

# Bhaktivedanta Manor School



## Food Safety Policy

| Authority      | Name    | Approved Date | Next Review Date |
|----------------|---------|---------------|------------------|
| Governing Body | Members | February 2018 | February 2019    |

# **Bhaktivedanta Manor School**

## **Food Safety Policy**

### **Aims**

At Bhaktivedanta Manor School we intend to practice effective food safety management by providing pupils and teachers with a meal that meets the Government's criteria.

### **Food Provider**

We receive our school lunches from ISKCON Bhaktivedanta Manor. The lunch time supervisor collects the food from the Manor kitchen in Igloo containers. The kitchen also provides the lunchtime supervisor with an allergen list. Food temperature is taken in the Temple kitchen by kitchen staff and they are responsible for holding these records. On receipt of the food, the lunchtime supervisor stirs the food in the containers and checks the temperature of hot food (should be over 65°C). If the food is not above 65°C it is not taken by the lunchtime supervisor and the food is discarded. The kitchen manager then provides food at the appropriate temperature – from the bigger pots in which the food is made. The temperature of the hot food is measured using a probe. The temperature probe is cleaned in between each check using disinfectant wipes (Food Pro 30) in the Manor kitchen. The lunchtime supervisor then logs the temperature of the hot food and records of the temperature and any wastage are kept in the school office (please see *Appendix 1* for further details). At the end of use each day the probe is cleaned using liquid detergent and Dishbac and stored in its case. Cold food is monitored by time in ambient and all food is served within 2 hours of receipt. The ideal condition of cold food is 5°C or under. Food is received at approximately 12.40pm. Any issues re: temperature are directed to Temple Kitchen Management via email. The Management team then discuss these issues with the Kitchen Manager at the Manor and corrective action is taken.

### **Food Transport**

Food is transported by the lunchtime supervisor in Igloo containers (hot and cold) in a van (exclusively used for food transport). The journey time is approximately 5-10 minutes and the food arrives at the school at approximately 12.50pm. The Manor kitchen is responsible for the cleaning and maintenance of the Igloo containers. They are return after 2pm to the Manor kitchen where uneaten food is disposed of and the containers are cleaned by the Manor kitchen and stored for the next lunch service. . Any issues with the cleaning of the Igloo containers are directed to Temple Kitchen Management via email.

### **Food Arrival**

When the food arrives at the school site, it is taken from the van to the Main Hall. The allergen list is checked against the schools (both children and staff) allergy list by the lunchtime supervisor and any food containing these allergens is identified to lunchtime staff.

Any issues with the receipt of allergen information are directed to Temple Kitchen Management via email.

## **Food Service**

All staff before service wash and dry their hands in the handwash basin in the Main Hall where lunch is served, wear disposable hairnets, disposable aprons and disposable gloves. Lunchtime servers also follow the rules as outlined in *Appendix 2* which include:

- Not be suffering from any infections/contagious illness or skin condition
- Advise of any condition that would prevent them from handling food safely
- Wash fresh fruits and vegetables thoroughly before use
- Always wash hands under running water before handling food using the liquid soap provided and after using the toilet
- Never sneeze or cough over food
- Follow good food safety practices
- Ensure that children assisting do not serve hot food preparations
- Use of long handle serving utensils.

All food handlers have signed *Appendix 2*. Copies of this can be found in the School's Health and Safety and Food Safety Management files (located in the School Office). Food service starts at 1pm and ends at 1.45pm. There are no facilities to heat or cool food at the school site. Only one batch of each food preparation received from the Manor. It takes approximately one hour to one hour and forty five minutes (maximum time) from the receipt of the food at Bhaktivedanta Manor to the end of service.

Food is served on disposable dinnerware, which is thrown away once a child/teacher finishes eating.

The food that is leftover is taken to Bhaktivedanta Manor and is disposed of by the kitchen staff located there.

## **Allergens**

The school has an allergy records for both children and staff. Parents are asked for an update on any medical conditions including allergies twice a year. Lunchtime staff are aware of this list and this list is visible in the Main/Food Hall. The food allergen list is provided by the Manor kitchen and staff checked this list against the school list on a daily basis. Food containing any allergens are identified and all lunchtime staff are made aware of the child that has the allergy and the food containing the allergen.

## **Child sickness/Cleaning of blood and body fluid spillages**

All lunchtime staff must be trained in how to safely clean up spillages of blood and body fluids and how to safely use any cleaning chemicals and disinfectants (*read labels and advice from chemical supplier*). They are advised to follow the below:

- Keep the children away from the spillage
- Wear disposable gloves and apron
- Put disposable paper towels on vomit/blood spillage to soak up excess and then dispose in yellow clinical waste bag
- Use the disinfectant solution to clean the remainder of the spillage  
All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant.  
Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood
- Wash hands with liquid soap and warm running water dry with paper towels

N.B. Don't use chlorine-based disinfectants e.g. bleach directly on urine spillages (chlorine gas may be given off). Soak up urine with paper towels then use a disinfectant solution.

If a child is taken sick with diarrhoea or vomiting – as per school policy –parents are informed immediately and the child should be collected by parents/guardians as soon as possible. The parents are advised that their child should remain at home for at least 24 hours and should not attend school if the child is still showing symptoms of the above.

### **Cleaning Schedule**

Bhaktivedanta Manor kitchen is responsible for the cleaning of the Igloo containers.

The lunchtime team after food service undertake the following tasks:

- Washing the utensils used to serve the food using a sponge/scourer and Dish Pac detergent using the chemical manufacturer's instructions.
- Clean the work surfaces using sanitising detergent and paper towels (maximum 30 second contact time)
- Sweep and mop the floors using Flash detergent using the chemical manufacturer's instructions.
- Wipe walls using a sponge and sanitising detergent.
- Check cleaning materials such as sponges to ensure they are disposed of -if in a poor condition.
- Check for pests and notify the lunchtime supervisor immediately (please see section on pest control and separate document named: Manor School Pest Control).
- Empty rubbish bin in the Main Hall daily
- After cleaning – wash their hands in the wash hand basin with liquid soap and dry their hands with the paper towels provided.

## **Pest Control**

Food is neither cooked nor stored at the school site. Daily cleaning ensures that all spillages and food debris is cleaned up immediately.

Lunchtime staff follow the procedures below on a daily basis:

- Rubbish bins in the Main Hall/Food Hall are emptied on a daily basis. These are disposed of in the School's general waste bins located in the car park as provided by Hertsmere Council
- All bins (external) have lids and they are kept closed
- No food or empty containers are kept on the floor
- Food and drink spillages are cleaned immediately
- The cleaning schedules includes pest detection
- Signs of pests are reported to the lunchtime supervisor immediately
- No domestic animals are allowed in the Main Hall or on the school premises
- Authorised pest control contractors (only) use chemical treatments.

If pests are detected the lunchtime supervisor and office administrator are informed immediately. They will then inform the Health and Safety officer at Bhaktivedanta Manor who will call the pest controller.

A full breakdown on the steps that would be taken are outlined in *Appendix 3*.

Next Review Date: February **2019**