

FALKNER HOUSE FOOD HYGIENE POLICY

STATUTORY REGISTRATION

Falkner House School is registered with Royal Borough of Kensington and Chelsea Local Authority as a “food business” within the meaning of the regulations. 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. The school’s catering is carried out in-house by, our Catering Manager, Kate Bridges and her assistant. She is professionally qualified in all aspects of catering, including health and safety.

MANAGEMENT OF FOOD SAFETY

In managing food safety, the Catering Manager will:

Staff Training

- Require all staff that assist with food preparation to possess a basic food hygiene certificate.
- 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 appropriate 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 nuts or traces of nut are clearly labelled.
- 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 Secretary 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 bins for waste food throughout the lunch service.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.

Purchasing and Checking Stock

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

Professional Audit/ Assistance

- 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 Bursar as soon as it is discovered.

First Aid

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

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.