

Brown Clee C.E. Primary School
**CATERING AND FOOD
SAFETY MANAGEMENT
POLICY**



Most recently reviewed: **Summer '26**
Approved by governor: **Julie Pinches**
Future review date: **Summer '27**

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SUMMARY OF POLICY

Responsible individuals:

Governing Body,
Headteacher,
Class Teachers,

Support Staff,
Catering Staff,
Cleaning Staff,

Caretaker,
Volunteers,
Visitors.

TITLE	NAME
Headteacher	Danny Harley
Health and Safety Governor	Julie Pinches
Head Cook	Laura Davies
Assistant Cook	Carla Bow

Relevant documentation used in the formation of this policy:

[Food Standards Agency Safer Food Better Business for Caterers](#)

[Health and Safety: Responsibilities and Duties for Schools](#) (2022)

[Health and Safety at Work etc. Act](#) (1974)

Policy developed to ensure that...

1. All staff working in kitchen are aware of their own responsibilities in ensuring safe food management
2. Effective food management systems are in place

Implementation:

The school will...

- ...ensure that all relevant staff, governors, volunteers and visitors are aware of the following policy
- ...ensure that the policy is followed at all times
- ...ensure that any questions are raised with the headteacher if unsure about any aspects of the policy

Catering and Food Safety Management Policy Statement

Brown Clee C.E. Primary School is committed to maintaining high standards of food safety and quality for our pupils, visitors and colleagues to ensure that the food we serve is prepared to the very highest standards using quality products and ingredients.

To ensure the best practice we have developed a food safety management system based on the principles of Hazard Analysis Critical Control Point (HACCP) and standard operating procedures which implemented at all times.

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Key principles

The key principles that are central in our catering and food safety management are as follows:

- Ensure that we always strive to the best practices by a process of ongoing improvements and compliance with all relevant laws and regulations, including food safety and allergen legislations, codes of practice and guidance.
- All staff to support and promote the development of a positive food safety culture.
- Manage risks associated with food safety and allergen management through regular identification of hazards, determination of critical control points and implementation of effective control and monitoring measures through our food safety management systems.
- Ensure that all ingredients are of high standards and that supply chains are always traced and risk assessed.
- Wherever possible, ensure that we use fresh ingredients to prepare our menu items.
- Proactively address all food safety issues that may arise.
- Provide and maintain equipment and premises that lend themselves to effective food hygiene standards.
- Ensure all staff receive regular training commensurate with their work activities and that the necessary equipment and conditions are in place to maintain safe, hygienic and compliant practice.
- Encourage a safe environment in which all staff report concerns relating to food safety, quality and management.
- Regularly carry out checks – including external audits – to ensure that the aims of our catering and food management systems are always carried out effectively.
- Ensure that regular feedback is sought from stakeholders (i.e. pupils, staff, parents, governors) in how best to improve our school menus and meal quality.

Training

All staff and volunteers working in the kitchen will receive the following training (as a minimum):

- Level 2: Food Hygiene
- Level 2: Food Allergen Awareness and Control

In addition to the above, our head and assistant cooks will receive the following training (as a minimum):

- COSHH Training
- Fire Safety Training
- Manual Handling Training

Within a catering and management team, at least one individual will receive the following training:

- Level 3: Food Hygiene
- Level 2: HACCP

Training will be typically updated annually.

In addition to the above training, catering and management staff will also engage in other further training to develop the catering service that we provide.

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Pre-food Preparation

Before preparing food, staff will always carry out the following considerations/actions:



Always wash your hands



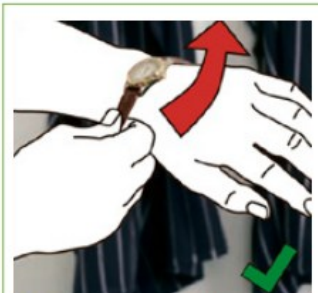
Wear clean clothes



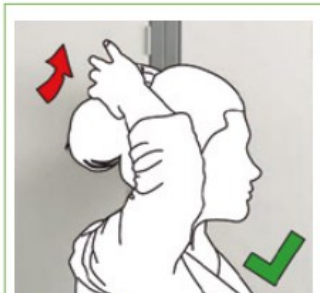
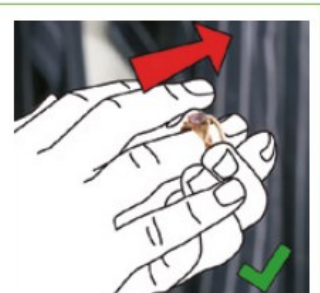
Wear an apron if handling non-prepacked food



Tell your manager if you have vomiting or diarrhoea and do not work with food



Take off your watch and jewellery



It is a good idea to tie hair back and wear a hat or hairnet



When working with food, the following considerations/actions will be in place:



No smoking



No eating or drinking



Avoid touching your face, coughing or sneezing over food



Cover cuts with a brightly coloured waterproof dressing

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Cross-Contamination

Cross-contamination is one of the most common causes of food poisoning. It happens when harmful bacteria or viruses are spread onto food from other food, surfaces, hands or equipment.

The following are key considerations/actions in place to reduce the risk of cross-contamination:

Personal Hygiene and Fitness to Work





It is essential for staff to follow good personal hygiene practices to help prevent foodborne illnesses due to bacteria and viruses spreading through food. To minimise the risk here, we ensure that...

- All staff should always wash their hands thoroughly with warm water before handling and preparing food (See the 'Handwashing' method in the "Cleaning" section).
- Additional handwashing should take place when changing between food-type preparation or between touching potentially contaminable items outside of the kitchen (e.g. when serving or cleaning)
- All staff should ensure they wear clean clothes when working with food. Ideally, they should change into clean work clothes before starting work and not wear these clothes outside of food preparation areas
- Work clothes should be appropriate for staff duties and protect food from contamination. Clean aprons should be worn over clothes during food preparation.
- Aprons should be changed after working with raw food (e.g. meat, poultry, eggs or unwashed vegetables)
- It is good practice for staff to keep hair tied back and wear a hat when preparing food.
- Watches or jewellery should be removed before preparing food
- No smoking or eating (including chewing gum) should take place whilst preparing food. Staff should try to avoid touching their face, hair or nose, or coughing or sneezing over or near food.
- Staff should be "fit for work" (i.e. not be suffering from, or carrying, an illness or disease that cause a problem with food safety. Any staff who have diarrhoea and/or vomiting should report this to their manager and either stay at home or return home from work until they are symptom-free for 48-hours.
- If staff discover they are ill whilst at work, any unwrapped foods that they have handled should be thrown away.
- Staff should ensure that any pre-existing cuts or sores are completely covered with brightly covered waterproof dressings.

Cloths

Cloths can one of the main causes of cross-contamination in a kitchen. It is essential these are used safely to prevent bacteria, viruses or allergen from spreading. To minimise the risk here, we ensure that...

- In high-risk activities disposable cloths are used and thrown away after tasks.
- Only new or freshly cleaned and disinfected cloths will be used to wipe work surfaces, equipment or utensils that will be used to prepare or serve food. Cloths used in food preparation should only be used for these purposes and not for other tasks around (or out of) the kitchen.
- All re-usable cloths are washed and disinfected (and fully dried) after using them with food and any equipment or surfaces that have come in contact with food.
- Ideally, wash cloths should be washed in a washing machine on a very hot cycle (e.g. ~90°C). If washing and disinfecting cloths by hand, ensure that food and dirt is removed by washing in hot soapy water before disinfecting (e.g. by using boiling water or suitable disinfectant, not bleach, following manufacturer's instructions).

Different cloths for different jobs:		
Job	Most Suitable Cloth	Image
Holding hot items	Tea towels or chef's cloth	
Washing dishes	Dishcloth	
Wiping Surfaces Mopping up spills	Disposable cloths	
Wiping hands Wiping sides of dishes before serving Drying ingredients	Disposable towels / cloths	

Separating Foods

Keeping raw and ready-to-eat food separate is essential to prevent harmful bacteria from spreading. Raw foods include raw meats and unwashed salad, vegetables and fruits. Ready-to-eat foods include cooked foods, washed salads, garnishes, desserts and other foods that will not be cooked before eating. Additionally, allergen free food should be kept separately where possible to avoid cross contamination. To minimise the risk here, we ensure that...

- When food is delivered, raw and ready-to-eat food should be kept separately
- Raw meats, poultry, fish and eggs below ready-to-eat food. Unwashed fruit and vegetables should also be kept separate from ready-to-eat and above raw meat.
- Separate containers should be used for raw and ready-to-eat foods or clean and heat disinfect between uses.
- 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. Allergen-free foods should also be stored separately.
- Keep raw foods that are defrosting in the fridge in a covered container, below ready-to-eat food, or in a separate area of the kitchen away from other foods.
- Prepare raw foods in different areas (if possible). If preparing in the same area, separate by preparing them at different times to ready-to-eat foods and thoroughly clean and disinfect between tasks using 2-stage cleaning (further information in "Cleaning" section).
- Where possible, ready-to-eat foods should be prepared before raw food preparation.
- Where possible, allergen-free foods should be prepared separately from allergen-containing foods.
- Dedicated coloured-coded chopping boards and utensils should be used to prepare different foods, especially raw and cooked meat/poultry/fish, fresh foods and allergens.

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- DO NOT wash raw meat or poultry.
- Where possible, wash unwashed vegetables, salad and fruit in a separate sink. If not possible, clean and disinfect sink between changes in use – and use a dedicated bowl to protect food. Then, place in a colander for a final rinse under running water.
- Always use separate equipment for preparing raw and ready-to-eat food.
- When you add raw meat, ensure that it does not touch or drip onto the food already cooking or onto ready-to-eat foods.
- Ensure handwashing after handling raw meat or its packaging, and ensure any equipment, surfaces or utensils used for preparing raw food, wash, disinfect and dry them to prevent spread of bacteria
- If unsure if raw and ready-to-eat foods have not been kept separately, food should be thrown away.

Food Hypersensitivity

'Food Hypersensitivity' is a term used to describe food allergy, intolerance and auto-immune diseases (such as Coeliac disease). It is important to know what to do if you serve a customer who has a food hypersensitivity, because these allergies can be life-threatening. By law, you must tell your customers if certain food allergens are in the food you prepare. To minimise the risk here, we ensure that...

- Ensure that, at the point of delivery, food is labelled and checks have taken place that all relevant ingredient information is available.
- Make sure you do not contaminate foods for allergic consumer when preparing foods.
- Check the labelling information (in addition to allergy assessment matrix) to ensure that ingredients do not contain the food specific consumers are allergic to (including oils, dressings, glazes, sauces and garnishes).
- During registration process, all parents should make school aware of any food hypersensitivities. An individual health care plan should be in place for all pupils with food hypersensitivities. This information should always be kept easily accessibly in the kitchen.
- In cases where labels indicate that ingredients MAY contain allergens, consumer should be aware. In case of pupils, this information should be known upon registration.
- When preparing allergen-free dishes, work surfaces and equipment should be thoroughly cleaned. Staff should wash hands thoroughly before preparing dish. Separate preparation boards and equipment should be used.
- If mistake is made when preparing allergen-free meal, then the dish should be prepared from scratch.
- All food should be labelled clearly listing allergens in food, fully covered, resealed or placed in sealed containers (if needed). When using containers, these should be clearly labelled with ingredients.
- Any food spillages in storage areas should be cleaned immediately.
- When food is transported to consumer, allergen-free food should be stored separately, labelled and covered well. During handover, it should be made clear which meal is allergen-free.
- Further information found in "Food Hypersensitivity Management" section.

Physical and Chemical Contamination

It is very important to take steps to prevent objects and chemicals getting into food. To minimise the risk here, we ensure that...

- 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.
- Ensure food is covered to prevent things falling into them. Do not re-use foil, cling film or freezer bags and do not store food in opened tins.
- Ensure effective pest control. Any signs of pests should be immediately reported and action taken (see section on "pest control").
- Ensure chemical used to control pests are used and stored in the correct way and clearly labelled. Where possible, these should be stored away from the kitchen.
- Clear and clean as you go to ensure packaging, string etc does not contaminate food (see "Effective Cleaning Systems" section).
- Any equipment or utensils that have been damaged or have loose parts should not be used and should be repaired or replaced before use.
- Glass should be minimised in the kitchen (wherever possible). Any glass packaging should be quickly disposed of.






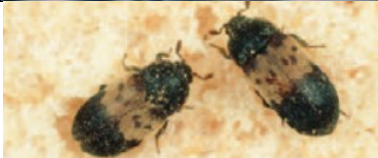
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- If chemicals or objects gets into food, food should be thrown away.
- Ensure plastic boxes used for stored are washed, disinfected and dried between uses.
- Avoid re-using food packaging to store food.

Pest Control

Effective pest control is essential to keep pests out of your premises and prevent them from spreading harmful bacteria. To minimise the risk here, we ensure that...

- Premises are checked regularly for pests. Premises are maintained in good repair and condition to avoid risk of contamination by pests.
- Deliveries are checked thoroughly for signs of pests – and rejected if signs are seen.
- Food waste and dirty plates are cleared from kitchen daily.
- If signs of pests are seen, this should be reported immediately and action taken accordingly. Any areas suspected to be touched by pests should be washed disinfected and dried. Any food suspected to be touched by pests should be thrown away.

Type of Pest		
Pest	Signs	Image
Rats and Mice	Small footprints in dust, droppings, holes in walls and doors, nests, gnawed goods or packaging, grease or smear marks, urine stains on food packaging.	
Flies and flying insects (e.g. moths)	Bodies of insects, live insects, webbing, nests, droning or buzzing, maggots	
Cockroaches	Eggs and egg cases, moulted 'skins', the insects themselves, droppings	
Ants	Small piles of sand or soil, the insects themselves, flying ants on hot days	
Birds	Feathers, droppings, nests, noise, the birds themselves	
Beetles and Weevils	Moving insects, particularly in dry food, small maggots	

Maintenance

Effective maintenance is essential to allow you to clean properly and keep pests out. To minimise the risk here, we ensure that...

- All surfaces in the kitchen should be smooth and easy to clean.
- Any structural damage (damp/chipped plaster, broken tiles, holes in walls or windows) as soon as it happens.
- Check extractor fans and filters regularly to ensure they are working properly and free from grease and dirt.
- Replace chopping boards that are scratched, pitted or scored.
- Repair or replace any equipment or utensils that are damaged or have loose parts.

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- Throw away any cracked or chipped dishes and other tableware.
- Ensure cooking hot holding and chilling equipment is well maintained and working properly.
- Temperature probes should be checked regularly to ensure readings are accurate.
- If equipment fault is suspected, this should be reported immediately and checked. Alternative equipment should be used until fault has been corrected.
- Regular checks, maintenance and servicing should take place for structural damage or issues with equipment.






Cleaning

Effective cleaning is essential to get rid of harmful bacteria, viruses and allergens to stop them spreading to food.

The following are key considerations/actions in place to ensure effective cleaning takes place:

Handwashing

Effective handwashing is essential to help prevent bacteria and viruses from spreading to food. To minimise the risk here, we ensure that effective handwashing procedures take place:

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.	

When to wash hands:

- Before touching or handling foods (especially ready-to-eat food and after touching raw meat, poultry, fish eggs, unwashed vegetables or any packaging used for raw foods)
- After touching a cut or applying/changing a dressing
- When entering the kitchen
- After touching items such as phones light switches, door handle, display screens
- After touching or emptying bins
- After touching your hair or face or blowing your nose
- After any cleaning
- Before preparing food for someone with a known food allergy

Disposable gloves and hygienic hand gels can be used as additional precautions; however, they should never be used as alternatives to effective handwashing.

Effective Cleaning Systems

Effective cleaning is essential to get rid of harmful bacteria and viruses and to stop them spreading. Cleaning is also important to discourage pest activity. To minimise the risk here, we ensure that...

- Cleaning and disinfecting is carried out in two stages
 - **Clean:** using either hot, soapy water or cleaning product to remove visible dirt, grease and debris from surfaces/equipment and wipe off or rinse
 - **Disinfect:** following the manufacturer's instructions, apply disinfectant all over surfaces/equipment and leave on for the required contact time
- Sanitisers and disinfectants should meet BS EN 1276 or BS EN 13897 standards.
- Surfaces are 2-stage cleaned after use for raw food and before preparing ready-to-eat foods

High-priority Cleaning

Certain areas are at higher risk of causing bacteria and viruses to spread. To minimise the risk here, we ensure that...

- Regularly wash/wipe and disinfect all the items that are frequently touch, such as work surfaces, sinks, taps door handles, switches, can openers, scales
- Clean and disinfect fridges regularly at a time when the don't contain much food. Transfer food to another fridge or a safe cold area and keep it covered.
- When washing dishes, ideally, use a dishwasher. Ensure this is not overloaded and maintained/serviced regularly.
- If not using dishwasher, plates and equipment should be washed in hot soapy water using bactericidal detergent.
- If using the same sink, water should be changed, and sink (including all taps/fittings) should be 2-stage cleaned between uses.
- Items that do not touch food are not as high a priority; however, they should still be cleaned effectively. When cleaning areas, like the floor, take care to ensure other surfaces are not contaminated by splashing.

Clear and Clean as You Go

A "clean and clear as you go" approach is good kitchen practise to keep kitchen clean and safe:

- If possible, out packaging should be removed from food before entering kitchen. Ensure inner packaging labelling is checked.
- Take care with how packaging and food waste from raw food is disposed, washing surfaces that are contaminated.
- Keep kitchen clear from clutter and rubbish. Clear away dirty kitchen equipment as soon as possible.
- Keep sinks clear and clean and ensure strainer is in place over plug hole
- Wash or wipe away spills as soon as they happen, ensuring thorough 2-stage cleaning in raw food spills.
- Wash work surfaces thoroughly between tasks, using recently cleaned (or new) cloths to clean work surfaces before preparing ready-to-eat foods.
- Scrap food waste into a food waste bin before washing plates. Food waste should be removed as soon as possible from the kitchen area – and any taken to outside bin at least daily.

Cleaning Schedule

A daily cleaning schedule is important to minimise the risk caused by the spread of bacteria and viruses. When carrying out a daily clean, areas in contact with food are prioritised and the following areas are completed:

- All cupboard doors, handles, worktops and trolleys
- Hot cupboard surfaces
- Dishwasher and Cooker surfaces
- Dinner trays, cutlery and utensils
- Waste bin removed and cleaned
- Sinks
- Fridge and freezer fronts/handles

Ongoing "clean as you go" approach used throughout day.

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The following is all completed on at least a weekly basis (inc. as/when required):

- Fridges and Freezers (shelving, behind, beneath)
- Dishwasher (filters, trays, arms)
- Fryers
- Oven (shelving, inside, beneath, canopy filters)
- Trolleys (legs, beneath)
- Hot cupboard (shelving)
- Cupboards and dry stores (interior shelving, sides and backs)
- Windowsills and Walls

The following is all completed on at least a monthly basis (inc. as/when required):

- UV Fly Trap
- Ceiling, ventilation units/fans, other especially hard-to-reach areas
- Deeper cleans of weekly areas

Chilling

Chilling food properly helps to stop harmful bacteria from growing

The following are key considerations/actions in place to ensure safe chilling practices :

Chilled Storage

Harmful bacteria can grow in food that is not chilled properly. To minimise the risk here, we ensure that...

- Certain foods need to be kept chilled to keep them safe - e.g.
 - Food with “use-by” date
 - Food that says “keep refrigerated”
 - Food you have cooked and will not serve immediately
 - Ready-to-eat foods such as salads, cooked meats, sandwiches and desserts.
- Ensure food is used by its “use-by” date. For prepared or cooked dishes, these should be labelled to keep track of when food should be used by. High-risk ready-to-eat foods should be kept for a maximum of three days (day of cook/opening and 2 more) – unless there is evidence that it is safe to keep for longer.
- Follow manufacturer’s instructions on how to use fridges and chilled display equipment.
- Fridges and chilled display equipment should be set at 5° C (in England, food should be kept below 8°C). The temperature of each fridge should be checked at least once daily starting at opening checks. To make sure equipment is working properly, check temperatures in between packs of child food using a clean, disinfected probe thermometer.
- If food has been left out of fridge for over four hours it should not be returned.

Chilling Down Hot Food

Harmful bacteria can grow in food that is not chilled down as quickly as possible. To minimise the risk here, we ensure that...

- Food that will not be served immediately is chilled down as quickly as possible and then put in fridge
- Avoid cooking large quantities of food in advance (if possible)
- Consideration of the following takes place:
 - Can food be divided into smaller portions?
 - Can joints of meat be divided?
 - Can pans of hot food be covered and moved to colder area or can ice be used to speed up chilling?
 - Can food be regularly stirred whilst it is chilling down?
 - Can food be spread on tray?
 - Can a “cool” setting on the oven be used?
 - Can a blast chiller be used to chill down food?
- Additional care is taken with “foods that need extra care” (see more in “cooking” section)

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Freezing

It is important to take care when freezing food and handle frozen food safely. To minimise the risk here, we ensure that...

- Frozen food is placed in freezer as soon as it is delivered.
- When freezing fresh food, it is frozen as soon as it is delivered or prepared (or properly chilled down).
- Food is divided into smaller portions and put in containers or freezer bags before freezing (where possible)
- Frozen foods should be kept at -18°C
- If freezer is not working properly, the following should happen:
 - Food that is still frozen (hard and icy) is moved to alternative freezer as soon as possible. If not possible safe “defrosting” (see section) should occur.
 - Food that has begun to defrost (started to get soft and/or liquid coming out) should be moved to a suitable place to continue defrosting using safe “defrosting” (see section)
 - Fully defrosted foods should be cooked (if possible) until it is piping hot the whole way through. After cooking food should be used, chilled or frozen immediately. If this is not possible, it should be thrown away.
 - Food that has to be kept frozen (e.g. ice cream) cannot be refrozen and therefore should be used immediately or thrown away.

Defrosting

Harmful bacteria can grow in food that is not defrosted properly. To minimise the risk here, we ensure that...

- Food should be thoroughly defrosted before cooking (unless the manufacturer’s instruction say to cook from frozen). Check the inside has been defrosted.
- The following options are considered:
 - Ideally, plan ahead to leave enough time and space to defrost small amounts of food in fridge
 - If not possible, food can be placed in container and placed under cold running water.
 - Raw meat and poultry should not be defrosted under cold running water (unless they are in a sealed container)
 - If sink is used to defrost foods, 2-stage cleaning should be used after defrosting
 - Microwave’s defrost setting could be used
 - If defrosting food at room temperature, manufacturer’s instruction should be used and food should be left out at room temperature for the shortest time possible

Cooking

It is essential to cook food properly to kill any harmful bacteria. If it is not cooked properly, it might not be safe to eat.

The following are key considerations/actions in place to ensure safe cooking practices:

Safe Cooking

Thorough cooking kills harmful bacteria. To minimise the risk here, we ensure that...

- Wherever possible, manufacturer’s cooking instructions should be used
- Preheat equipment such as ovens or grills – as per manufacturer’s instructions
- Raw food does not touch or drip onto cooked food and the same utensils, plates or containers are not used for raw and ready-to-eat foods
- When using marinade as sauce ensure that it is cooked until steaming hot
- If serving beef or lamb rare (whole cuts such as steaks and whole joints only), make sure all of the outside surfaces are fully cooked, e.g. by searing in a pan
- If serving beef or lamb rare (whole cuts such as steaks and whole joints only), make sure all of the outside surfaces are fully cooked, e.g. by searing in a pan
- Turn meat during cooking.
- Make sure liquid dishes, e.g. gravy, soups, sauces and stews, are simmering and stir them frequently.

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- The following checks should take place to tell if food is properly cooked:
 - Check whole birds are cooked to a safe temperature in the thickest areas which is between the leg and breast. The meat should not be pink or red and the juices should be clear.
 - The largest piece of meat in stews, curries etc. should be cooked to a safe temperature in the centre with no pink or red
 - Check whole cuts of pork and processed meat products, such as sausages and burgers, are cooked to a safe temperature in the centre with no pink or red
 - Check combination dishes (e.g. contains meat and vegetables) are cooked to a safe temperature in the centre. If cooking a large dish or batch, check in several places.
 - Check that all the outside surfaces of whole cuts of meat and whole joints (beef or lamb) are fully cooked.
 - Stir liquid dishes regularly and check they bubble rapidly and are heated to a safe temperature in several places before serving
 - Check fish is cooked to a safe temperature in the centre and the colour and texture has changed. Some fish (e.g. tuna) may be served 'rare' as long as they have been correctly frozen beforehand to kill any parasites which may be present and are fully seared on the outside to kill any harmful bacteria that may be present.
 - Check pork joints or rolled meat joints are cooked to a safe temperature in the centre (see 'Prove it'). The juices should not have any pink or red in them.
- The following examples of safe time-temperature combinations for cooking include:
 - 80°C for at least 6 seconds
 - 75°C for at least 30 seconds
 - 70°C for at least 2 minutes
 - 65°C for at least 10 minutes
 - 60°C for at least 45 minutes

Foods that Need Extra Care

Some foods need to be treated with extra care to make sure they are safe to eat. To minimise the risk here, we ensure that...

- When cooking eggs (or foods containing these), that these are cooked until steaming hot – or, if serving eggs or egg dishes lightly cooked (e.g. soft boiled or in fresh mayonnaise or mousse), either use:
 - Pasteurised egg, or
 - British Lion code or equivalent assurance scheme
- Stock is rotated and oldest eggs are used first – and that eggs are used within the “best before” date. Eggs can be frozen for use later if required. Eggs from a reputable supplier. Store eggs in a cool, dry place.
- When cooking rice, make sure it is hot until serving or chill it down as quickly as possible and then keep it in the fridge. Rice can be chilled down more quickly by dividing it into smaller portions, spreading it out on a clean tray, or running it under cold water (make sure the water is clean and drinking quality).
- Follow the instructions on the packaging on how to soak and cook dried pulses, such as beans.
- Shellfish are purchased from a reputable supplier. Keep the product label for 60 days, after opening
- Crabs, crayfish, lobster and scallops should only be prepared by someone with specialist knowledge.
- Crustaceans and molluscs such as prawns and scallops will change in colour and texture when they are cooked. For example, prawns turn from blue-grey to pink and scallops become milky white and firm. Langoustines (also called scampi or Dublin Bay prawns) are pink when raw and the flesh becomes firm and pink-white when they are cooked. Always follow the manufacturer’s instructions for preparation and storage.
- Before cooking mussels and clams, throw away any with open or damaged shells. To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.
- Ensure fish is purchased from reputable supplier. If purchasing fresh fish, ensure it is stored between 0°C and 4°C. If purchasing frozen fish, then keep it frozen until ready to use it

Re-heating

It is very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked. To minimise the risk here, we ensure that...

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- Ensure equipment that reheats or cooks food does so effectively and ensure manufacturer's instructions are followed. Equipment should be checked regularly to ensure fully operational.
- Preheat equipment such as ovens and grills before reheating.
- If you use a microwave to reheat food that has been cooked, it should be stirred while reheating – following the manufacturer's instructions.
- Serve reheated food immediately or put it straight into hot holding.
- Always ensure reheated food is cooked to a safe temperature in the centre.

Acrylamide

It is important not to over-cook certain foods. Acrylamide is a chemical that is formed naturally when some foods are cooked at high temperatures (above 120°C) such as by frying, roasting, baking, grilling and toasting. To minimise the risk here, we ensure that...

- Where appropriate, follow the manufacturer's cooking instructions for food products.
- When buying raw potatoes check with supplier for advice on the best variety to use for the type of cooking you are doing.
- Store raw, unpeeled potatoes that are going to be fried, baked or roasted in the fridge or a cool, dark place.
- When buying cooked products from a supplier do not accept over-baked or burnt products.
- Ask cooking oil supplier for advice on the best oil to use for the type of cooking we are doing
- Cut foods, such as potatoes, to similar sizes
- Where possible, when making home-made chips or cut potatoes that are going to be deep-fried, either...
 - Soak (for 30-180mins) in cold water after cutting, Rinse with clean water and drain
 - Soak for a few minutes in warm water. Rinse with clean water and drain.
 - Blanch potatoes before cooking.
- Deep-fry potato products, such as chips and French fries to a golden yellow, or lighter colour. The oil temperature for cooking should ideally be below 175°C.
- When deep-frying take care not to over-fill baskets. Fill the basket only halfway.
- Keep cooking oil quality at its best by skimming often to remove crumbs and food particles left in the oil.
- Where possible, when making bread or dough products, ensure the yeast fermentation time is extended
- Filter, change oils and clean cooking equipment as often as needed or as recommended by suppliers.
- When baking bread and sweet or savoury bakery products cook to a golden yellow, or lighter colour. Use the lowest oven temperature possible for the food
- When cooking foods such as toast and toasted sandwiches do not over-toast or burn.
- Where possible, set a timer to mark the cooking time. This could be on the oven or fryer or use a separate timer.
- Dispose of foods that are over-cooked or burnt.

Hot holding

It is very important to keep food hot until serving to prevent harmful bacteria from growing. To minimise the risk here, we ensure that...

- If storing food before serving, this must be done using appropriate equipment
- Hot holding equipment is preheated before putting food in it
- Food must be cooked thoroughly and steaming hot before hot holding takes place
- In event of food deliveries, ensure that food is kept hot or cold until collection by consumer
- Hot foods must be kept at 63°C in most circumstances
- Foods that have not been used within two hours should either be reheated until it is steaming hot and put back into hot holding or chilled down as quickly as possible to 8°C or lower. If it has been left out for longer than 2 hours, it should be thrown away.

Ready-to-eat Foods

It is important to handle ready-to-eat food safely to protect it from harmful bacteria and allergens. To minimise the risk here, we ensure that...

- When preparing and handling food,...

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- keep ready-to-eat food completely separate from raw meat, poultry, fish, eggs and unwashed vegetables
- make sure work surfaces, chopping boards, knives etc. are clean (and disinfected if have prepared raw food)
- ideally, use separate colour coded chopping boards and utensils for ready-to-eat food
- keep ready-to-eat food covered at all times during preparation and storage.
- Follow the manufacturer's instructions on how to store and prepare the food, if these are available.
- When preparing fruit, vegetables and salad ingredients:
 - 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
 - wash your hands before and after handling fruit and vegetables.
 - If prepared vegetables have dirt or soil on the outside, clean and then disinfect chopping boards and work surfaces before preparing other food.
- Ensure ready-to-eat food is kept cold enough. See 'Chilled storage and displaying chilled food' in the Chilling section
- Ready-to-eat food is not used after the 'use by' date, if there is one.
- For food that has been prepared, or removed from its original packaging, use stickers or another method to keep track of when food should be used by or thrown away.
- For guidance on how long to keep food once prepared or opened, follow manufacturer's storage instructions on the original product label. Ready-to-eat foods should be kept for a maximum of 3 days in total (day of cook/opening + 2) unless you have evidence that it is safe to keep them for longer. Cooked rice should only be kept for 1 day once prepared.
- If slicing cooked meat:
 - follow the manufacturer's instructions when you clean the slicer
 - avoid handling the meat as much as possible – use clean tongs or slice meat straight onto a plate
- If suspected food has not been handled upon delivery correctly, this should be rejected.
- The same equipment should not be used to prepare raw and ready-to-eat foods. These should be prepared in separate cleaned and disinfected areas.
- Thorough handwashing procedures should be in place.

Management

It is essential that catering areas are managed effectively.

The following are key considerations/actions in place to ensure effective catering management:

Opening and Closing Checks

It is essential that you and your staff do certain checks every time you open and close. This helps you maintain the basic standards you need to make sure that your business makes food safely. Please see daily and monthly kitchen check documentation/diaries for specific details.

The following are key considerations when carrying out opening check each day:

- Refrigerator and freezer temperature checks
- Pest check
- Catering area is clean and tidy
- Supply of hot running water and hand wash facilities
- All services, utilities and catering equipment working correctly
- Staff fit, fully trained, well and wearing the correct uniform
- All fire exit routes kept clear and firefighting equipment available
- Relevant allergen information available

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The following are key considerations when following out closing check each day:

- Food storage and use-by dates
- Kitchen clean and tidy and work surfaces sanitised
- All waste removed from kitchen
- All cleaning chemical cleared away
- All equipment cleared away and in good condition – any defect reported
- Temperature record completed correctly
- Food comments logged
- Necessary services turned off and kitchen secured

Extra Checks

Whilst opening and closing checks are vitally important each day, further extra checks will be required to ensure methods are being followed carefully:

- A monthly review should take place every month – including:
 - Probe thermometer accuracy checks
 - Review and documentation of any issues
 - Review of allergen information
 - Review of equipment changes
 - New suppliers recorded
 - Review cleaning schedule
 - Review training needs
 - Review new staff induction
 - Review food complaints
 - Review opening and closing checks
 - FBO checked documents
- Deep cleaning should take place on a minimum termly basis. This should include:
 - Behind equipment
 - Vents
 - Walls/Ceilings
 - Hard to reach areas
 - Dishwasher
 - Maintenance of equipment and services

Supplier and Contractor Control

How suppliers and contractors are handled is important to food safety. To minimise the risk here, we ensure that...

- Suppliers are chosen carefully:
 - Does supplier store, transport and pack good hygienically?
 - Does the supplier provide clear allergen information?
 - Does the supplier have certification or quality assurance?
 - Does the supplier provide fully referenced invoices?
- Raw ingredients have been handled safely
- Food bought from cash and carry is transported in clean vehicle, that packaging is checked for damage before storage and any chilled/frozen foods are placed in the fridge or freezer as soon as possible
- Records of what food products have been bought are kept
- Contractors (e.g. pest control) are chosen carefully.

Storage and Stock Control

Effective stock control is an important part of managing food safety. To minimise the risk here, we ensure that...

- Regular checks against menu and stock takes place by planning ahead to ensure correct stock will be in place.
- Check all stock when delivered is/has...
 - Within its “use-by” date
 - Been kept cold enough
 - Not gone off

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- Clean and not damaged
- Any unsatisfactory stock should be rejected upon delivery
- Any variation in ingredient should have its allergen information checked against the allergen assessment matrix
- Regular stock checks take place to check food against “use-by” dates. A “first-in, first-out” system of stock rotation takes place. Any food past its “use-by” date should be thrown away.
- Stored prepared food should be labelled to ensure that it is used within a suitable time frame.
- Frozen food should be labelled with the date that it was frozen.

Product Withdrawal and Recall Control

Responding quickly to any problems with food products you use or sell is an important part of managing food safety in your business. To minimise the risk here, we ensure that...

- When finding out a problem (from manufacturer, supplier/wholesaler, notice in newspapers, local authority, trade association, Food Standards Agency, discovery by staff), action is immediately taken quickly to prevent serving of foods containing product.
- If food has already been served, notifying consumers (e.g. parent/staff) should be considered.
- If staff notice a potential problem with a product, all of the catering team should be made aware and this should not be served and the local authority and Food Standards Agency should be informed.
-

Temperature Probes

Use of a disinfected temperature probe to measure temperatures will help to prove that methods are safe. The following safe methods are considered when carrying out readings using temperature probes:

- Always ensure temperature probes have been disinfected before use
- Measure temperatures in the centre or thickest part of food
- Ensure food has reached a high enough temperature for a long enough time (see “safe cooking” procedures)
- Ensure food is at least 63°C before hot holding (see “hot holding” section)
- Investigating “chilling down” method using a temperature probe is recommended to find the most efficient methods
- Ensure chilled food is stored at 8°C or lower (see “freezing” section)
- Ensure probes are always kept clean and disinfected. Probe wipes are recommended to achieve this, ensuring these do not dry out. Probes should be stored safely away from extreme temperatures and liquids.

Feedback

Feedback is an essential part of running an effective kitchen. The following is always considered to ensure that the highest possible standards are maintained and a culture of “ever-improving” is in place:

- All complaints are taken seriously and reflected upon by, as a team:
 - Identifying the source of the issue
 - Reviewing food management systems to solve the issue
- Regular opportunities of feedback on menus are given to pupils, parents and staff.

Food Hypersensitivity Management

How allergen information is important for food safety and to keep consumers safe. To minimise risk here, we ensure that...

- A full up-to-date allergen matrix and recipes are kept on all menu items – including “may contain” statements. These are updated whenever any of the following occurs:
 - Menu changes (including special menus)
 - Ingredient changes
 - Supplier changes
 - In absence of any of the above, this is reviewed annually
- This information is known by all staff and easily available to any consumers requesting it

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- All information on pupils and staff is sought on registering at school
- Individual Health Care Plans are drawn up for any pupils with hypersensitivities (e.g. allergens, intolerances). These are kept in a folder in the kitchen and reviewed at least annually. A close working relationship between parents of pupils with hypersensitivities and catering staff is vitally important. All staff should be able to identify these pupils.
- Despite prior knowledge of pupils, signposting regarding allergen disclosure is required
- When preparing allergen-free menu items, it is important that care is always taken to ensure food is not contaminated with allergen. Depending on the severity and sensitivity to the allergen, this can be achieved by...
 - Preparing foods at separate times – with the allergen-free dish ideally prepared first.
 - Preparing foods in separate areas within kitchen
 - Preparing foods in separate area to kitchen
 - Always ensuring effective cleaning systems – including 2-stage cleaning between preparations
 - Minimising preparation requirements for allergen-free dishes – or, if possible, pre-preparing allergen-free dishes.
- All deliveries should be checked – including that labelling information is provided
- All visitors with food hypersensitivities should be identified

Health and Safety

Ensuring a safe well managed kitchen is important to maintain the safety of staff and consumers. In addition to food hygiene precautions, a number of other health and safety precautions are in place:

- All staff are aware of fire safety procedures – including the location of call points fire exits and firefighting equipment
- Kitchen should be kept clear and tidy and free of trip hazards by utilising a “clear as you go” approach (see section) – including ensuring fire exits are clear and unobstructed
- Staff should be aware on how to safely use specialist equipment - including knives, cooker, dishwasher, mixer – and these should only be operated by authorised individuals
- Kitchen should be locked when not in use
- Opening and closing checks (see section) should always take place
- Awareness of COSHH is required by all using chemicals
- Safe cleaning practices are always required (e.g. wet floor signs and not using excess water when mopping)
- First aid kits available in kitchen for use
- Safe hot handling procedures should be utilised (e.g. using tea towels when handling hot plates/pans)
- Cooking foods should be monitored
- Any hazards should be quickly reported
- Any infrequently used outlets (weekly) should be regularly flushed to prevent potential legionella
- All portable equipment is regularly Portable Appliance Tested (PAT) as part of the whole-school schedule (annual)
- Regular maintenance of electrical equipment takes place