



## St Thomas à Becket Primary School

*Roots to grow, wings to fly.*

*"If you have faith as small as a mustard seed...nothing is impossible for you."*

*Matthew 17:20*



**Friendship | Respect | Truth | Forgiveness | Thankfulness | Perseverance**

You only have one life, one childhood, one opportunity. School is one of the most important experiences you will ever have. At St Thomas à Becket we will stop at nothing to ensure that you are given every chance to succeed. Through our faith and wisdom, we will give you strong roots to grow into resilient, respectful and ambitious citizens. We will open doors so that you can imagine endless possibilities and a life without limits. We will give you wings to fly.

## Food Hygiene Policy

|                      |                          |
|----------------------|--------------------------|
| <b>Non-Statutory</b> |                          |
| Policy agreed        | September 2026           |
| Policy published     | September 2026           |
| Reviewed on          |                          |
| Next review date     | September 2027           |
| Approved by          | Headteacher              |
| Linked documents     | Health and Safety Policy |

## Purpose

This policy sets out the procedures and controls in place to ensure that all food provided, handled, stored and served within the school is safe, hygienic and compliant with UK food safety legislation, Department for Education guidance, and Environmental Health requirements.

It applies to:

- Nursery snack provision
- Service of externally prepared hot meals
- Any food-related activity (including cooking experiences with children)

This policy ensures that risks identified in the school's Food Hygiene Risk Assessment and HACCP Plan are effectively controlled.

## Legal and Regulatory Framework

The school operates in accordance with:

- Food Safety Act 1990
- Food Hygiene (England) Regulations 2013
- Regulation (EC) No. 853/2004 on the hygiene of foodstuffs
- DfE guidance on school food standards and safeguarding
- Local Authority Environmental Health requirements

The school adopts a HACCP-based approach to food safety management, proportionate to its activities.

## Scope of Food Activities

Food provision includes:

- Preparation and serving of **ready-to-eat snacks** (e.g. fruit, vegetables, dairy, breads)
- Handling and serving of **hot meals prepared off-site**
- **Food preparation activities with children** (supervised and low-risk)

Only **low-risk foods are prepared on-site**, with no raw meat, fish or eggs handled.

## Roles and Responsibilities

### Headteacher / Leadership Team

- Ensure compliance with food safety legislation
- Ensure adequate training and supervision of staff
- Ensure HACCP, risk assessments and cleaning systems are implemented

### Classroom Staff

- Follow all hygiene procedures in this policy
- Maintain high standards of personal hygiene

- Monitor food safety controls (temperature checks, cleaning, allergens)

### **All Staff Handling Food**

- Must receive appropriate food hygiene and allergen training
- Must follow illness reporting procedures
- Must implement cleaning and hygiene controls at all times

### **Food Safety Management (HACCP Approach)**

The school follows a documented HACCP system which:

- Identifies hazards (microbiological, allergen, physical, chemical)
- Establishes Critical Control Points (CCPs)
- Defines monitoring and corrective actions

### **Key Critical Control Points**

#### **1. Food Delivery**

- Food must be within date, undamaged and cold where required
- Unsafe deliveries are rejected

#### **2. Chilled Storage**

- Fridge temperature must be **5°C or below**
- Checked and recorded daily
- Unsafe food disposed of if temperature control is compromised

### **Food Delivery and Storage**

- Food sourced only from approved, reputable suppliers
- Packaging checked on delivery
- Use-by dates strictly adhered to
- Food stored:
  - In sealed, clean containers
  - Off the floor
  - Away from cleaning chemicals
- Stock rotated using **FIFO (First In, First Out)**

### **Preparation of Snacks (Nursery and KS1)**

Snack preparation follows strict hygiene controls:

- Food prepared immediately before serving
- Surfaces cleaned and disinfected before and after use
- Separate utensils used where appropriate
- Minimal handling of ready-to-eat food
- Food kept covered until served

Children may participate in food preparation only when:

- Hands are washed

- Activities are closely supervised
- Risks are controlled appropriately

### **Service of Hot Meals (Prepared Off-Site)**

- Meals are received from approved catering providers
- Food must be:
  - Delivered at safe temperatures
  - Served promptly
- Hot holding (where applicable) must maintain safe temperatures
- Food must not be reheated unless procedures meet food safety standards
- Any concerns about temperature or quality result in food being rejected

### **Allergen Management**

The school recognises the high risk of allergic reactions in young children.

Measures include:

- Maintaining up-to-date allergy records and care plans
- Ensuring all staff are aware of children's allergies
- Avoiding cross-contamination through:
  - Separate utensils/preparation areas
  - Thorough cleaning between tasks
- Immediate access to emergency procedures

Common allergens include dairy and gluten-based foods within snack provision.

### **Personal Hygiene Requirements**

All staff and children must follow strict hygiene practices:

- Hands washed:
  - Before food preparation
  - Before eating
  - After toileting, cleaning or handling waste
- Cuts covered with blue waterproof plasters
- Hair tied back and jewellery minimised
- Clean clothing worn during food handling

Staff must not handle food if unwell:

- Minimum **48-hour exclusion** after vomiting or diarrhoea

### **Cleaning and Hygiene Controls**

A “**clean as you go**” approach is mandatory.

### **Daily Cleaning Requirements**

- Food preparation surfaces disinfected before and after use
- Snack tables cleaned after each session

- Utensils washed in dishwasher or designated sink

### **Weekly Cleaning Requirements**

- Fridge interior cleaned
- Food storage containers cleaned

### **Cleaning Records**

- A formal cleaning checklist is completed and signed daily
- Monitoring ensures compliance and accountability

### **Temperature Control**

- Fridge temperature checked **daily** and recorded
- Must remain **below 5°C**
- Immediate action taken if outside safe limits

### **Waste Management and Pest Control**

- Waste removed daily
- Bins kept covered and clean
- Any signs of pests reported immediately
- Cleaning equipment kept separate from food preparation areas

### **Risk Management**

The school recognises key risks including:

- Foodborne illness from contamination
- Allergen exposure
- Poor temperature control
- Cross-contamination

Particular attention is given to:

- The vulnerability of young children
- The absence of a cooking “kill step”
- High-contact classroom environments

### **Monitoring, Records and Due Diligence**

The following records are maintained:

- HACCP plan
- Risk assessment
- Cleaning schedules and checklists
- Fridge temperature logs
- Staff training records
- Allergy management documentation

These demonstrate compliance with statutory food safety requirements.

## **Training**

All staff involved in food activities must:

- Receive food hygiene training appropriate to their role
- Understand allergen safety
- Be familiar with this policy and procedures

Training is recorded and regularly updated.

## **Review**

This policy is reviewed:

- Annually
- Following any food safety incident
- When procedures or provision change
- Following advice from Environmental Health or Ofsted

## **Policy Status**

This policy forms part of the school's safeguarding and health & safety systems and is mandatory for all staff.