

Documentation Information			
Reviewed By	Governing Body	Responsibility	Governors
Last Reviewed	September 2017, September 2020, September 2021	Next Review	September 2025
Review Cycle	Every 5 years unless legislation changes	Ratified by FGB	September 2021

Introduction

This document outlines the nature and operational management of food safety in LiFE Multi Academy Trust and its schools.

Linked Policies

This procedure should be read in conjunction with the following policies:

- Health and Safety
- Premises Management
- Lettings

Aims

The food safety procedure is designed to:

- Protect all uses of LiFE Multi Academy Trust and its schools facilities from possible legal action in relation to food safety.
- State the minimum requirements for food safety to allow LiFE Multi Academy Trust and its schools to operate under the law.

Legal Framework

- The Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Law code of practice April 2012
<http://www.food.gov.uk/multimedia/pdfs/codeofpracticeeng.pdf>
- The old DfE document: "Food Safety Educational Establishments Code of Practice No.10 – June 1998." Whilst no longer legally valid, this provides good general advice.

Note

Food safety law applies to all food brought onto LiFE Multi Academy Trust and its schools premises whether carried out for profit or not. This includes food being served at PFA events or given to pupils as prizes.

General Advice

At LiFE Multi Academy Trust and its schools we believe the promotion of food safety should be part of our curriculum where appropriate. This is not an onerous task; the following simple guidelines can be reinforced at break and lunchtimes:

- Wash hands before break and lunchtimes; we should all be encouraging pupils to wash their hands in this time.
- Check the use by dates on packaging.
- Ensure hot food is piping hot throughout.

Training

The school will ensure the member of staff responsible for food safety oversees appropriate levels of training for staff/volunteers, in-house or externally.

- All catering staff have completed food safety training in line with legislation.
- All Catering staff have completed up to date Allergen training.
<https://www.food.gov.uk/business-guidance/allergy-training-for-food-businesses>
- The catering staff are responsible for recording the temperature of food as it is delivered and logging it.

It is the responsibility of the Parent and Friends Association (PFA) to ensure that a member of the committee who holds a valid Basic Food Hygiene Certificate oversees all food provision at all PFA events. Special consideration should be given at 'change over' times to ensure food hygiene standards are adhered to.

Break time and Lunch time

Food brought in for break or lunch should be for the sole consumption of the pupil and follow the guidelines given out by the individual school.

Staff Food

Any food brought into school by staff for their own consumption is not the responsibility of the school. The equipment provided i.e. fridge, cooker and microwave are used at their own risk. However, compliance to Health and Safety regulations will be adhered to by the school.

Any member of staff who has any concerns about food safety should raise this matter with the CEO or Headteacher

Review

The cookery area will be part of the Risk Assessment annual review programme. This procedure will be reviewed as part of the Health & Safety policy review.

Information

Procedure Written by Head Chef and Catering Manager