropriate First Aid, COSHH and Emergency notices.

n) Waste Disposal

- i)** Arrange the hygienic disposal of waste in accordance with recommended practice.
- ii)** Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.