

ANNEX A

CITY OF LONDON SCHOOL FOR GIRLS

CATERING AND FOOD HYGIENE POLICY

POLICY ON CATERING

Active, growing children and young people require plenty of wholesome food and regular meals. At the City of London School for Girls (CLSG), we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Caterers and suppliers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

We have an active School Council which has eight representatives from every year in the school. They meet with the Deputy Heads every term and catering matters are often included on the agenda for discussion and follow-up action. The Head Girl Team has direct email and personal access to the Catering Manager to discuss menus, and to suggest new dishes.

Lunch is the main meal of the day, and is cafeteria style. The lunch break is 60 minutes in length. This is because at CLSG we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities. Pupils may either opt to bring in packed lunches, or to eat lunch in the dining room, where we operate a cashless card system.

Pupils from Years 12 and 13 are allowed to leave the site over the lunch break provided that they sign out and return in time for afternoon registration.

We run a substantial snack service in the morning break between 10.10am and 10.30am. Pupils also have access to vending machines for light snacks throughout the school day.

DRINKING WATER

Drinking water is widely available throughout the school. Bottled water may be purchased from vending machines and brought into school. It is allowed to be brought into classrooms and exam rooms.

OUR MENUS

We offer a wide choice between hot and cold food, with plenty of fresh fruit and

vegetables and salads. Weekly menus are put onto our portal intranet. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian and our cuisine is varied and international.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch or to address queries to the Catering Manager by phone or letter.

SPECIAL DIETS

Nuts are not used at all in any of our menus. All food that might contain traces of nuts is clearly labelled. Parents of girls who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their daughter enters the school. They should inform the school at once if their daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parents who have concerns about their daughter's medical condition, and to devise a special menu, where practically possible.

LEARNING ABOUT FOOD

We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

Revised: January 2017

Approved by Board of Governors: October 2014

To be reviewed by: June 2017

POLICY ON FOOD HYGIENE

STATUTORY REGISTRATION

CLSG is registered with the City of London Corporation as a "food business" within the meaning of the regulations for Local Authorities. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

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 EU and UK legislation at all times. Overall responsibility for the catering function (including health and safety) lies with the school's contract caterers. We conducted extensive due diligence enquiries on the firm and satisfied ourselves that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We continue to monitor the firm's performance carefully.

MANAGEMENT OF FOOD SAFETY

In managing food safety the Catering Manager, with professional assistance from the contract caterers and our external consultants will:

Staff Training

- Require all staff who assist with food preparation to possess a food hygiene certificate (Level 2).
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand.
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.

Monitoring Compliance with Procedures

- Check that all products containing traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.

- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- Liaise with the School Nurse about special diets.
- Consult with a Dietician, if necessary.

Monitoring Incoming Supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check and record the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Facilities Manager.

Equipment Monitoring

- Check all kitchen equipment, or ensure that a member of staff inspects, on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take or ensure that a member of staff takes the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

Purchasing and Checking Stock

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

Samples of Cooked Food

- Ensure that samples are taken and frozen of all protein food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

Professional Audit/Assistance

- Arrange for an external professional to take swabs of all knives, chopping boards and other kitchen equipment at least once a year, and reports on those findings.
- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Facilities Manager as soon as it is discovered.

First Aid

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

Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

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