

Food Safety and Hygiene Policy March 2018

Reviewed by: Hollie Meddings, Tara Livermore

Reviewed on: March 2018

Next review: March 2019

Related Policies and Procedures: Health and Safety Policy, Food Policy

Endorsement

Full endorsement is given to this policy by:

Name: Claudia Goodbrand

Position: Cambridge Steiner School Trustee

Signed:



Date: March 2018

Further Reading, Associated Documents and Legislation

Germs love to travel (FSA)

Food law inspectors and your business (FSA)

All FSA on www.food.gov.uk

Health and Safety Executive (HSE) – www.hse.gov.co.uk

NHS - <http://www.nhs.uk/Livewell/homehygiene/Pages/Foodhygiene.aspx>

<http://www.food.gov.uk/about-us/publications/safetyandhygiene/>

The Education (Independent School Standards) Regulations 2014

The Food Safety and Hygiene (England) Regulations 2013

The Food Safety Act 1990 (as amended)

EU Food Information for Consumers (FIC) Regulation No 1169/2011

Purpose

To minimise the risk of food-borne illness at the Cambridge Steiner School, as far as reasonably practicable, by ensuring that all food handling and preparation is done hygienically and in accordance with statutory requirements and relevant official guidelines.

Scope

Anyone at the Cambridge Steiner School involved in or having responsibility for the ordering, handling, preparation and serving of food for consumption by others. Food Hygiene Schedules are included as Appendix 1.

1. Definitions and Abbreviations

CSS Cambridge Steiner school

FSA UK Food Standards Agency

HACCP Hazard Analysis at Critical Control Points

2. Responsibilities

2.1 School Manager and School Cook

1. To ensure the implementation of this policy throughout CSS.
2. To take corrective action in the event of any persistent non-compliance brought to their attention.
3. To ensure Cambridge County Council is notified of any suspected outbreak of food-borne illness.
4. To oversee the practical application of this policy within CSS.
5. To ensure that food for consumption in the school is obtained from approved suppliers and to assist in the compilation of the list of such suppliers.
6. To maintain records as required by Cambridge County Council, the FSA and the HACCP system.
7. To delegate food handling and preparation and monitoring/recording duties as they see fit, paying due regard to the level of co-workers' training required to perform particular duties competently and in accordance with regulations.
8. To ensure the implementation of any necessary corrective actions, including ensuring the repair of malfunctioning equipment.
9. To ensure that co-workers handling and preparing food are trained appropriately to the level of duties they undertake in accordance with the relevant regulations.
10. To ensure any relevant co-workers' illnesses are dealt with according to the CSS sickness reporting procedures in the Employee Handbook.
11. To review the operation of this policy within the school kitchen, classrooms and kindergartens annually and to act on any suggestions and requirements where suitable.

2.2 Teachers and Co-workers who handle and prepare food

1. To be fully and thoroughly familiar with the schedules in Appendix 1 and to handle and prepare food in strict accordance with the principles set out.
2. To perform specific checks and monitoring and to record the results on the relevant forms.
3. To report any problems with or malfunction of equipment to the School Manager.
4. To report any gastroenteric illness they contract in accordance with the CSS sickness reporting procedures in the Employee Handbook.

2.3 School Manager

1. To arrange appropriate co-worker training in food safety and hygiene as required.
2. To ensure that anyone recruited specifically to handle and prepare food has the necessary qualifications.
3. To take appropriate action when problems or instances of persistent non-compliance with this policy arise.

3. Policy

CSS is aware of the rapidity with which food-borne illnesses can spread in communal settings, and of the potential severity of such an outbreak if strict hygiene is not observed and in the preparation and handling of food. It is therefore the policy of CSS to ensure that all food handling and preparation on its premises are carried out in accordance with recognised hygiene protocols. To this end, CSS has based its food hygiene policy and procedures on the HACCP system. It is recognised that each kindergarten prepares some of their own food in their designated areas. Therefore this policy does not attempt to prescribe an exact procedure to be followed in each kindergarten (other than to establish standard record forms where required by the FSA). Rather, it sets out the overall food hygiene framework within which all food handling practices in CSS must operate. Thus, for each step in the food handling chain, from purchasing and receipt, through storage, preparation and cooking to serving for consumption, the schedules in Appendix 1 should apply.

1. Identify the main hazards.
2. Outline control measures and specify limits (eg. minimum fridge temperatures).
3. Specify requirements for monitoring and verification of controls/critical limits.
4. Specify requirements for corrective action in the event of unsatisfactory situations.
5. Specify necessary records.

4. Schedules

The schedules setting out the framework for the hygienic handling and preparation of food on CSS's premises are given in Appendix 1.

Appendix 1

Food Hygiene Schedules

Introduction

Charts 1-3 outline the three main ways food is prepared and served at CSS. These are:

1. Food cooked to serve cold later.
2. Food cooked to eat hot immediately.
3. Food cooked, cooled and reheated before serving.

The box on the left of each chart summarises the preparation and serving method and lists the kinds of food this may be applicable to. The flow diagrams at the bottom of the chart identify the steps involved from purchasing the raw ingredients to serving the cooked and prepared meal. The text highlighted in bold indicate the areas of importance in food safety that must therefore be carefully controlled (critical control points). For each of these steps, there are six tables that then address:

1. What can go wrong (the likely hazards to food safety).
2. What to do about it (appropriate controls/critical limits).
3. How to check (monitoring/verification).
4. What to do if things are not right (appropriate corrective action).

Finally, tables 7 and 8 apply to all steps and deal with the avoidance of nut allergies and contamination of food with chemicals or foreign objects.

The aim of the tables is to provide a framework for food hygiene and safety in CSS, not to impose a set of standard procedures. Kindergartens are free to follow cooking routines suited to their particular needs, provided that such routines operate within this framework.

Chart 1

Food Cooked, Cooled and Served Cold

These are foods which are cooked, after which they will be served cold.	
List of possible applicable foods below:	
Cous cous Sushi Lentil salad	

Purchase/delivery of raw food
Cooking
Cooling
Refrigeration
Handling
Cold serve

Chart 2

Food Cooked to Eat Hot Immediately

These are foods that are cooked and served shortly after cooking.	
List of possible applicable foods below:	
Pasta Soup Baked beans Curry Pizza Potato wedges	

Purchase/delivery of raw food
Preparation of vegetables
Cooking
Serving

Chart 3 Food Cooked, Cooled and Reheated before Serving

<p>These are foods that are cooked in advance and that will be reheated at a later stage and served hot. After cooking they will be cooled, placed in an appropriate storage container and stored in cold storage.</p>	
<p>List of possible applicable foods below:</p> <p>Soup Chilli Passata Pizza bases Baked beans</p>	

Purchase/delivery of raw food
Vegetable, pulse, bean preparation
Cooking
Cooling
Refrigeration
Handling
Reheating
Hot serving

Table 1
Step: Purchase/ delivery of cooked/ready to eat foods

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Contamination of cooked/ ready to eat foods with food poisoning bacteria	Buy from a reputable supplier Make sure high risk food is protected by proper packaging and containers	Record Suppliers Details Check packaging/containers and the condition of the food for signs of damage and contamination	Consider using a different supplier Reject food which is not protected/is in damaged or dirty packaging or visibly contaminated
Growth of food poisoning bacteria	Make sure delivery transport deliver chilled food below 5°C or frozen as required within two hours of leaving fridge/freezer and are placed in a cold storage immediately on arrival Date and label food to ensure stock rotation Store below 5°C	Check frozen food is not defrosting Check delivery for date coding Measure the air temperature by placing a thermometer probe inside the unit and looking at the temperature of the display gauge.	Reject chilled food if temperature is above 8°C or if the frozen food is showing signs of defrosting Reject food if the 'use by date' has passed Check the operation of the fridge and adjust if necessary. If a temperature of less than 5°C cannot be achieved, call the engineer. Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination.
Contamination of ready to eat fruit and vegetable with food poisoning bacteria (eg. from soil)	Trim and wash thoroughly before consumption and store appropriately (ie. root vegetables below fruit, and keep in the fridge.	Look at the food	Wash more thoroughly or throw out.

Table 2

Step: Refrigeration of cooked/ready to eat foods

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Growth of food poisoning bacteria	Store below 5°C Rotate stock to make sure foods are not kept too long. Make sure high risk food is date- coded, including food that is cooked on the premises.	Measure the air temperature by placing a thermometer probe inside the unit and looking at the temperature of the display gauge Date codes examined by person who prepares meals.	Check the operation of the fridge and adjust if necessary. If a temperature of less than 5°C cannot be achieved, report the fault to the School Manager. Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination. throw out food once its date code has passed
Contamination of cooked/ ready to eat food with food poisoning bacteria.	Store cooked/ready to eat food: >above raw food >in a separate part of the fridge >in covered containers.	Regularly check how food is stored	Throw out cooked/ ready to eat food if it may have been contaminated.

Table 3

Step: Handling of cooked/ ready to eat food

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Growth of food poisoning bacteria	Time the food spends outside the fridge should be as short as possible (< two hours if possible)	Check the times	Return food to the fridge. Throw out food if temperature has risen significantly for too long.
	Use small quantities of food at a time. Fill up supplies from the fridge.	Look at the staff practice while they handle food	More supervision/ better training/ retraining for staff
	Thaw frozen cooked food in the fridge	Check the frozen cooked food is defrosted	Return the food to the fridge
Contamination of cooked food with food poisoning bacteria	Handle food as little as possible. Use tongs where possible.	Look at staff handling practices whilst handling food	More supervision/ better training of staff
	Use clean equipment and utensils	Check the utensils are clean	Clean equipment. Repair/ replace equipment that cannot be properly cleaned.
	Wash hands before handling food. Ensure hand wash basins have warm water, soap and clean towels.	Check supplies at hand wash basins	Replace supplies
	Use clearly coded equipment (ie. colour coded chopping boards)	Check colour coded equipment is properly used	Better training
	Wash and disinfect worktop/areas before use for cooked/ready to eat food	Check cleaning/ disinfection of equipment as ongoing supervision of practice	Better awareness
If cooked and raw foods are being prepared at the same time, use separate areas of work surface for each task	Check this is done	Better training	

Table 4

Step: Cooking

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Survival of food poisoning bacteria	Make sure centre of food is heated to 75°C or hotter.	Probe	Continue cooking

Table 5

Step: Cooling

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Possible growth of any food poisoning bacteria which survives cooking	Reduce the temperature of cooking food to below 5°C as quickly as possible. Within 90 minutes, place cooled cooked food in the fridge.	Probe	Improve cooling procedure/facilities eg.: >place in large shallow container >place in a clean, well ventilated area More supervision, assistance, training
Contamination of cooked food with food poisoning bacteria	Cool in a clean area away from raw food or other sources of contamination. Make sure food handlers observe good standards of personal hygiene in order to avoid contamination.	Look at how and where food is chilled Look at staff practice	Throw out any food that may have been contaminated Improve training and instruction

Table 6

Step: Reheating

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Survival of food poisoning bacteria as a result of reheating of the food.	<p>Make sure the centre of the food is heated to 82°C or hotter</p> <p>Note - it is recommended that the finished dish is only reheated once</p> <p>Make sure that frozen high risk foods are thoroughly defrosted before reheating, unless manufactures states otherwise</p>	<p>Check what time/ temperature combination is correct by probing the food regularly</p> <p>Check that frozen food is fully defrosted</p>	<p>Continue reheating until 82°C is achieved</p> <p>Thaw for a longer period</p>
Combination of cooked food with food poisoning bacteria	Clean and disinfect probe prior to use by using anti-bacterial wipes, or washing and disinfecting, or the use of boiling water.	Check the probe has been properly disinfected	<p>Clean and disinfect the probe</p> <p>More supervision and better training for staff</p>

Table 7

Step : Foreign objects/chemical contamination

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Receipt of food contaminated with foreign objects , chemicals or pests	Buy from an approved supplier Make sure food is free from contamination from foreign objects, chemicals and pests	Inspect supplier and maintain a list of approved suppliers Check food	Consider using a different supplier Reject food which may have been contaminated with foreign objects, chemicals or pests
Contamination of food within premises by foreign objects eg. metal, ceramic pieces , wood splinters, rust or paint	Maintain structure and equipment properly	Check structure and equipment are in good condition	Repair/replace structure and equipment
Glass	Limit use of glass items, particularly for storage and during preparation	Check that glass items are not used where possible. Where glass items are used, make sure they are in good condition.	Replace any damaged glass and replace with other materials where possible
Staples, plastics and other packaging materials	Remove and dispose of all wrapping carefully	Check staff practice	Improve procedure
Stones, soil, slugs etc	Wash vegetables thoroughly	Check staff practice	Rewash vegetables
Pest droppings, insects	Make sure premises is pest proof in all areas where food is served and cooked. Store food in pest free containers. Keep windows closed Employ a pest control company	Check premises are pest proof and free of pests. Check staff practice.	Improve premises and pest control measures Discard food which may have been contaminated

Contamination from persons eg., hair, buttons, jewellery, plasters, outdoor shoes	Make sure staff wear suitable clean clothing and tie back hair. Limit jewellery. Only blue plasters to be used by staff involved in the preparation and serving of food. Outdoor shoes not to be worn in the school kitchen.	Check clothing Ensure first aid box has blue plasters Ensure kitchen staff have separate shoes for in the kitchen and other staff don't enter the kitchen with outdoor shoes on	More awareness
Contamination of food with chemicals and pesticides	Store chemicals in properly labelled containers	Check storage of chemicals	Provide suitable storage areas for cleaning products Discard contaminated food

Table 8

Nut/peanut and seed allergy

Hazards What can go wrong?	Control/Critical limits What can I do about it?	Monitoring/ Verification How can I check?	Corrective Action What if it's not right?
Contamination of foods by peanut and nuts	Know which incoming products contain peanut, nut, nut oil, nut derivatives by knowing all ingredients before ordering. Do not order if they contain any of the above.	Check labels or accompanying details/ documents	Do not consider foods nut free if there is any uncertainty. Discard if there is.
	Wash hands thoroughly if you think you have come in contact with nuts or allergens	Check staff practice	Improve staff, parent and pupil awareness
	Use nut free oils	Check cooking procedures	Awareness Amend procedures

Appendix 2

List of Food Suppliers for Cambridge Steiner School

General groceries

Suma Wholesale
Arjuna
Tesco
Daily Bread

Vegetables

Riverford
Wild and Co
Tesco
Darwin Farm Shop

Dairy products

Yeo Valley
Suma Wholesale
Tesco

Bread

Norfolk Street Bakery

Appendix 5

Kitchen Cleaning List

Term/Year:

Room:

	Floor (daily)					Fridge (weekly)	Freezer (Weekly)	Cooker (weekly)	Shelves (weekly)	Larder (termly)	Vegetable rack (weekly)	
	M	T	W	T	F							
Week												
Week												
Week												
Week												
Week												
Week												
Week												

