



Headteacher

Mrs Laura Concannon

Chair

Mrs Rebecca Iley

Reviewed: 26/07/25

Next review: 26/07/28

Food Hygiene Policy

Health and Safety

St Mary's Catholic Primary School recognise that compliance with health & safety 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, includes lunch and tuck shop which is carried out by Kingswood catering (lunch). The in-house Rising stars staff provide the after school club snack and have the appropriate level of training for food hygiene/ health and safety/ fire safety.

Management of Food Safety

The Headteacher has overall responsibility for managing food safety. On a day-to-day basis this function is delegated to Michelle Tetto- Pretti and Mrs Emily Bothwell.

This includes the following areas:

Staff Training

- All staff who assist in food preparation should possess a Food hygiene certificate (Level 1);
- Training all kitchen staff on the awareness & management of allergens in food;
- Maintaining records of training;
- Conducting regular refresher training;
- Checking how food is stored;
- Taking the daily temperature of the fridge and freezer.

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 hand-washing or hand-cleaning regime at all times

Monitoring Compliance with Procedures

- Checking that products are nut-free;
- Checking that the School's Caterers are aware of the HACCP system, they are aware of 'Safer Food, Better Business' via <https://www.food.gov.uk/business-industry/food-hygiene/haccp> is in place, and that the documents 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

- Liaise with the Administrator/Headteacher about special diets;
- Consulting with a Dietician, if necessary.

Monitoring Incoming Supplies

- Inspecting (or ensuring that an authorised member of staff inspects), conducting temperature checks, where appropriate, and signing for all incoming supplies and stores before acceptance;
- Rejecting any non-compliant items;

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 time;
- Checking and recording the temperatures of the chilled service counters on a daily basis and reporting any faults promptly; (we do not serve any hot food in Rising Stars.

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

Purchasing and Checking Stock - Stock is ordered from Asda

- 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

- 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 catering equipment failure to the School Bursar - Louise King as soon as it is discovered.

First Aid

Ensuring that the Kitchen first aid kit is kept fully stocked in accordance with professional recommendations e.g. Stocks of blue coloured plasters.

Signage

Displaying the appropriate Chopping Board, First Aid, COSHH and emergency notices.