



Policy Area:	Food Hygiene Policy		
Date:	September 2016	Policy code:	F2
Last reviewed:	September 2022	Reviewed by:	Esma Izzidien
Next review:	September 2023	(For all review dates see end of document)	

Policy statement

At CMS children eat food at:

- Breakfast if in morning club (provided by us)
- Snack time within class (provided by parents)
- Lunch time (packed lunch provided by parents)
- On occasion snacks and meals as part of class activities (provided by us)
- For a limited number of children in after school clubs

We maintain the highest possible hygiene standards with regards to the purchase, storage, preparation and storing of food. We are registered as a food provider with the local authority Environmental Health Department.

Currently CMS does not defrost food for meals or handle any meat, poultry or fresh fish. The food provided by us is typically: breads, spreads, toast, crumpets, breadsticks, dips, fruit, vegetables, milk, soups, pasta, rice.

Procedures

The person in charge of the setting (**Esma Izzidien**) and those responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination. We use the sections of the safer food, better business pack that are relevant to the service we provide. Namely: **Cross contamination** (Personal hygiene and fitness to work, cloths, separating foods, food allergies, physical and chemical contamination, pest control, maintenance) **Cleaning** (Handwashing, cleaning effectively, clear and clean as you go) **Chilling** (chilled storage), **Cooking** (Ready to eat food).

In place of the diary we use our open daily risk assessments. We also have our own cleaning schedule and staff training records. All of which can be found alongside the relevant parts of the safer food, better business pack, within the CMS health and safety file on the school drive.

- All staff are aware of and follow the guidelines of Safer Food Better Business.
- The CMS administrator, **Michelle Thompson**, is responsible for overseeing matters related to environmental health. They ensure policies and procedures are being followed to ensure the health and safety of students, staff and visitors to CMS.

- All staff involved in the preparation and handling of food have received training in food hygiene. A record of this is kept up to date.
- When children take part in cooking activities, they:
 - o Are supervised at all times;
 - o Understand the importance of hand washing and simple hygiene rules.
 - o Are kept away from hot surfaces and hot water; and
 - o Do not have unsupervised access to electrical equipment such as blenders etc.
- There are separate facilities for hand washing throughout the school. **Sinks for cleaning and chemicals are in the utility room and bucket sinks in the classrooms are provided for arts and crafts.**
- We use reliable suppliers for the food we purchase. Usually shops such as Morrisons, Asda, Tesco, Sainsburys and Marks & Spencers.

Section 1: Avoiding cross contamination:

Personal hygiene and fitness to work

1. All staff are required to wear, clean, smart and comfortable clothing. ***When staff deal with food they wear a clean washable apron over clothing or a disposable apron.***
2. Staff should use ***yellow disposable aprons when working with raw food*** e.g. meat, poultry, eggs or unwashed vegetables ***and change them after working with raw foods.*** Disposable aprons are kept in the utility room and kitchen serving area.
3. It is good practice for staff to keep ***hair tied back and wear a hat*** when preparing food.
4. Staff should ***not wear watches or jewellery*** when preparing food (except a plain wedding band).
5. Staff should not smoke, drink, eat or chew gum while handling food.
6. Staff should also avoid touching their face or nose, or coughing and sneezing over or near food, and wash hands if they do.
7. Staff should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety.
8. Any member of staff who has diarrhoea and/or vomiting should report it to their manager immediately and either stay at home or go home straight away. Staff who have had diarrhoea and/ or vomiting should not return to work until they have had no symptoms for 48 hours.
9. Staff should tell their manager if they have any ***cuts or sores and these should be completely covered with a brightly coloured waterproof dressing.***
10. staff should ***change and store their outdoor clothes in the staff room*** or in classrooms on pegs away from food areas

Cloths:

1. We use disposable cloths wherever possible, and throw them away after each task.
2. Staff always use a new or freshly cleaned and disinfected cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food. Yellow microfibre cloths are dedicated for food areas,
3. Cloths can't be used for both floors and other surfaces.

4. Re-usable cloths are taken away for thorough washing and disinfection after using them with eggs or raw vegetables – and surfaces that have touched these foods.
5. If using re-usable cloths, we ensure they are thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty).
6. Usually, we wash cloths in a washing machine on a very hot cycle. A suitably high temperature can be obtained using a hot cycle of 90°C. If staff wash and disinfect cloths by hand, they make sure all the food and dirt has been removed by washing in hot soapy water before they disinfect them. After washing, disinfection is done by using boiling water or a suitable disinfectant, following the manufacturer's instructions (bleach is not a suitable disinfectant).
7. Each room has a labelled dirty cloths basket. Dirty cloths are taken to the utility room at the end of each day for washing.
8. Clean cloths are available in each room required and further stock is available from the utility room

Separating foods:

1. We use either separate containers for raw & ready-to-eat foods
2. Staff cover cooked foods and other raw and ready-to-eat food using lids, foil or cling film. Coverings for raw and ready to eat foods should be kept separate. Unwashed fruit and vegetables when used are stored on the bottom shelves.
3. Staff separate raw foods (including raw vegetables and eggs) from ready to eat food by preparing them at different times to ready-to-eat foods and thoroughly clean and disinfect between tasks using the '2 stage clean'.
4. Where possible, ready-to-eat food preparation takes place before raw food preparation.
5. Dedicated colour coded chopping boards and utensils should be used.
6. When washing unwashed vegetables and the sink is used for other tasks, staff clean and disinfect the sink and use a dedicated bowl to protect the food during washing. Then place in a colander for a final rinse under running water. Further information on two stage cleaning is in the 'Cleaning' section.

Procedural notes for the storage of food in fridges:

We do not store any raw meat poultry or fish

Top and middle shelf- Ready to eat foods
Such as dairy products, yoghurts, cream, butter, cooked meats, leftovers covered, other packaged food e.g coleslaw, ketchup, jams.

Bottom shelves and draws-Salad, fruit and vegetables.
Keep ready to eat fruit and vegetables in sealed bags/ containers. Always wash raw fruit and vegetables before use.

Remember: Correct fridge temperature 0-5°C. Please ensure all food is labelled and dated when opened then placed onto the correct shelf in the fridge.

Temperature checks are done daily Monday to Friday in the morning. **Fridges and chilled display equipment should be set at 5°C or below. This is to make sure that chilled food is kept at 8°C or below. This is a legal requirement in Wales.**

These should be recorded on the sheets on the clipboard. These records should be given to the administrator to scan to the health and safety file at the end of each half term. The person responsible for fridge temperature checks is as follows:

Fridge location	Person responsible
Main fridge freezer in hall	Breakfast club supervisor (Currently Nia Lavis)
2-3 Fridge	2-3 TA (Currently Zara Weavin). If not present, any member of the 2-3 team.
3-6 Fridge	3-6 AT (Currently Pearl Gardner). If not present, any member of the 3-6 team.
Office Fridge	Administrator (Currently Michelle Thompson). If not present a member of the SLT
Staff room Fridge	Administrator (Currently Michelle Thompson). If not present a member of the SLT
Secondary fridge	Not in use

- Packed lunches are stored in a cool place; parents are made aware they must pack ice packs to keep food at the correct temperature if required as packed lunches are not refrigerated.

Allergies

1. Staff check the labelling information to make sure that any ingredients used to prepare the dish do not contain the food a student is allergic to, including oils, dressings, glazes, sauces and garnishes.
2. All staff must check allergy information before serving any food to any student or putting this in an area where they serve themselves.
3. Any food prepared for a student should be free from allergens. If food such as snacks are in a communal area these must be suitable for all students able to access them.
4. Once opened food must be stored in sealed containers or bags

Physical and chemical contamination:

1. Staff follow the manufacturer's instructions on how to use and store cleaning chemicals. Store cleaning chemicals separately from food and make sure they are clearly labelled.
2. We keep food covered.

3. Staff ensure that any chemicals you use to control pests are used and stored in the correct way and clearly labelled.
4. All staff are expected to clear and clean as they go and take care to throw away packaging, string etc. as soon as they remove it.
5. Staff repair or replace any equipment or utensils that are damaged or have loose parts.

Pest control:

1. We keep external areas tidy and free from weeds. When staff take bins out they make sure bins are kept closed
2. Bins have close-fitting lids and are easy to clean and clean and disinfect regularly.
3. Deliveries are checked thoroughly for signs of pests. We do not accept a delivery if it shows signs of pests such as gnawed packaging or insects, e.g. beetles.
4. An annual pest control visit is carried out by a contractor or more frequently if required.

Maintenance:

1. We repair structural damage as soon as it happens, e.g. damp/chipped plaster, broken tiles, holes in walls or windows.
2. Replacement of chopping boards that are scratched, pitted or scored should occur straight away.
3. Staff are advised to throw away any cracked or chipped dishes and other tableware.
4. Equipment is well maintained and working properly
5. Maintenance occurs every half term or sooner if required
6. All staff are advised to report any issues that require repair or replacement when it becomes apparent

Section two: Cleaning

Hands should be washed:

1. **BEFORE** touching or handling any food, especially ready-to-eat food (e.g. cooked meat) and
2. **AFTER** touching raw meat, poultry, fish, eggs, unwashed vegetables or any packaging used for raw foods.
3. When entering the kitchen e.g. after a break or going to the toilet.
4. After touching or emptying bins.
5. After touching a cut or changing a dressing.
6. After touching items such as phones, light switches, door handles, cash registers and money.
7. After touching your hair, face or blowing your nose.
8. After any cleaning.

WASHING HANDS EFFECTIVELY			
Step 1: Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.		Step 2: Rub your hands together palm to palm to make a lather.	
Step 3: Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.		Step 4: Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly.	
Step 5: Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.		Step 6: Rinse off the soap with clean running water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.	

Cleaning effectively

Cleaning and disinfection needs to be carried out in two stages:

1. **Clean:** Using either hot, soapy water or a cleaning product (such as a sanitiser), remove visible dirt, grease and debris from surfaces/ equipment and wipe off or rinse.
2. **Disinfect:** Following the manufacturer's instructions, apply a disinfectant (such as a sanitiser) all over the surfaces/equipment and leave on for the required contact time.

Manufacturer's instructions/BS EN standards:

When using disinfectants or sanitisers, always follow the manufacturer's instructions on the label. These instructions should tell you how to correctly dilute the product and how long you need to leave the product on the surface/ equipment for harmful bacteria to be reduced to safe levels. Sanitisers and

disinfectants should meet relevant standards, either BS EN 1276 or BS EN 13697. Product information can be found in the cleaning and infection control drive.

1. We regularly wash/wipe and disinfect all the items people touch frequently, such as work surfaces, sinks, taps, door handles, switches, can openers, cash registers, telephones and scales.
2. All staff should clear and clean as they go
3. Fridges are cleaned regularly at a time when they do not contain much food. We transfer food to another fridge or a safe cold area and keep it covered. Fridges are cleaned at the end of each half term.
4. Ideally staff use a dishwasher. If the dishwasher is not available, wash plates, equipment, etc, in hot soapy water using bactericidal detergent.
5. If the same sinks need to be used for washing up equipment, raw foods and equipment used for ready to eat foods the water must be changed and the sink (including all taps/fittings) must be thoroughly cleaned and disinfected using a two stage clean between uses.
6. Kitchens are to be kept free from clutter and rubbish. Clear away dirty kitchen equipment as soon as possible.
7. All staff keep sinks clear and clean them regularly.
8. We wash or wipe away spills as soon as they happen. Clean and then disinfect work surfaces after wiping up spills from raw food
9. Scrape food waste into the bin before washing. Ideally, use a separate bin just for food waste.
10. Use a strainer over the plughole to stop food going down the sink.
11. Food waste should be stored in a specific place, away from food preparation, before it is collected. This area should be cleaned and disinfected regularly.
12. Food waste collection is weekly

Section three: Chilling

Chilled Storage

Certain foods need to be kept chilled to keep them safe, for example: food with a 'use by' date, food that says 'keep refrigerated' on the label, food that has been cooked and will not serve immediately, ready-to-eat food such as salads, cooked meats, sandwiches and desserts.

1. Staff must ensure food is used before its 'use by' date.
2. For dishes staff have prepared or cooked, they will use stickers, or another method of labelling, to keep track of when food should be used or thrown away.
3. For guidance on how long to keep food, we follow manufacturer's storage instructions on the product label. High risk ready to eat foods should be kept for a maximum of 3 days in total (day of cook/ opening + 2) unless there is evidence that it is safe to keep them for longer.
4. Fridges and chilled display equipment should be set at 5°C or below. This is to make sure that chilled food is kept at 8°C or below. This is a legal requirement in Wales.
5. The temperature of fridges is checked at least once a day during the opening checks
6. If the temperature is not at the correct temperature please inform management who will assess if food needs to be disposed of.

Section four: Cooking

Ready to eat foods

When preparing fruit, vegetables and salad ingredients: staff will peel, trim, or remove the outer parts, as appropriate, wash them thoroughly by rubbing vigorously in a bowl of clean water, wash the cleanest ones first

Staff are aware they must wash your hands before and after handling fruit and vegetables.

If staff have prepared vegetables that have dirt or soil on the outside, they will clean and then disinfect chopping boards and work surfaces before preparing other food.

Hot food:

- **Any hot food being prepared needs to be 75 degrees or higher.** If not it should continue to be heated or not served.
- The "Hot temperature check" chart needs to be completed. At the end of each half term these completed charts should be given to the administrator for scanning onto the drive.
- As long as the food is served within 2 hours it does not need to be temperature checked again.
- The **probe for checking the food temperature needs to be tested weekly**- placing it in ice water then in boiling water. The reading in ice water should be between 1 and -1 degrees Celsius. The reading in boiling water should be between 99 and 101 degrees Celsius. If it is not the probe needs to be disposed of and another probe needs to be used and the Headteacher informed to order more stock.

Reporting of Food Poisoning:

- Food poisoning can occur for a number of reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the health and safety manager (**Esma Izzidien**) will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Estyn / Welsh government as soon as reasonably practicable, and always within 14 days of the incident.

Review of policy dates:

Date of review	Reviewed by	Notes
06/2017	Esma Izzidien	
01/2018	Esma Izzidien	
01/2019	Esma Izzidien	
02/2020	Esma Izzidien	
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