



**WALTHAMSTOW HALL**  
SEVENOAKS

**POLICY ON FOOD HYGIENE**

**Including the Early Years Foundation Stage**

**[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]**

**Statutory Registration**

Walthamstow Hall is registered with the Kent Local Authority as a “food business” within the meaning of the regulations. We are, therefore, inspected at regular intervals by the local Environmental Health Officer.

**Health and Safety**

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with relevant UK legislation at all times. The School’s catering is carried out in-house by our Chefs and their teams at both the Junior and Senior sites. They each report to the Catering Manager and in turn to the Bursar who has ultimate responsibility for the catering function. The Chefs have the appropriate level of training for catering, including health and safety.

**Management of Food Safety**

The Bursar has overall responsibility for managing food safety. On a day-to-day basis, this function is delegated to the Catering Manager and, in turn, to the Chefs at the Junior and Senior School sites. This includes the following areas:

**Staff Training**

- All staff who assist in food preparation should possess a basic food hygiene certificate.
- Training the catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Training all kitchen staff on the management of allergens.
- Ensuring that all catering staff have clearly allocated responsibilities, which they understand.
- Training all staff in emergency procedures and shut-off procedures for gas/electricity.
- Maintaining records of training.
- Conducting regular refresher training.

**Staff Uniforms & Personal Hygiene**

- Ensuring that all staff wear appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- Ensuring compliance with the handwashing or hand-cleaning regime at all times.

### **Monitoring Compliance with Procedures**

- Checking that products are nut and other allergen-free as required.
- Checking that the HACCP system is in place, and that the document can be checked by everyone.
- Monitoring the staff to ensure that food safety and management procedures are followed without exception.
- Ensuring compliance with the daily cleaning and disinfection regime.

### **Pupils with Medical Conditions**

- Liaising with the School Nurses about special diets and allergens.
- Consulting with a Dietician, if necessary.

### **Monitoring Incoming Supplies**

- Inspecting (or ensuring that an authorised member of staff inspects) supplies, conducting temperature checks, where appropriate, and signing for all incoming supplies and stores before acceptance.
- Rejecting any non-compliant items.
- Arranging for the safe transit and proper storage of food supplies.

### **Food Preparation, Serving and Consumption**

- Inspecting all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of **every** meal.
- Monitoring the Dining Hall, counters and trolleys for dirty plates, cutlery etc. together with the bins for waste food throughout the service of every meal.
- Ensuring that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery.
- Checking and recording the temperatures of the hot and chilled service counters on a daily basis and reporting any faults promptly to the Bursar and the Maintenance Department.
- Checking and recording the temperatures of the food on display in the serveries.

### **Equipment Monitoring**

- Checking all kitchen equipment (or ensuring that a member of staff inspects) on a daily basis to ensure that it is functioning properly and keeping a record.
- Taking (or ensuring that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked and keeps a record.

### **Purchasing and Checking Stock**

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

### **Professional Audit/Assistance**

- Liaising with the School's catering consultants over our catering arrangements, including menus as required.

- Obtaining professional advice from a Dietician on healthier food, menu planning and special diets as required.
- Arranging a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at least once a year.
- Ensuring that an appropriate pest control regime is in place.

### **Equipment Failure**

- Reporting all equipment failure to the Bursar and the Maintenance Department as soon as it is discovered.

### **First Aid**

- Ensuring that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

### **Signage**

- Displaying the appropriate First Aid, COSHH and emergency notices.

### **Waste Disposal**

- Arranging the hygienic disposal of waste in accordance with recommended practice.
- Managing the re-cycling regime for food waste, paper, card, plastics, glass and clean tins.

### **Covid-19 requirements**

- Ensuring staff follow all procedures to reduce the chance of spreading Covid-19.
- Maintaining and issuing personal protective equipment as required.
- Providing regular reminders to all catering staff for updates and changes to Covid-19 guidance.

### **EYFS Procedures**

In the EYFS, the pupils are used to a routine of washing their hands before and after eating their break time snacks and lunch. They are taught how to carefully and thoroughly wash their hands. The development of good hygiene is reinforced through regular reminders from staff and through posters (text and pictures) in the EYFS classroom environment. This education has been extended to include all pupils at both Junior and Senior School sites as part of the Covid-19 risk reduction measures and includes “catch it, kill it, bin it.” Additional hand sanitising facilities and bins have been provided around the School for use by staff and pupils.

The cleanliness of all food equipment, including plates and cutlery for the dining hall and classroom use, is the responsibility of the catering staff. The classroom staff take responsibility for setting out and clearing away break time snacks in the classrooms. Plates are always used, and food is kept covered until needed. Any uneaten break time snacks are returned to the School kitchen.

The tables at which pupils sit to eat are thoroughly cleaned before and after eating – in the hall this is done by the catering staff; cleaning staff have been employed during the day and at lunchtime at both sites to provide an additional level of cleaning during the Covid-19 pandemic. In the classroom it is done by the classroom assistants.

This policy has regard to the guidance issued by the Secretary of State.

**Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.**

Reviewed May 2021  
Next Review Date May 2022

Signed: ..... Date: .....

Mrs J Adams  
Chairman of the Governing Body