



CATERING AND FOOD HYGIENE POLICY

COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date formally approved by the Governors :	January 2016
Date policy became effective :	January 2012

Period of Review:	3-Yearly
Next Review Date :	January 2019
Previous Reviews:	January 2012, January 2013

Person responsible for implementation and monitoring :	Bursar General Services Manager Catering Managers
Other relevant policies :	Healthy School Policy Healthy Eating Policy Equal Opportunities Policy Complaints Policy Health and Safety Policy Preparatory Hydration Policy Preparatory Food Policy

The following policy covers both schools and encompasses both the aims and ethos of the

Preparatory School

[Aims & Ethos of the School](#) Click here

Mrs Jenny Burrett
Head, Preparatory School

and the

Senior School

[Aims of the School](#) Click here
[Ethos of the School](#) Click here

Mr Chris Townsend
Head, Senior School

CATERING AND FOOD HYGIENE POLICY

POLICY ON CATERING

1. INTRODUCTION AND AIMS

Active, growing children and young people require plenty of wholesome food and regular meals. At Felsted 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.
- 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.

2. METHODS

- **Senior School**
 - The Senior School has an active Healthy Eating Committee, which has at least one representative from every House in the School. They meet with the General Services Manager and the Deputy Head every half term to discuss menus, and to suggest new dishes. They taste sample dishes and offer suggestions. This group is also active in promoting re-cycling and energy saving in the school.
- **Prep School**
 - The Preparatory School has an active Healthy Schools Committee including representatives for pupils, parents and staff. The group meets with the Head, Head of PSHCE and Catering Manager on a termly basis to discuss issues such as diet, sourcing of organic foods, mental and physical health and all aspects of the Healthy Schools agenda. This group also works towards achieving the Food for Life Awards.

- **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 75 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 lunch-time clubs and activities.
- **Preparatory School**
 - Breakfast Lunch and Supper are all served in the Prep Schools' Dining Room. The Pre-Preparatory *School* has a purpose built facility in the new Stewart House. Good manners and conversation are promoted at all times and matrons are on hand from Year 6 and below to ensure that students are well fed and adhere to our healthy diet ethos. Students in Year 7 and 8 access the Senior School catering facility. The school acknowledges the need for students *to have* time to participate in lunch-time activities and Clubs.
- **Senior School**
 - Pupils can have morning break and afternoon tea in their boarding houses. Supplies of dried and fresh fruit, bread, fruit juice, together with tea and coffee making facilities are always available in every boarding house.
- **Preparatory School**
 - Pupils have a choice of break time drinks and are offered sandwiches, fresh fruit or biscuits (teatime only).

3. DRINKING WATER

- **Senior School**
 - Drinking water is widely available throughout the school. All boarding houses have supplies of mains drinking water on every floor.
 - Bottled water may be purchased from the school vending machine and brought into school. It is allowed to be brought into classrooms and exam rooms.
- **Preparatory School**
 - The Preparatory School has a separate Hydration policy (Appendix 1-Drink to Think) to demonstrate its commitment to the benefits of drinking sufficient water aiding health and learning.

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.
- 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 Bursar's PA, to make the arrangements in the Senior School or *Erika Taunton in the FPS office*.

5. SPECIAL DIETS

- We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.
- All food which might contain nuts or traces of nuts is clearly labelled.
- 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.

6. LEARNING ABOUT FOOD

- We devote time in both PSHE (*FPS – PSHCE*) and Biology lessons to ensuring that students understand why a healthy diet is so important. (See Appendix 2 for the Prep School policy 'Healthy Body, Healthy Mind')
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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 reports to the Bursar, who has ultimate responsibility for the catering function. He 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 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 nuts or traces of nut 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 Simon Woolley, the Works Manager.

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 etc twice a year.
- Ensure that an appropriate pest control regime is in place.

3.10 Equipment Failure

- Report all equipment failure to Simon Woolley – Works Manager 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.

See *Appendix 3* for Management of Food Safety procedures

4. REVIEW

This Policy will be reviewed and updated regularly as required.

General Services Manager
January 2016

Drink to Think

Date formally approved by the Governors : June 05
Date policy became effective: September 05,
Review Date: (Autumn Term 07, March 10, 12) March 14
Committee: PREP LT
Person responsible for implementation and monitoring: The Head, Head of PSHCE
Other relevant policies: PSHCE schemes of work, Safeguarding and Child Protection Policy, whole school food policy, water, food and smoking policies

Contents:

1. Policy Aim
2. Policy Objectives
3. Promotion
4. Monitoring and Evaluation

1. Policy Aim

To ensure that fresh, potable water is available to pupils throughout the school day from modern, hygienic facilities and to promote water consumption by means of an ongoing education programme explaining the health and learning benefits of drinking enough water.

2. Policy Objectives

What do we want to achieve?

- To enable and encourage children to drink at least 3-4 glasses of water per day at school – and plenty more when exercising and/or in warm weather.
- To continue to provide modern, attractive, hygienic facilities which deliver fresh water which is palatable both in taste and temperature, in order to encourage pupils to drink water regularly.
- To ensure that water is freely accessible to pupils throughout the day.
- To provide ongoing knowledge about and attitudes towards water consumption among pupils by means of a co-ordinated education programme to promote the health and learning benefits of regular and sufficient water intake.

- To regularly evaluate water consumption and attitudes towards and knowledge about water consumption among pupils. To use these results to inform further improvement.

How do we meet these objectives annually?

Facilities:

- The value of the cold water dispenser for use in conjunction with personal water bottles is highlighted in PSHCE and termly in assemblies.
- Pupils are reminded of procedures and personal responsibility for cleaning, refilling and maintenance of water bottles in PSHCE and annually in assembly.

Access:

- Pupils have access to water throughout the day and understand the code of conduct expected at the water fountains and with water bottles for practical and safety purposes.

3. Promotion:

- Formal Curriculum: Relevant materials in the formal curriculum are used to promote the drinking of water.
- Informal Curriculum: Water is promoted in a variety of informal ways – in health checks, informal surveys etc.).
- Communication: Availability of well-researched, well written, relevant literature for staff, parents and pupils is used to promote the value of drinking water and is highlighted to parents at least annually.
- For wider audiences: The water scheme is promoted as widely as possible through the School's Health Schools' publicity and information.
- Within Stewart House: Periodic checks occur to find out whether the children have a water bottle in class.

EYFS children are encouraged to keep their water bottles with them in the classroom. Fresh water is available if children do not have their water bottles in school. The children are reminded to drink at regular intervals, and are taught about the benefits of drinking water

4. Monitoring and Evaluation

How do we know our objectives are being met?

Outcome Evaluation: Measure progress over a pre-determined period in terms of:

- a) improved water consumption as surveyed by pupils themselves in class projects (e.g. class consumption surveys, water diaries),

- b) Attitudes towards and knowledge about the health benefits of water consumption among pupils (e.g. questionnaires in the guise of class quiz competitions before and after lunch). Examine evidence of effects of water scheme on indirect or anecdotal indicators of health and wellbeing, e.g. absentee rates, attention spans.

Process Evaluation: Elicit feedback periodically from pupils, staff and parents to ascertain what worked for whom and what circumstances.

Report on progress periodically to relevant parties, capture lessons learnt and review policy in light of improvements and changes.

This policy is evaluated as part of the School's evaluation cycle and in accordance with the Header at the top of the Policy.

Healthy Body, Healthy Mind Policy

Date formally approved by the Governors : June 05
Date policy became effective : September 05,
Review Date : (Autumn 07, March 10, 12) March 14
Committee: PREP LT
Person responsible for implementation and monitoring : The Head, The Head of PSHCE
Other relevant policies : PSHCE schemes of work, Safeguarding and Child Protection Policy, whole school food policy, water, food and smoking policies

Contents:

1. Policy Aim
2. Policy Objectives
3. Guidelines
4. Monitoring and Evaluation

1. Policy Aim

‘Recognising the important influence of a healthy diet on a pupil’s ability to learn effectively and achieve their potential at school, we are committed to ensuring that pupils are well nourished at School and to promoting life-long healthy attitudes to eating and drinking. The School intends to achieve these aims by providing a healthy, balanced diet and by means of an ongoing food education programme explaining the health benefits of a balanced whole food diet and adequate water consumption designed to influence pupils to make informed dietary choices suited to their individual requirements.’

2. Policy Objectives

What do we want to achieve?

- To ensure pupils are well nourished at school and encourage healthy eating by providing a healthy, balanced diet rich in fruit and vegetables and consisting of fresh, tasty and nutritious foods made on the premises. To continue to work towards increasing the availability of healthier options and minimizing processed, chemically treated foods and additives.
- To produce improvements in attitudes towards and knowledge about food types and functions in order to enable pupils to make

informed choices to achieve a varied food intake which is suited to their age, size, gender, level of activity and individual basal metabolism.

- To encourage healthy attitudes to eating by encouraging children to enjoy foods in moderation and to be willing to try new tastes.
- To ensure pupils' regular consumption of fresh fruit and vegetables.
- To encourage pupils to be grateful for what they eat and to demonstrate accepted good manners at meal times, not least towards catering staff and other diners.
- To provide the same tasty and nutritious foods that meet the allergic, medical, religious and vegetarian needs of pupils with special dietary requirements.
- To elicit the support of parents in these objectives in order that they be reinforced in the home.
- To develop and maintain shared values on all aspects of healthy food and drink and to integrate these into all aspects of School life. To this end, the Food Policy document establishes a framework for all food related activities in School to ensure that the aims and outcomes are consistent with and supportive of the overall goal of promoting health and well being.
- To adopt an integrated approach to the Food and Hydration policies and ensure the compatibility and coordination of all measures undertaken in pursuit of these closely related objectives.
- Within the EYFS morning and afternoon snacks are provided and eaten in the classrooms. A variety of healthy food options are provided and children are encouraged to try foods. Staff hold Food Hygiene certificates.

3. Guidelines

How do we meet our objectives?

- To continue to recruit well-qualified catering staff and cookery teachers who share these important aims and to offer them ongoing professional training to enable them to play a central role in fulfilling these objectives.
- Create a partnership between pupils, parents and staff by sharing information and building good eating behaviour at home and School through literature, the children's grublogs and the Healthy School Committee.
- To offer an appetising and nutritionally balanced menu (in three week rotation), and to continually expand the range and improve the quality of the dishes on offer. To promote new foods via tastings.
- To constantly work towards maximising whole, fresh foods prepared on the premises and minimizing processed, chemically treated and additive-laden foods. To continue to offer a variety of vegetables in the menus with a vegetable of the week that will

become a 'familiar face' to the children. The vegetable will be served first on the plate.

- To ensure that all Government and European standards appertaining to nutritional content and food hygiene are met or exceeded.
- To continue to meet the criteria of the National Healthy Schools Award and begin to meet the criteria of the Food for Life award.
- To understand the cycle of planting, growing, picking and cooking fruit and vegetables from our own eco garden to promote understanding of the food chain.

4. Monitoring and Evaluation

How do we know our objectives are being met?

Outcome evaluation: Measure progress over a pre-determined period in terms of :

- a) Continued improved consumption of a wider range of fresh whole foods as reported in pupil diaries and through catering order records.
- b) Continued and further improved attitudes towards and knowledge about health benefits of a balanced whole-food diet. (Examine evidence of healthy eating initiative through individual cases, monitoring of pupil choices, absentee rates.

Process Evaluation: Elicit feedback from pupils, staff and parents to ascertain what worked for whom and what circumstances.

Report on progress periodically to relevant parties, capture lessons learnt and review policy in light of improvements and changes.

This policy is evaluated as part of the School's evaluation cycle and in accordance with the Header at the top of the Policy.

Food Safety Management

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

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.

Document Structure:

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

1. The school's Food Safety Policy Statement signed by René Hauret, 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.

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.

René Hauret
General Services 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 schools 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

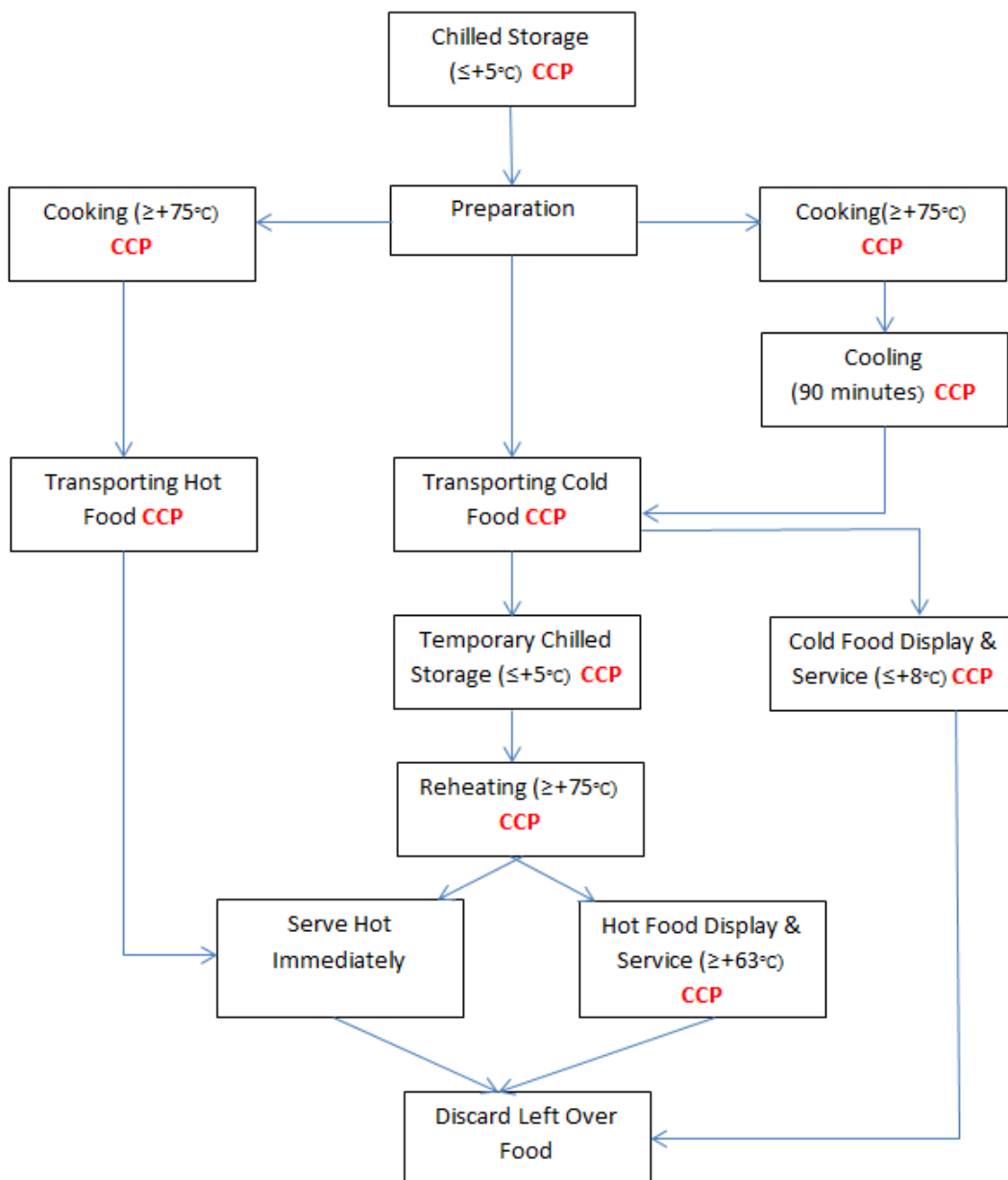
- training courses which the school believes is necessary to ensure effective food safety management.
- 6) Supervising all employees under their control with regards to food safety practices and procedures.
 - 7) Providing information, training and instruction to all employees.
 - 8) Ensuring that employee 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:

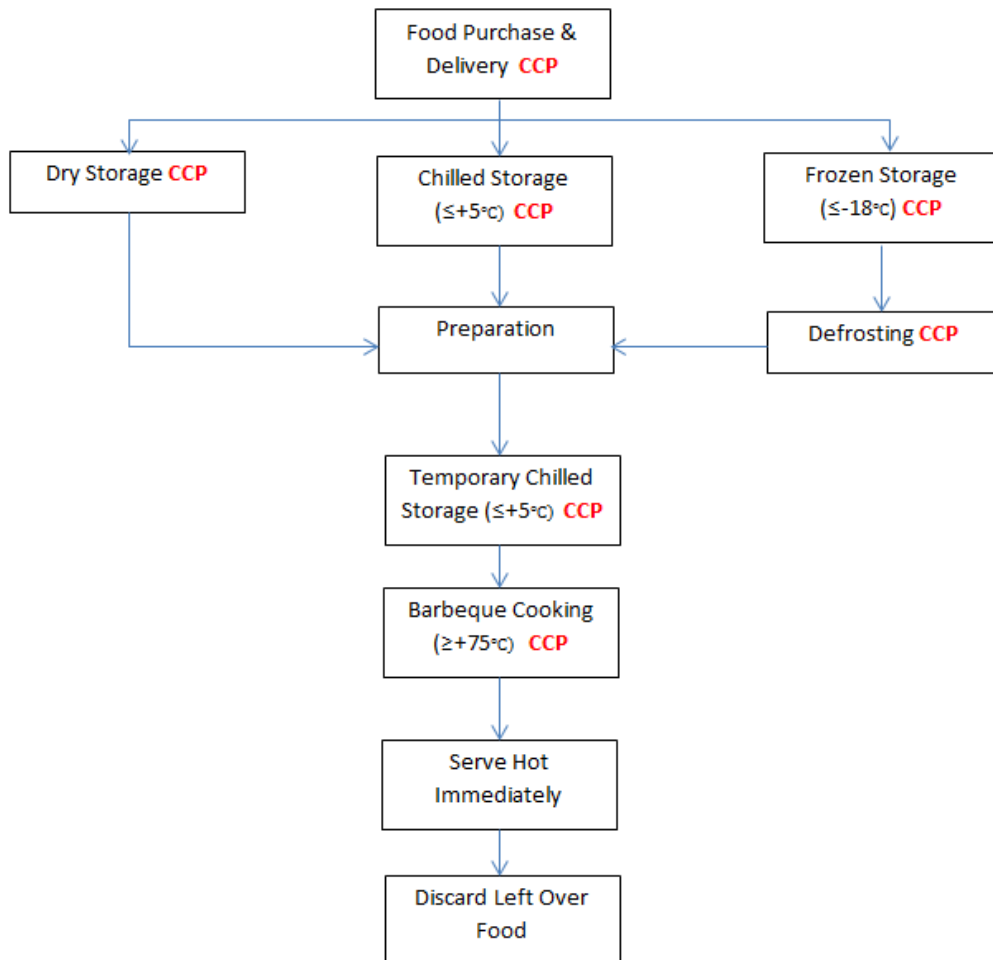
- 1) Co-operating with their Catering managers & Head chef on all food safety matters.
- 2) Maintaining the highest standards of personal hygiene to ensure that they keep themselves clean, wear clean and suitable protective clothing and wash their hands frequently throughout the day, for example:-
 - 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

