



Felsted

IN-HOUSE CATERING AND FOOD HYGIENE POLICY

COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date formally approved by the Governors :	Spring Term 2022
Date policy became effective :	January 2012

Period of Review:	3-Yearly
Next Review Date :	Spring Term 2025
Previous Reviews:	January 2012, January 2013, January 2016

Person responsible for implementation and monitoring :	Bursar General Services Manager Catering Managers
Other relevant policies :	Health Education Policy Equal Opportunities Policy Complaints Policy Health and Safety Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

CATERING AND FOOD HYGIENE POLICY

POLICY ON CATERING

This policy does not apply to any food purchased externally.

1. INTRODUCTION AND AIMS

Active, growing children and young people require plenty of wholesome food and regular meals. At Felsted School (the School), we believe that we can offer something that will satisfy everyone.

Our aims are to:

- Support ethical buying.
- Use locally grown, environmentally sustainable food wherever possible.
- Use as much fresh food as possible.
- Link our menus to seasonal produce where possible.
- 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.
- Ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. 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.
- Ensure all allergies and dietary requirements are catered for appropriately.

2. METHODS

Prep School

- The Preparatory School has regular consultation with representatives for pupils, parents and staff. The groups meet in person where possible to discuss issues such as diet, sourcing of organic foods, mental and physical health and all aspects of the Healthy Schools agenda.

Senior School

- The Senior School has an active Food Committee, which has at least one representative from every House in the School, plus representatives from the Preparatory School, invited to attend. They meet with the Catering Manager and the Deputy Head to discuss menus, and to suggest new dishes. They taste sample dishes and offer suggestions.

Prep School

- All food is prepared in the Prep Schools main kitchen. Breakfast Lunch and Supper are all served in the Prep School's Dining Room. Good manners and conversation are promoted at all times and staff are on hand from Year 6 and below to ensure that students are well fed for and adhere to our healthy diet ethos. Students in Years 5, 6, 7 and 8 also access the Senior School catering facility. The School acknowledges the need for students to have time to participate in lunch-time activities and clubs.

- Pupils have a choice of break time drinks and are offered snacks including fresh fruit. .

Senior School

- Breakfast, lunch and supper are all served in the central dining facility. Lunch is the main meal of the day, and is cafeteria style. The lunch break is 60 minutes in length. This is because at Felsted School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and also to participate in the large number of lunchtime clubs and activities.
- Pupils can have morning break and afternoon tea in their boarding houses. Supplies of fresh fruit, bread, fruit juice or squash, together with tea and coffee making facilities, are always available in every boarding house.
- Supper on a Saturday evening is often delivered to the boarding houses, rather than served in the main dining hall.

3. DRINKING WATER

Fresh, palatable water is available to pupils throughout the school day from modern, hygienic facilities.

Senior School

- Drinking water is widely available throughout the School. All boarding houses have supplies of mains drinking water on every floor.

Prep School

- The Prep School encourages children to drink at least 3-4 glasses of water per day at school – and plenty more when exercising and/or in warm weather. (Drink to Think)

4. OUR MENUS

- We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads.
- Weekly menus are put onto our *website*.
- We offer our pupils a widely varied, healthy and tasty diet. We attempt to cater for all tastes and preferences including vegetarian, vegan & gluten free.
- However, our cuisine is mainly Western European, and we do not operate either Kosher or Halal kitchens.
- Any parent who is worried about the quality of the food is always welcome to come and sample lunch or any other meal. Please contact the Prep School Reception (Prep School) or the Bursar's PA (Senior School), to make the arrangements.

5. SPECIAL DIETS

- We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical or religious grounds.

- In the Senior School (including Preparatory School pupils eating at the Senior School site), all food that contains nuts or traces of nuts is clearly labelled. The Preparatory School Kitchen is nut free, however the Preparatory School is not a nut free site.
- 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 that they complete when their child enters the School.
- Parents should inform the School at once if their son or daughter subsequently develops an intolerance of any food.
- The School Nurse and the Catering Managers 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.
- The school adheres to Natasha's Law.

6. LEARNING ABOUT FOOD

- We devote time in both PSHE and Biology lessons to ensuring that students understand why a healthy diet is so important. See Health Education Policy.

POLICY ON FOOD HYGIENE

1. STATUTORY REGISTRATION

The School is registered with Uttlesford Local Authority as a “food business” within the meaning of Food Safety and Hygiene (England) Regulations 2013. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

2. HEALTH AND SAFETY

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. The School’s catering is carried out in-house by our General Services Manager and their team. The General Services Manager, who reports to the Bursar, has ultimate responsibility for the catering function and is professionally qualified in all aspects of catering, including health and safety.

3. MANAGEMENT OF FOOD SAFETY

In managing food safety, the General Services Manager, or appointed responsible persons, will:

3.1 Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- 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.
- Ensure that all catering staff have clearly allocated responsibilities, that they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

3.2 Staff Uniforms and Personal Hygiene

- 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.
- Ensure compliance with the hand-washing or hand-cleansing regime at all times.

3.3 Monitoring Compliance with Procedures

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

3.4 Pupils with Medical Conditions

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

3.5 Monitoring incoming supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

3.6 Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the appointed contractor or to the Works Department.

3.7 Equipment Monitoring

- 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.
- 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.

3.8 Purchasing and Checking Stock

- Ensure that food supplies are purchased only from a reliable and authorised source.
- Check that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

3.9 Professional Assistance

- Arrange a professional deep-cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas at least once per year.
- Ensure that an appropriate pest control regime is in place.

3.10 Equipment Failure

- Report all equipment failure to the appointed contractor or to the Works Department. as soon as it is discovered.

3.11 First Aid

- Ensure that the kitchen First Aid box is kept fully stocked in accordance with professional recommendations.

3.12 Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

3.13 Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a recycling regime for: paper, card, clean glass and clean tins in accordance with the School's recycling policy.

Food Safety Management

1. Introduction

The School's Food Safety Management System plays an integral role in ensuring food safety and food quality standards across our catering operations and is essential in demonstrating legal compliance with the following statutes:

- Food Safety Act 1990.
- The Food Safety and Hygiene (England) Regulations 2013.
- Regulation (EC) No. 178/2002.
- Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs.
- Food Information Regulation 2014
- Natasha's Law 2021

Our Food Safety Management System is updated in line with guidance from the Food Standards Agency.

The School's Food Safety Management System provides a comprehensive and systematic approach to ensure that all catering activities undertaken are carried out hygienically to produce safe and wholesome food for our guests.

It aims to provide Catering Managers and Head Chefs with all the required management documentation which must be implemented and maintained to comply with legislative requirements.

In the event of legal proceedings, evidence of the implementation of the School's Food Safety Management System would be required to be produced by Catering Managers / Head Chefs as one aspect of a 'Due Diligence' defence.

2. Document Structure

The School's Food Safety Management System consists of the following sections:

1. The School's Food Safety Policy Statement signed by the General Services Manager.
2. A Declaration of Acceptance form that is required to be signed by all Catering Managers / Head Chefs confirming that they have:
 - Read and understood the contents of the School's Food Safety Management System.
 - Made all members of their catering team aware of the key requirements and principles of the School's Food Safety Management System.
3. A description of Organisational Roles & Responsibilities for the implementation, review and monitoring of the School's Food Safety Management System.
4. Under the requirements of food law every food business must have a documented food safety management system based on the principles of Hazard Analysis and Critical Control Point (HACCP). The School's Food Safety Management System demonstrates our compliance with legal requirements and showing our commitment to industry best practice guidance by detailing the principles of food safety control, outlining HACCP Flow Diagrams for the most common catering activities, namely:
 - Generic Catering Operation- Hot/Cold Food Transportation- Outdoor Barbecue Events.

Detailed guidance on a variety of food safety topics that the catering team should refer to for further assistance when implementing the School's Food Safety Management System (Section 8).

These guidance documents are referred to as Food Safety Standard Operating Procedures (FS SOP) and are listed in the following table:

1. Food Allergies & Intolerances
2. Barbeque Cooking
3. Blast Chilling Methods
4. Cleaning Methods
5. Cold Food Display
6. Colour Coded Equipment
7. Cook-Chill
8. Cooking & Reheating Food
9. Cooling Food
10. Defrosting Food
11. Deliveries of Food
12. EasiYo Yoghurt Procedures
13. EColi O157 Control of Cross Contamination
14. Eggs – The Safe Use Of
15. Enforcement Officers
16. Food Labelling
17. Food Poisoning Allegations
18. Food Storage Procedures
19. Freezing Food
20. Fridge or Freezer Breakdown Procedures
21. Hot Food Display
22. Ice – Safe Use Of
23. Personal Hygiene
24. Pest Control
25. Raw Food Washing
26. Temperature Monitoring
27. Training
28. Waste Management
29. General Services Manager Monthly Audits

A list of Food Safety Due Diligence Records to help identify food safety hazards, associated control points, critical limits and monitoring requirements within the catering operations.

The following lists all the food safety due diligence records contained in this manual and the frequency they are required to be completed:

Cleaning schedules	Daily
Temperature records/Cooking records	Daily
Food delivery record	For each delivery
Food transport records	When required
Thermometer calibration records	Weekly
Time separation cleaning form	When required
Barbeque cooking	When required
Completed documentation must be kept for 1 year.	

In order to provide verification that the School's Food Safety Management System is fully compliant with legislative requirements, the General Services Manager will be required to carry out monthly audits.

3. Food Safety Policy Statement

Felsted School is committed to provide all its guests with the highest quality catering service and in achieving this, we will aim to produce food to the highest standard of food safety.

We recognise our legal obligations to comply with relevant food safety legislation and we will implement and maintain a Food Safety Management System across our food supply chain.

We are committed in the identification of potential food safety hazards through our procurement, delivery, storage, preparation, service and distribution activities and will implement critical control measures to reduce any risk to the health of our customers and to our business operations.

We will ensure that food is prepared and handled according to recognised industry standards and safe practices for good food hygiene management, and that premises are maintained in a clean and hygienic condition.

We are committed to provide appropriate food safety training to all our employees commensurate with their duties to ensure they confidently exercise their responsibilities in the preparation and service of safe and wholesome food

We will ensure that:

1. Management and all employees are instructed in the correct methods for the safe storage, preparation, service and disposal of foodstuffs and that these methods are properly implemented and monitored.
2. Management and all employees are instructed in the principles of the food safety management system and that these are implemented and monitored on a regular basis to ensure legal compliance.
3. Comprehensive records are maintained to demonstrate that the food safety management system is being effectively undertaken.
4. All employees will be expected to take personal responsibility to ensure that appropriate practices and procedures are correctly implemented at all times.
5. We will ensure that there is a sufficient availability of suitable resources to achieve food safety management and product safety.

In case of doubt or concern about the application of this policy, employees should consult their line manager.

Declaration of Acceptance Form

I,.....

Declare that I have:

Read and understood the contents of the School's Food Safety Management System.

Instructed all employees on the key principles outlined in the School's Food Safety Management System and that I will ensure that they adhere to them during their employment to achieve compliance with legal obligations and Felsted School requirements.

Name:

Signature:

Date:

Organisational Roles & Responsibilities

Catering managers & Head Chefs are responsible for:

- 1) Ensuring the implementation, control, monitoring, maintenance and recording of the school's Food Safety Management System.
- 2) Keeping an up-to-date copy of the school's Food Safety Management System in their catering offices and for ensuring that all sections are completed accordingly. Responsible for reviewing and updating the HACCP document when menus change, including revising allergen information.
- 3) Ensuring that HACCP Flow Diagrams, Hazard Analysis Charts and Food Safety Due Diligence Forms are maintained, completed and filed.
- 4) Responding and actioning all food safety audits and investigations undertaken by the:
 - EHO Enforcement Officers.
 - General Services Manager.
- 5) Successfully completing the in-house Managing Food Safety Level 3 training course and associated refresher training and for undertaking other relevant training courses which the school believes is necessary to ensure effective food safety management.
- 6) Supervising all employees under their control with regards to food safety practices and procedures.
- 7) Providing information, training and instruction to all employees.
- 8) Ensuring that employee training records are regularly updated.
- 9) Ensuring that food is kept in a safe and hygienic manner, and free from sources of contamination during all stages of the food supply chain from the point of delivery to the kitchen through to service and display.
- 10) Ensuring that daily cleaning and disinfection is undertaken of all structural areas and equipment associated with catering operations.

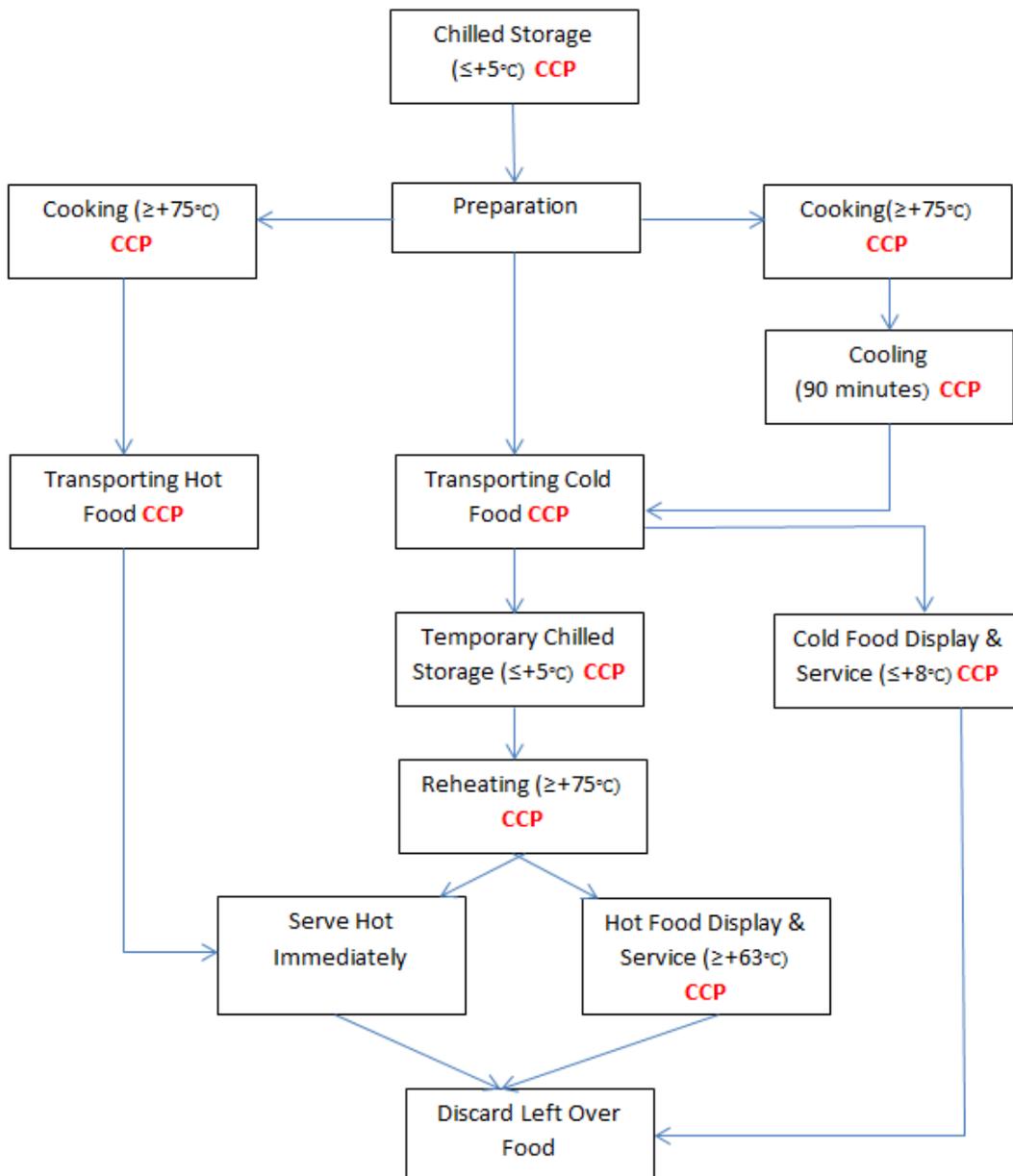
All Team Members are responsible for:

- 1) Co-operating with their Catering Managers & Head Chef on all food safety matters.
- 2) Maintaining the highest standards of personal hygiene to ensure that they keep themselves clean, wear clean and suitable protective clothing and wash their hands frequently throughout the day, for example:-
 - Before starting work
 - After breaks
 - After visiting toilets
 - After eating, drinking or smoking
 - After working open, raw or high risk food
 - Switching from handling raw to cooked food
 - After touching hairs or face
 - After carrying out any cleaning
 - After removing waste or rubbish
- 3) Observing that smoking is prohibited inside the catering unit.
- 4) Completing the in-house Food Safety Level 2 training course and associated refresher training and for undertaking other relevant training courses which the school believes is necessary to ensure effective understanding and compliance with food safety principles.

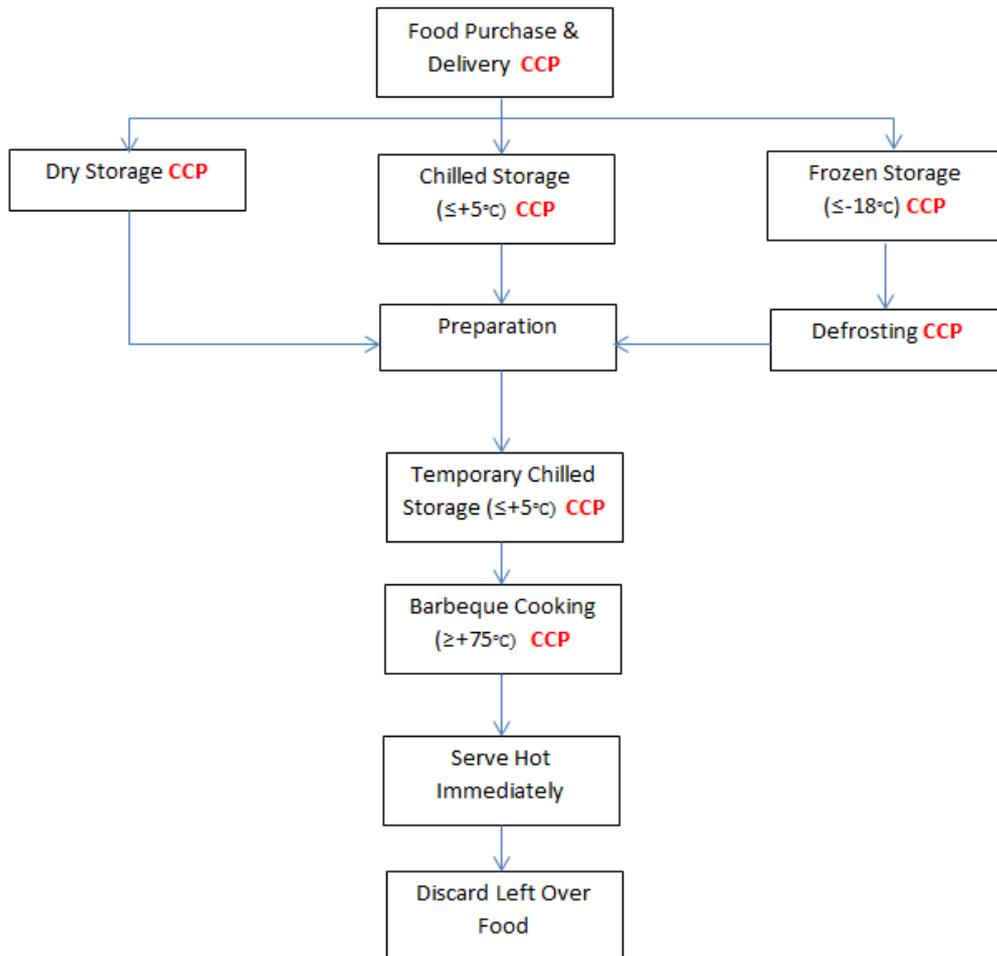
- 5) Reporting any food safety hazards, food safety incidents, illnesses and diseases. Return to work following a short episode of vomiting and diarrhoea will only be possible after being symptoms free for at least 48 hours.
- 6) Reporting to their Catering Managers & Head Chefs before they start work if they:
 - Know or suspect that they are suffering from or are a carrier of a disease likely to be transmitted through food or could cause microbiological food contamination i.e. Salmonella, Campylobacter, Staphylococcus aureus, Clostridium perfringens, etc. - Are afflicted with infected wounds, skin infections, sores, diarrhoea, vomiting or stomach upset.
- 7) Reporting any food safety hazard or incidents to their Catering Managers & Head Chefs which may compromise food safety at the catering unit, including the discovery of stored/delivered unfit or out-of-date food, no hot water, soap or hand drying facilities or any pest sightings or infestations.
- 8) Correctly using work items provided by the school, including uniform, protective wear and equipment in accordance with training and instructions.
- 9) Not interfering with or misusing anything provided by the school for purposes of food safety.

Hazard Analysis and Critical Control Point (HACCP)

Flow Diagrams for Hot/Cold Food Transportation



Flow Diagrams for Barbeque Cooking Procedures



Flow Diagrams for Generic Catering Procedure

