Pollington-Balne CE Primary Schools

WHOLE-SCHOOL FOOD POLICY

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Contents:

Statement of intent

1. **[10.01.25]** Legal framework
2. Roles and responsibilities
3. **[10.01.25]** Current food-based standards for school lunches
4. **[10.01.25]** Portion sizes and food groups
5. Exemptions to the school food regulations
6. Healthy eating statement
7. Catering service standards
8. Purchasing food
9. Food and drink safety
10. Kitchen safety
11. Food hygiene
12. Environmental health inspections
13. Monitoring and review

Statement of intent

At **Pollington-Balne CE Primary School**, we understand that what pupils eat and drink at school is important. We aim to teach pupils about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition and cleanliness, and adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

1. [10.01.25] Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014

[Updated] This policy operates in conjunction with the following non-statutory guidance:

- **[10.01.25]** DfE (2023) 'School food in England'
- **[10.01.25]** The School Food Plan (2023) 'School Food Standards: A practical guide for schools, their cooks and caterers'

This policy operates in conjunction with the following school policies:

- Allergen and Anaphylaxis Policy
- Healthy Eating and Drinking Policy
- Health and Safety Policy
- Infection Control Policy

2. Roles and responsibilities

The governing board is responsible for:

- The provision of food for the school – ensuring pupils entitled to FSM and pupils who have requested school meals receive them.
- Ensuring the agreed food provision adheres to the food standards.
- Ensuring that, where possible, all pupils are able to eat one hot meal a day.
- Ensuring that drinking water is provided free of charge at all times.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so pupils can eat their food in a safe and social environment.
- **[Infant schools]** Ensuring that lower-fat milk or lactose-reduced milk is provided at least once a day during school hours.
- Ensuring that milk is provided free of charge to infants and pupils entitled to FSM.
- **[Maintained schools]** Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old through the School Fruit and Vegetable Scheme.
- Ensuring that there is coordination across all catering services sought by the school, to guarantee compliance with school food standards.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

The headteacher is responsible for:

- Organising food hygiene training, including on allergens, for all in-house kitchen staff, and refresher training **annually**.
- Ensuring any external catering companies have an up-to-date food hygiene certificate.
- Ensuring facilities are cleaned to the highest standards, conducting inspections where appropriate.
- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene plan.
- Discussing with the head cook the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Creating a whole-school healthy eating strategy that is made in collaboration with the head cook.
- Completing relevant risk assessments.

The head cook is responsible for:

- Providing the headteacher with a copy of their food hygiene certificate upon request.
- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe, and that this is reviewed on a **monthly** basis.
- Checking the temperatures of food storage areas at the **start** and **end** of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Ensuring PPE is undamaged and that there is enough PPE for each member of kitchen staff.
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat.
- Ensuring a cleaning schedule is maintained and reviewed on a **termly** basis.
- Ensuring high standards of personal hygiene are maintained at all times.
- Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.

3. [10.01.25] Current food-based standards for school lunches

The school is committed to providing pupils with a healthy balanced diet, in line with the School Food Plan's 'School Food Standards: A practical guide for schools, their cooks and caterers'. The school will use the following standards when planning meals and adapting the healthy eating strategy.

[10.01.25] Starchy foods:

- One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided every day.
- **[10.01.25]** One or more wholegrain varieties of starchy food each week.

- Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided each week – one or more of these will be wholegrain.
- A type of bread with no added fat or oil will be available every day.
- Starchy food cooked in fat or oil will only be provided twice a week maximum across a school day.

Fruit and vegetables:

- One or more portions of vegetables (all types) or salad will be available every day.
- One or more portions of fruit (all types) will be available every day.
- Three or more different types of vegetables and three or more different types of fruit will be provided each week.
- A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week.

[10.01.25] Meat, fish, eggs and other non-dairy sources of protein:

- A portion of meat, fish, eggs, nuts, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day.
- A portion of meat or poultry will be provided on three or more days every week.
- Oily fish will be provided once or more every three weeks.
- **[10.01.25]** For vegetarians and vegans, a portion of non-dairy sources of protein will be provided on three or more days every week.
- **[Primary schools]** A meat or poultry product, e.g. chicken nuggets, will be served no more than once a week.
- **[Secondary schools]** A meat or poultry product, e.g. chicken nuggets, will be served no more than twice a week.
- **[10.01.25]** Meat containing any prohibited parts of the carcase, e.g. stomach, will not be provided, in accordance with The Products Containing Meat etc. (England) Regulations 2014.
- No economy burgers will be provided, as defined in The Products Containing Meat etc. (England) Regulations 2014.

Milk and dairy:

- A portion of cheese, yoghurt, fromage frais or custard will be provided every day.
- Lower fat milk will be available for drinking at least once a day during school hours, e.g. not including breakfast and after-school clubs.

Food high in fat, sugar and salt:

- Savoury crackers or breadsticks which are served with fruit and vegetables or milk and dairy may be provided as part of school lunches.
- Snacks that may be provided will include no added salt, sugar or fat and are limited to nuts, seeds, vegetables and fruit.
- The school will not provide sachets of salt to be added to meals on top of the salts already included within cooking.

- Condiments will be limited to 10-gram sachets or one teaspoonful – pupils will be limited to one sachet per type of sauce.
- Confectionary, including chocolate and chocolate-covered products, of any kind will not be served, even as part of a dessert.
- Desserts, cakes and biscuits not containing any confectionary may be served as part of a lunch meal.
- No more than two portions of food containing pastry, and food that is deep fried, bread-crumbed or battered will be served a week.

Healthier drink options:

Drink options the school will offer are:

- Still or carbonated plain water.
- Lower-fat or lactose-reduced milk.
- Fruit or vegetable juice (no more than 150mls).
- Unsweetened combinations of fruit or vegetable juice with still or carbonated plain water (no more than 150mls fruit or vegetable juice and no more than 330mls total).
- Soya, rice, oat drinks and plain fermented milk, e.g. yoghurt, drinks.
- Coffee, tea or hot chocolate.

[Whole milk may be provided for pupils up to the end of the school year in which they reach five years old.]

4. [Updated] Portion sizes and food groups

The school will use the following portion sizes and food groups for school lunches, in accordance with the school food standards.

Starchy food:

Food type	Raw, dried or cooked	Primary-aged pupils (aged 4-10)
Bread	N/A	(50-70g) • 1-2 slices of medium bread • 1 small roll • 1 small or ½ large bagel • 1 small pitta • 2 6-inch wraps • 1 10-inch wrap
Potatoes or sweet potatoes	Raw	120-170g
Jacket and baked potatoes	Raw	200-280g

Other starchy root vegetables, e.g. yam and plantain	Raw	100-150g
Pasta and noodles	Dried	45-65g
Rice	Dried	33-55g
Other grains, e.g. cornmeal and couscous	Dried	40-60g
Potatoes cooked in oil or fat	Raw	70-100g
Garlic bread	N/A	20g (1 slice)

Fruit and vegetables

Food type	Raw, dried or cooked	Primary-aged pupils (aged 4-10)
Vegetables or mixed salad	Raw	40-60g
Vegetables including peas, green beans, sweetcorn, carrots, mixed vegetables, cauliflower, broccoli, swede, turnip, leek, Brussels sprouts, cabbage, spinach and spring greens	Cooked	40-60g (1-2 tablespoons)
Pulses, including lentils, kidney beans, chickpeas	Dried	15-20g
	Cooked	40-60g (1-2 tablespoons)
Baked beans in tomato sauce	Cooked	50-70g (1-2 tablespoons)
Vegetable-based soup	Cooked	200-250g
Large-size fruit, e.g. apples, pears, bananas, peaches	Raw	75-100g (1 small sized fruit with skin)
Medium-size fruit, e.g. satsumas, plums, apricots, tangerines, kiwis	Raw	50-100g (1fruit with skin)
Small fruit, e.g. strawberries, raspberries, grapes	Raw	40-60g (10-15 fruits)
Dried fruit, e.g. raisins, sultanas, apricots	Dried	15-30g (½-1 tablespoon)
Fruit salad, fruit tinned in juice and stewed fruit	Raw/cooked	65-100g (2-3 tablespoons)

Meat, fish, eggs, beans and other non-dairy sources of protein:

Food type	Raw, dried or cooked	Primary-aged pupils (aged 4-10)
Roast red meat including beef, lamb, pork, veal, venison and goat	Raw	50-80g
Roast poultry including chicken, turkey, duck and other dishes made from these products	Raw	60-85g
Red meat or poultry in dishes, e.g. casseroles and pies	Raw	50-75g
Meat-based soup	Cooked	200-250g
White fish, e.g. pollock, haddock and cod, which is cooked alone or in a dish	Raw	60-90g
Oily fish, e.g. salmon, sardines and mackerel	Raw	55-80g
Fish or shellfish, e.g. tuna, salmon, mackerel and prawns, which is served in a salad, baked potato or sandwich	Cooked	50-70g
Breaded or battered fish, e.g. fish fingers, fish cakes	Cooked	55-80g
Egg served in a salad, baked potato or sandwich	Cooked	1 egg
Meat alternatives made from soya beans, e.g. tofu	Cooked	50-70g
Pulses, e.g. beans, chickpeas, lentils	Raw	20-25g
	Cooked	50-60g (1-2 heaped tablespoons)
Vegetarian sausages, burgers and nut cutlets	Raw/cooked	50-70g
Sausages made from beef, lamb or pork	Raw	50-75g (1 sausage)
Burgers	Raw	55-80g
Scotch pies, bridies, sausage rolls, etc.	Cooked	80g
Breaded or battered shaped chicken and turkey products, e.g. nuggets	Cooked	50-70g

Milk and dairy:

Food type	Primary-aged pupils (aged 4-10)
Lower-fat drinking milk	150-200mls
Milk puddings and whips made with milk	100-120g
Custard made with milk	80-100g
Yoghurts	80-120g
Cheese	20-30g

Foods high in fat, sugar and salt:

Food type	Primary-aged pupils (aged 4-10)
Fruit pies, sponge puddings or crumbles	80-100g
Fruit jelly (portion size excludes fruit)	80-100g
Cakes, tray bakes, muffins, scones, doughnuts	40-50g
Biscuits and flapjack	25-30g
Ice cream	60-80g
Pizza base	50-70g
Gravy	20-30g (1 tablespoon)
Savoury crackers, bread sticks	10-15g (1-2 crackers)
Condiments	No more than 10g

Healthier drinks:

Drink type	Primary-aged pupils (aged 4-10)
Fruit or vegetable juice	150mls
Drinking milk	150-200mls
Combination drinks, e.g. fruit juice, flavoured milk	330mls

[10.01.25] Cereals offered as part of breakfast clubs will be high in fibre with low to medium sugar and low salt.

5. Exemptions to the school food regulations

The school food standards do not apply to food provided:

- At parties or celebrations marking religious or cultural occasions.
- At fundraising events.
- As rewards for achievements, good behaviour or effort.
- For using in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch.
- On an occasional basis by parents or pupils.

[Maintained boarding schools] The school food standards do not apply to confectionary, snacks, cakes or biscuits served as part of an evening meal before 6pm.

[Maintained nurseries and nursery units attached to primary schools] There is a reduced set of standards for food served at lunch time and whole milk can be served as per section 3 of this policy.

[Academies established between September 2010 and June 2014] The school is not obliged to adhere to these regulations but will apply them voluntarily.

6. Healthy eating statement

The school will use healthier cooking methods to contribute to healthy eating, such as the following:

- Using less fat in cooking
- Baking foods rather than frying them
- Increasing use of fats/oils that are high in polyunsaturated fats
- Reducing use of sugar in recipes
- Avoiding using additional salt in cooking processes
- Increasing the use of food items containing high amounts of fibre

All menus created will be in accordance with the nutritional standards outlined in section 3 of this policy.

The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE. A healthy eating strategy will be adopted and its principles embedded throughout the curriculum.

7. Catering service standards

Menus and prices (where applicable) will be clearly displayed and will contain nutritional information. Additionally, menus will adhere to statutory nutritional standards and will reflect parents' and pupils' preferences, cultural, religious and special dietary needs. Parents' and pupils' feedback will be encouraged and, where possible, changes made to increase their satisfaction.

The cleanliness of the kitchen and serving areas will be kept to the highest standards. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

Kitchen staff will:

- Be suitably trained and will have an appropriate recognised qualification in food hygiene.
- Be clean and tidy in appearance and will be courteous to all pupils, staff and parents.
- Adhere to the service times, start and finish, agreed by the headteacher.

Service times will be displayed, and the service will always commence on time. Pupils entitled to free school meals will be treated with sensitivity.

8. Purchasing food

All food items are purchased from reputable suppliers to ensure compliance with government buying standards. The school suppliers are:

- **Hopwells Ltd**
- **Turner & Price Ltd**
- **J W Young (butchers)**

The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices. All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.

All pre-packaged foods supplied will clearly display the following information on the packaging:

- Name of the food
- Full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.

Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist pupils in learning about food production and seasons.

Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.

The school continues to place emphasis on consumer response to new products; throughout this process, the school will liaise and consult with the school community, including parents, to ensure acceptable quality.

9. Food and drink safety

Food will only be consumed in the **dinning hall**, on the **playground** and in **classrooms** with teachers' permission. Pupils will be instructed not to run when they are eating. Drinking water will be available from the **dinning hall** and pupils will be permitted to refill water bottles throughout the day.

Staff will eat all hot food in the staff room away from pupils. If members of staff are drinking hot drinks, they will keep them out of pupils' reach. Hot drinks will be kept in insulated and anti-spill flasks

with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage. Staff on **lunch** duty can have hot drinks but they must adhere to the above points.

Hot drinks will be served in an insulated flask with a lid. Pupils will only be permitted to have hot drinks in the canteen. Pupils will not be permitted to walk around the premises with hot drinks. When pupils have hot drinks, staff will warn them that the cups might be hot. Staff will remind pupils to ensure their drinks are cool enough before drinking them.

Electrical equipment, such as kettles, toasters, will be turned off when they are not in use. They will not be kept in classrooms, except in food technology lessons. If pupils are in a food technology lesson (or similar), they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment. Appropriate PPE will be available for pupils who are handling hot food, drinks or equipment, e.g. oven gloves.

Pupils will not have access to the kitchen without supervision from a member of staff. Pupils will not be permitted to make their own drinks. When eating hot food, pupils will be instructed to use cutlery where possible and to ensure their food is cool enough before eating it.

A first aid kit will be located in **Reception** and the **first aid room**.

The headteacher will conduct a risk assessment for hot food and drinks and staff will receive appropriate first aid training to handle burns etc.

10. Kitchen safety

Kitchen staff will have a list of all allergens and will avoid using them within the menu.

The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans, e.g. prawns.
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts, e.g. almonds, hazelnuts, walnuts.

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present. Pre-packaged food sold at the school, whether made on-site or

sourced from a supplier, will include a full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

All kitchen staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the school's produce comes from and the school will be prepared to produce this record on demand by an environmental health officer.

Kitchen staff will withdraw any produce that has gone past its 'use by' date. All kitchen staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the headteacher is notified. Parents will be informed of the outbreak, in line with the school's Infection Control Policy.

Kitchen staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C; kitchen staff will cook food until its core temperature has reached 70°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

Kitchen staff will have an in-depth knowledge of the risks of cross contamination. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

11. Food hygiene

The kitchen staff will keep an up-to-date food hygiene plan, in line with the Hazard Analysis Critical Control Point (HACCP) principles.

The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All kitchen staff will partake in annual food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the head cook or other designated member of staff and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the head cook or designated member of staff that has completed the day's entry

The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

At each monthly review, the head cook will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the **kitchen**. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

Training will be provided to all kitchen staff on how to use the cleaning schedule.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitisers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or draw
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as 'Complete' on the cleaning schedule. The cleaning schedule will be reviewed on a **monthly** basis by the head cook to ensure that cleaning tasks are being completed properly.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

- Packaging, e.g. cellophane wrap.
- Food processing equipment, e.g. a food blender.
- Cookware.
- Work surfaces.

The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the school uses:

- Full body aprons
- Hair/beard nets
- Latex gloves
- Shoe covers

Kitchen staff will be informed by the head cook on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Kitchen staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

12. Environmental health inspections

The head cook will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

The school will record the following information in an environmental health log book:

- Any identified hazards, e.g. a fridge running at a 6°C
- How hazards were avoided, removed or reduced, e.g. turning the temperature of the fridge down
- How any problems are rectified, e.g. reviewing the fridge's temperature every **15** minutes
- How plans are checked for effectivity

The head cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each

environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

13. Monitoring and review

This policy will be reviewed **annually** by the headteacher and governing board, or in light of any changes to relevant legislation. The next scheduled review date for this policy is **January 2026**.

Any changes made to this policy will be communicated to catering providers, kitchen staff, parents and other stakeholders, where necessary.