

<b>Policy Title:</b>	<b>Food Preparation Policy</b>	
<b>Version:</b>	<b>Version 1 – Autumn 2020</b>	
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<b>Date of Review:</b>	Autumn Term 2022	
<b>Author &amp; Role</b>	County Model Procedure Adopted	
<b>Ratified by:</b>	Governors Policy Committee	
<b>Date:</b>	27.01.2021	
<b>Responsible signatory:</b>	<b>Chair</b> H McCann	<b>Vice Chair</b> W Blundell
<b>Amendments / Comments</b>	Page 2 – Covid19 note. - Occasional heating of food for pupils	
<b>Outcome:</b>	This Procedure: This policy has been developed to help Managers to assess the risks to employees and/or users of LCC services arising from taking part in food-based activities and to suggest how these risks can be managed through preventative control measures	
<b>Cross Reference:</b>	Health & Safety Policy	

### **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

## Food Handling, Preparation, Cooking and Reheating Directive ASTLEY PARK SCHOOL

### Food-based activities involving School employees

**PLEASE NOTE: During the Covid-19 pandemic, only shop-bought food in sealed containers / bags may be used in all food preparation within school. Please do not bring in part-opened items from home to use in food technology or for in-school parties, etc. Please adhere to the hand washing and hand sanitising regularly during preparation of food.**

#### This guidance

- does not relate to the School Kitchen where lunches are prepared
- relates only to County Council employees, service users and premises where the ad hoc preparation of food is being considered; including Food & Nutrition lessons
- has been developed to help Managers to assess the risks to employees and/or users of LCC services arising from taking part in food-based activities and to suggest how these risks can be managed through preventative control measures.

**Directions relevant to Food and Nutrition lessons; preparing own food for consumption; occasional operation of food stalls at summer fairs and ad hoc events; occasional heating of food for pupils:**

#### Personal Hygiene:

When preparing food employees and others, i.e., volunteers and pupils, should observe the highest possible standards of personal hygiene to prevent the direct contamination of food:

#### Hands:

Hands are one of the principal agents in transferring pathogens to food. Fingernails should be kept short and clean. False nails and nail varnish must not be worn, when preparing food. Hands must be washed in hot water with a suitable non-perfumed soap, preferably liquid hand soap as opposed to bar soap which can carry bacteria.

#### N.B. HANDS MUST ALWAYS BE WASHED:

- |                |  |
|----------------|--|
| <b>BEFORE</b>  | • Commencing work  |
| <b>BETWEEN</b> | • Handling raw and cooked food   |
| <b>AFTER</b>   | <ul style="list-style-type: none"> <li>• Handling raw eggs</li> <li>• Visiting the Toilet</li> <li>• Coughing or sneezing into your hands or handkerchief</li> <li>• Touching your hair or face</li> <li>• Handling cleaning chemicals</li> <li>• Dealing with rubbish/waste bins etc</li> <li>• Eating or drinking</li> </ul> |

Designated hand wash basins should be used for hand washing (where these are provided), other sinks should not be used as this may spread contamination into the sink and then onto food or utensils.

### **Cuts, boils, septic spots, and skin infections:**

All wounds **MUST** be covered with a blue waterproof dressing, to prevent infections such as Staphylococcus Aurous and blood contaminating food and utensils, in addition, nitrile disposable gloves should be worn.

### **Nose, mouth, and ears:**

Are common sites for the bacteria Staphylococcus Aurous which, is carried by 40% of adults. Coughing or sneezing over food and work surfaces spreads bacteria and infection. Always use a clean disposable handkerchief, and then wash hands thoroughly. When preparing food, the following must be avoided: eating, chewing gum, tasting food with dirty spoons, or blowing into glasses or onto paper etc. as these habits encourage the spread of harmful pathogens.

### **Hair:**

Hair constantly falls out and falling dandruff can result in the contamination of food stuffs. Hair **MUST** be clean and tied back to prevent hanging in food being prepared; ideally suitable head covering should be worn. Hair must never be combed or touched whilst in any food area, or after putting on protective clothing.

### **Clothing:**

Protective clothing should be worn when preparing food i.e., an apron or overall to prevent contamination of food stuffs.

### **Jewellery and Perfume:**

Jewellery harbours bacteria and can also cause; physical contamination by items such as rings slipping off into food; and personal injuries such as scratches. Perfume/aftershave, hand creams etc. are potential chemical hazards and should not be worn/used, as they can taint food, Nitrile gloves should be worn.

### **Illness:**

Food must not be prepared for anyone or for sale on food stalls by any persons who are suffering from any food-borne illness/vomiting/cold/sore throat/diarrhoea/eye or ear infections or if any member of their immediate family or close personal contact are suffering from any of these illnesses as this can result in the spread of infection.

### **Training:**

School requires food hygiene training for employees who are involved in food preparation activities.

**Cleaning:**

Cleaning is an essential and integral part of food preparation. An effective cleaning programme includes:

- Ensuring a safe working environment, which encourages effective working, and reduces the risks of accidents
- Effective disinfection of work surfaces and areas to reduce the risk of food poisoning and spoilage
- Removing materials that can provide food or harbourage for pests
- Removing the risk of foreign matter/physical contamination.

**Food Storage and Temperature Control:**

Correct storage of food is a fundamental requirement in food preparation. Failure to ensure satisfactory conditions of temperature, humidity, stock rotation and the integrity of packaging can result in problems of unfit or spoiled food. Inadequate temperature control is the most common cause of food poisoning.

A key part of keeping food safe is keeping it properly refrigerated. Here are some simple guidelines:

- Fridges should normally be set between 1 and 4 degrees Celsius. Fridges may need to be adjusted in warmer summer months.
- Always store raw meat at the bottom of the fridge and keep cooked and raw meat separate.
- Do not put hot food into the fridge as this will cause the temperature to rise, leave it to cool first.
- Check the use by dates on food and do not use food past the date identified.
- Refrigerators in staff room areas are covered by the guidelines in this document. Food and drink brought in by staff is required to be labelled with the owner's name; they are also required to be checked weekly and cleared of leftover food and drink; and any out-of-date items therein.
- Please do not store food in shopping bags or similar vessels which may have been in contact with the floor, vehicle seats, etc. Please take the food containers out of the bags and wipe with an antibacterial wipe before storing in the refrigerators.
- Any foodstuffs brought in by pupils for a Cooking and Nutrition lesson should be clearly labelled in a closed container (or original package) and stored appropriately

**Key Temperatures:**

- Refrigerators to operate between 1 and 4 degrees Celsius.
- Freezers to operate between -18 to -22 degrees Celsius.

Temperatures to be checked weekly as part of the Site Supervisor's checking schedule. Refrigerators and freezers to be emptied and sanitised at least once a term. General wiping down by users to take place regularly – particularly if spills occur, no matter how small.

Refrigerator and freezer thermometers to be supplied by school.

## Dry Food Stores:

Food storage areas should be dry, cool, well ventilated, and large enough to facilitate the tidy storage and rotation of stock. All goods should be stored clear of walls and floors to allow effective cleaning and pest control. All opened packages must be transferred to clean containers with pest proof lids, these containers must be clearly labelled with the contents and the use-by/best before date. Non-food items including cleaning chemicals and cleaning equipment should not be stored in dry food stores.

No open cereal packets, bags of flour, etc should be stored in the cupboards around school, they must be transferred to a sealed container and labelled accordingly.

## Pest Control

It is important to ensure that:

- Areas used for food preparation are always kept clean and free from debris
- Where available, fly screens are always in place on open windows and doors
- Fly sprays and other aerosols **MUST NOT** be used in kitchen areas.

## Storage of food

### High Risk Foods:

High risk foods are ready-to-eat foods which, under favourable conditions support the multiplication of pathogenic bacteria and are intended for consumption without treatment which would destroy such organisms. They are usually high in protein, requiring strict temperature control and protection from contamination and include:

- All cooked meat and poultry
- Cooked meat products including gravy
- Milk, cream, artificial cream, cream cakes, custards, and dairy products
- Cooked eggs and some products made with raw egg
- Shellfish and other seafood e.g. prawns and oysters
- Cooked rice

Staff bringing the above items into school for personal consumption should ensure they are kept in a closed container, labelled with their name and date of placing the item in the refrigerator and if not in original packaging, the 'use by' date. The container must not touch other staffs' containers.

### Low Risk Foods:

These foods are rarely implicated in food poisoning and may be stored at ambient temperatures, examples include:

- Preserved food such as jams, fruits etc
- Dried foods or food with little moisture, such as flour, bread, biscuits, cakes without cream
- Acid foods such as fruit, pickles, vinegar, and foods stored in vinegar
- Foods with high fat/sugar content i.e., chocolate

- Canned foods.

The main hazards likely to occur during food preparation are cross contamination and bacteria growth. Observing good hygiene practices during food preparation is an essential element in preventing food poisoning.

Correct cooking kills food-poisoning bacterial such as listeria, salmonella, E. Coli 0157 and campylobacter. It is important to cook food thoroughly especially meat. Make sure food is cooked right through and is piping hot in the middle.

When reheating food, care should be taken to ensure it is piping hot all the way through and it should not be reheated it more than once.

### **Key Temperatures:**

- Food to be cooked above 75 degrees Celsius
- Food Reheated to above 82 degrees Celsius
- Food to be kept hot above 63 degrees Celsius
- Danger Zone between 5 and 63 degrees Celsius.

The Danger zone is the temperature range within which the greatest multiplication of pathogenic bacteria is possible.

To avoid the above hazards, food must be checked prior to consumption. Probes to be supplied by school.

### **Cross Contamination:**

Cross Contamination is the transfer of bacteria from foods (usually raw) to other foods. Bacteria can be transferred directly when one food touches (or drips onto) another or indirectly, for example from hands, equipment, work surfaces, or knives and other utensils. Cross contamination is one of the major causes of food poisoning. Care must be taken to avoid this during food technology lessons.

### **To prevent Cross contamination:**

- Always wash hands thoroughly after touching raw food
- Keep raw and cooked foods separate
- Use different chopping boards/work surfaces for raw and ready to eat food
- Clean knives and other utensils thoroughly after use with raw food.

### **Risk Assessment**

As with any activity, it is recommended that a risk assessment be carried out prior to undertaking any ad-hoc food activities such as a food stall/cake sale. This should identify who will prepare the food, what type of food will be prepared, where and how it will be stored and cooked if necessary.

The risk assessment process will also identify any information/guidance that should be given to those preparing food, relating to general food hygiene. Sections of this guidance may be useful for employees and others involved in food preparation activities.

The risk assessment should be appropriate to the activity being carried out.

## **Handling, Preparation, Cooking and Reheating Food**

### **Who is classed as a food handler?**

A food handler is any person who handles or prepares food, whether it is open or packaged, including drinks and ice.

### **What training is a food handler required to undertake?**

Food handlers who are involved in the handling, preparation, cooking or reheating of food for other people or who are involved in the preparing of meals for other people should complete as a minimum a Basic Food Hygiene course and that this is updated every **three** years.

All school staff must also follow the guidance of storing food when using communal refrigerators.

### **What responsibilities does a Food Handler have?**

If a food handler has a food-borne illness, they must tell their manager if they have any of the following symptoms while they are at work - vomiting, diarrhoea, a fever, or a sore throat with a fever. The only exception to this is if the food handler knows that he/she has these symptoms for a different reason. For example, a food handler may be vomiting at work because of pregnancy.

As well as reporting the food-borne illness, the food handler must not handle any food where there is a chance, they might make the food unsafe or unsuitable because of their illness.

### **Food handlers must also tell their supervisor about:**

- any skin injuries or sores
- any infections or conditions like a cold or other problem that may result in discharges from their ears or nose or eyes; **or**
- if they are feeling generally unwell, if there is any chance that they might make food unsafe or unsuitable for people to eat because of their condition.

### **Food handlers must ensure good personal hygiene, for example they must:**

- always keep themselves clean and wear clean clothing
- wash their hands thoroughly before starting work or handling food, and after using the toilet, handling raw foods or waste, blowing their nose or taking a break.

## How should food be stored prior to re-heating?

Food that is likely to support the growth of pathogenic micro-organisms or the formation of toxins, must be kept at a minimum temperature of 4°C or below (in a refrigerator) e.g., food which includes raw ingredients, fresh ready meals, or homemade leftovers.

### Reheating previously cooked food:

For branded ready meals, food handlers must ensure the manufacturer's instructions for reheating are followed.

Frozen foods must be fully defrosted before heating unless manufacturer's instructions allow cooking from frozen.

All other food that has previously been heated and is to be re-heated, must be raised to a minimum temperature of 82°C, which will ensure that food has been reheated to a safe and, in some cases, legally required temperature.

When reheating liquids, they should be boiled vigorously and stirred regularly. Never reheat food more than once, as spores become active bacteria, giving rise to an increased risk of food poisoning. Any leftover reheated food should be disposed of.

### If you are reheating in a microwave oven:

- ensure the food is arranged so it heats evenly
- use sturdy dishes that are compatible with microwave heat
- at several points through the cooking process, turn the dish, even if you are using a turntable, stir the food, mixing the hot and cold parts of the dish together
- let food stand for 3-5 minutes in the microwave before serving, to make sure heat is evenly distributed throughout the dish
- check the temperature to ensure all portions of the dish are reheated to a minimum of 82°C.

## Which Temperatures should be checked and recorded?

The temperature of the refrigerator must be tested and recorded daily to ensure the equipment is working correctly and the food is being held at safe temperature whilst being stored.

The temperature of the reheated food must be tested and recorded.

Records of refrigerator and food temperatures must be retained and available for enforcement officers and will be essential to establish due diligence in the event of a complaint.

### Legislation

- The Food Safety Act 1990
- The General Food Law Regulations (EC) 178/2002
- Food Safety (Temperature Controls) Regulations 1995

## School Events involving Food

### Having a Food Stall or refreshments at an event – i.e., cakes; hot dogs; toast

From time to time, schools hold food stalls as a means of raising funds for themselves or charity, i.e., hosting events selling cakes, hot foods etc. This type of activity does not need to be registered with the local authority as it falls outside of the rules governing registration.

However, the principles of General Food Hygiene and preparation must still be observed, this is also the case where food is prepared in employees' or others own homes and then brought in for the food stall. It will also include making of morning toast for pupils. Careful consideration should be given when planning food stalls, etc for example:

- Having only **Low Risk** prepared wrapped foods from a reputable supplier
- Having only **Low Risk** cakes and confectionary (**no cream cakes**)
- Competent persons to carry out the activities
- Appropriate food safety management procedures/risk assessments in place
- Foods clearly labelled with the contents for the safety of people with food allergies
- Correct storage of food stuffs prior to and during the sale
- Correct temperature control
- Appropriate waste management (safe disposal of waste foods)



Astley Park School