

POWNALL HALL SCHOOL

'Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.'

3f CATERING AND FOOD HYGIENE POLICY

3f Part (i) POLICY ON CATERING

At Pownall Hall School, we believe that active, growing children and young people need plenty of wholesome and nutritious food carefully prepared and served. To that end the meals and snacks we provide comply with the Government's Food-based Standards for children of primary school age and are designed to offer our pupils a healthy, varied and appetising diet while they are in school.

We use as much fresh food as possible, with our menus linked to seasonal produce. We 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. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible.

We 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.

Our catering facilities are regularly inspected by the Environmental Health Officer (EHO).

Lunch is the main meal of the day and a cooked school meal is included in the fees. We believe it is important to foster the ethos of community eating and encourage the development of good table manners and social skills. There are three sittings, the first for Nursery and Kindergarten EYFS pupils, the second for Reception and Key Stage 1 pupils and the third for Key Stage 2 pupils. Members of staff supervise the lunch service. At Pownall Hall School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat their meal in a relaxed atmosphere, to socialise and to participate in the large number of lunch-time clubs and activities.

Snacks are provided at morning break and after school for those staying late. Drinking water is widely available throughout the school.

We have an active School Council which meets regularly; they have opportunity to meet with the Catering Manager to discuss menus and to suggest new dishes. This group is also active in promoting re-cycling and energy saving in the school.

We expect all pupils to eat the meals provided, but are happy to meet individual requirements that are based upon attested medical grounds.

We provide alternatives for those pupils with religious based dietary requirements.

OUR MENU

We operate a 4 week menu cycle and offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. The weekly menus are put onto our web site and on the notice board at the end of school collection point.

We also attempt to cater for all tastes and preferences and a vegetarian option is provided daily. We believe that, based on experience, we can offer something that will appeal to and satisfy everyone.

Special Diets

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 which they complete when their child enters the school. A diet sheet should be provided for any child following a medically prescribed diet so the Catering Manager in consultation with the parents can devise an appropriate menu unless this is not practically possible when other arrangements will be made.

Any parent is asked to inform the school at once if their son or daughter develops an intolerance to any food or has a special dietary requirement subsequent to their admission so the matter can be addressed.

The Catering Manager is happy to see any parent who has concerns about their son or daughter's special dietary needs.

LEARNING ABOUT FOOD AND NUTRITION

We devote time in both PSHE and Science lessons to ensuring that pupils understand the importance of a healthy diet. Information on various aspects of nutrition is also displayed in the Dining Room

Extra-curricular cookery clubs are provided by both teaching staff and the assistant catering manager to promote the children's awareness of nutrition and food preparation.

This policy will be reviewed annually

Approved by the Governors:

November 2015

Signed:

Date:

Mrs. Eileen MacAulay, Chair of Governors

November 2015

Review date: November 2016

Contd....

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3f Part (ii) POLICY ON FOOD HYGIENE

STATUTORY REGISTRATION

Pownall Hall School is registered with East Cheshire Local Authority as a “food business” within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

HEALTH AND SAFETY

We recognise that compliance with health and safety regulations 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 Catering Manager, Mrs. Jane Ingham, who reports to the Bursar. She is professionally qualified in all aspects of catering, including health and safety.

MANAGEMENT OF FOOD SAFETY

In managing food safety, the Catering Manager will:

Staff Training

- Ensure that all staff who assist with food preparation and service possess a basic food hygiene certificate
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Provide adequate Welfare, Health & Safety for the catering staff in accordance with their duties, including: Control of Substances Harmful to Health (COSHH) and Hazard Analysis Critical Control Points (HACCP), Trips and Falls, Manual Handling, Food Hygiene and Nutrition and Health.
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of all training undertaken
- Conduct refresher training is as is appropriate

Staff Uniforms and Personal Hygiene

- Ensure that every member of staff wears the appropriate uniform and protective clothing at all times when they are in areas where food is prepared and served.
- Ensure that the hand-washing or hand cleansing regimes are complied with at all times.

Monitoring Compliance with Procedures

- Regularly check that all products containing nuts or traces of nut are clearly labelled.

- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure that the HACCP system is in place and that the document can be checked by all
- Ensure that the daily cleaning and disinfection regime is carried out satisfactorily.

Pupils with Medical Conditions

- Liaise with the School Office Manager about special diets. Where appropriate parents are asked to supply copies of special diet sheets for the kitchen staff. Consult with a State Registered Dietician, if necessary. (Contact information should be on the diet sheet)
- Obtain professional advice from a Dietician or other professional source on healthier food provision and menu planning to ensure that the Government recommended Food Standards for Primary School Children are met.

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.

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 and serving counters, 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.

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.

Purchasing and Checking Stock

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

Samples of Cooked Food

- Ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

Audit

- Conduct an internal hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Carry out deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas three times a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Bursar as soon as it is discovered.

First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.
- Mrs Jane Ingham, Mrs Irene Aspinall and Mrs Jan Hall have Emergency First Aid at Work training.

Signage

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

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.

This policy will be reviewed every year.

Approved by Governors:

November 2015

Signed:

Date:

Mrs. Eileen MacAulay, Chair of Governors

November 2015

Review date: November 2016

References:

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- G. The Food Safety Act 1990. www.opsi.gov.uk
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- J. www.healthyschools.gov.uk
- K. “Catering”: Chapter L of the Bursars’ Guide, prepared by MYA Consulting Ltd.