

Samares School

Food Preparation and Hygiene Policy



AIM

Good food hygiene is essential to make sure that the food we serve is safe to eat. It helps prevent food poisoning. The aim of this policy is to set out guidelines for all staff in food preparation and hygiene parameters required when preparing, serving, and storing food, and tidying up after food has been served. This policy has been written in accordance with UK Government Food Standards Agency.

STORING FOOD

All food items, served to students at Samares, are stored properly to keep it safe from contamination. Depending on the type of food, and its storage requirements, it may be stored in sealed containers in a cupboard or on a shelf (e.g., cereal, bread, flour, etc.) or it may be stored in a fridge (dairy products, cold cooked meats, etc.) or a freezer.

The fridges and freezers at Samares School have thermometers inside. Staff members regularly check the temperatures of the fridge and freezer to ensure that they are functioning at the correct temperature to prevent growth of harmful bacteria. If the temperatures are incorrect, then the food will be removed and disposed of appropriately.

FOOD PREPARATION

Samares team members are required to hold a Level 2 Food and Hygiene Qualification prior to preparing any food for consumption of others on school grounds. This is to ensure that we are fully aware of our responsibilities and obligations when considering food hygiene and storage requirements.

Samares team prepare, store, and serve food at Breakfast Club, After School Club, Nursery snack time and may conduct some cookery activities during lessons. During these times all adults and children involved are asked to clean their hands thoroughly. Hands are washed again if you have been to the toilet, had a break from preparing or serving food, touch unwashed vegetables or fruit, touched a cut, or changed a dressing of a cut, touched the bin, or emptied the bin, conducted some cleaning, or touch the phones / light switches / door handles / cash. Staff members are to ensure that their clothes are clean and wear an apron in handling unwrapped food. Hair is tied back, and jewellery is removed. Aprons are worn by all staff members whilst prepare food.

When Samares team members are handling food, they avoid eating, drinking, and touching anything other than areas and items involved in the food preparation. Staff members will wash their hands thoroughly and wear their hair tied back (if they have

long hair). If any staff members are demonstrating cold / flu symptoms, then we try to avoid them preparing the food items. If staff members preparing food have any cuts, they will be covered with a brightly coloured waterproof dressing.

If cooked foods are being prepared, then the staff member in charge will ensure that the oven is pre-heated to the appropriate temperature, or water is boiled as required. Raw meat and fish are not used in school cookery. If eggs are being used in the recipe, then the use by date is checked prior to adding them to the recipe and they are purchased from a reputable supplier. Food is not reheated for a child's consumption in Samares School.

FOOD SERVING

At Breakfast Club and After School Club food is served to the children that are booked into the clubs. Typically, this includes toast, cereal, yoghurts, and fruit. Samares School request allergy concerns from parents/carers prior to taking the booking and all dietary requirements are documented for all Breakfast Club and After School Club staff to access when required. All dietary requirements are catered for and taken into consideration when preparing food and providing options for the children to choose from.

Nursery and Reception will serve a morning snack each day. Allergy concerns are requested from parents on the child's data sheet. This should be updated on an annual basis, or as/when the child's allergies change. All dietary requirements are catered for, and children are provided with a variety of options to choose from. The snack is changed daily.

If there are allergies, then separate utensils are used prior to preparing food for a child that has an allergy and these items are prepared first to try to reduce cross-contamination. In addition, extra precautions are put in place to ensure that there is no contamination of their food from the allergens. We ask parents to avoid snack and lunchbox items containing nuts.

TIDYING UP AND CLEANLINESS

In each food preparation kitchen, there are cleaning checklists to be adhered to. These checklists are filed once completed. Serving space is always tidy and clean and all cutlery and serving dishes are clean and ready to use for the children. Tissue and paper towels are available for any spillages that may take place. Children are encouraged to tidy up after themselves and around their area.

Food preparation areas are cleaned daily (areas and frequencies are covered in the kitchen's cleaning schedule which will be visible in the kitchen) or as and when they are used or found unclean. If food is prepared for consumption, then all dishes and utensils that are used for preparation and serving will be washed and dried using an electric dish washing unit or handwashed with washing-up liquid and hot water

(approximately 51°C). In addition, all surfaces that the food has touched will be thoroughly cleaned with soap and hot water and/or disinfectant spray and a cloth to kill any harmful bacteria.

On a half-termly basis all food preparation and storage areas are given a deep clean. Food items are regularly checked to ensure that they are still in date and to check that they are continuing to be stored correctly (seal remains tight, no leaks or other food items on the packaging).

If any problems or changes are noticed within the kitchen, then a report is completed, shared with the team, and escalated to Senior Leadership members if required.