



## **Catering and Food Hygiene Policy**

### **Catering**

Active, growing children and young people require plenty of wholesome food and regular meals. At The Ladies' College, 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 catering team and our suppliers to make as much use as appropriate of natural food products and fair-trade produce. We ensure that our suppliers 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.

Our catering staff adhere to the highest standards of food hygiene. In our most recent inspection (March 2022) we were awarded the maximum 5\* rating for food hygiene.

We encourage input and comments from all pupils and students, parents and colleagues and in particular, we look towards the School Council for suggestions and new ideas for menu items.

Lunch is the main meal of the day and is full service at our Junior and Pre-School and cafeteria style at *The Core* in the Senior school. The lunch break is 60 minutes in length. This is because we believe that it is very important to allow sufficient time in the middle of the day for pupils and students to eat, to unwind and to participate in the large number of lunch-time clubs and activities that we offer. Pupils in Melrose may either opt to bring in packed lunches or to have cooked lunches for a term, whilst students in the Senior School and Sixth Form may either opt to bring in packed lunches purchase lunch and morning break from our all-day in-house canteen, *The Core*. Pupils in the Pre-Preparatory department are provided with a cooked lunch if they stay for the full day.

### **Drinking water**

Drinking water is widely available throughout the school. Water is allowed to be brought into classrooms and exam rooms but sports top bottles are recommended in case of spills. There are also water machines from which bottles may be filled and a sink in *The Core*.

### **Our menus**

We offer a wide choice of hot and cold food, with plenty of fresh fruit, vegetables and salads. Pupils and students are offered a two weekly rotational menu. At *The Core* in the Senior school, we provide a selection of nutritious and attractively presented snacks and meals as well as a

wide selection of hot and cold drinks. We also attempt to cater for all tastes and preferences, including vegetarian and vegan.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch. Please telephone our Bursar on 721602 to make the arrangements.

### **Special Diets**

Parents of children 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 child enters the school. They should inform the school at once if their daughter subsequently develops an intolerance of any food. The Catering Manager and Bursar are happy to see any parent who has concerns about their daughter's medical condition, and to devise a special menu, where practically possible.

The school is a nut-free site.

### **Learning about Food**

“Healthy eating” is discussed in PSCH lessons to ensure that pupils understand why a healthy diet is so important.

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## **Food Hygiene**

### **Statutory Registration**

The Ladies' College is registered with the Guernsey Health and Social Services Department as “food businesses” 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 Guernsey legislation at all times. The College's catering is carried out in-house by our Catering Manager and their team. The Catering Manager reports to the Bursar, who has ultimate responsibility for the catering function. The Catering Manager 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 catering colleagues, to possess at least basic food hygiene certificate.
- Train his/her 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 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/hand cleansing regime at all times.
- All staff are required to sign a personal hygiene statement on joining the College (see below).

### **Monitoring Compliance with Procedures**

- Ensure appropriate procedures are in place regarding products containing nuts or traces of nuts.
- 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 service about special diets.
- Consult with a Dietician, if necessary.

### **Monitoring incoming supplies**

- Inspect (or ensure that an authorised colleague inspects), temperature check, where appropriate, and sign 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 and trolleys for dirty plates, cutlery etc, together with the bins for waste food throughout the service of every meal, and liaise with the Premises Manager accordingly.
- 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 Premises 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 keep 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 keep 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.

### **Professional Audit/ Assistance**

- Facilitate the Guernsey Health and Social Services Department hygiene and safety audit of food storage, meal preparation and food serving areas.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Ensure deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc each term.
- In conjunction with the Premises Manager, ensure that an appropriate pest control regime is in place.

### **Equipment Failure**

- Report all equipment failure to the Premises 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.

### **Waste Disposal**

- Arrange the hygienic disposal of waste and oil in accordance with recommended practice.
- Set up appropriate systems for the separation and recycling of waste.
- Reducing the use of plastic.

## Personal Hygiene Policy

1. Smoking is prohibited on the premises.
2. Food handlers must wash their hands regularly throughout the working day and especially after the following: -
  - a) After visiting the toilet.
  - b) On entering and re-entering the food room.
  - c) Between handling raw and cooked food.
  - d) After eating, coughing, sneezing or blowing their nose.
  - e) After handling waste food or refuse.
  - f) After handling cleaning chemicals.
  - g) After handling money.
3. Fingernails must be kept short and clean. Nail varnish may contaminate food and therefore should not be worn.
4. Food handlers must not eat sweets, chew gum or taste food with their fingers.
5. Cuts, spots and sores must be completely covered by a **blue** waterproof dressing. A disposable glove should be worn over a waterproof dressing on the hand.
6. Food handlers must not wear jewellery, other than plain wedding rings.
7. Strong smelling perfume or aftershave must not be worn by food handlers.

8. Long hair is to be tied back and all staff must wear a hat, to prevent food being contaminated with hair.
9. Staff must change into the uniform & shoes provided before entering the kitchen. A clean uniform should be worn each day
10. All food handlers must report symptoms of food poisoning, i.e. diarrhoea or vomiting to their supervisor. They must then be asked to cease to work in food preparation for a period of at least 48 hours after the cessation of symptoms.
11. Staff must take care when moving food & equipment items. Any heavy items must be referred to the Catering Manager prior to attempting to move them.

**I agree to abide by this policy at all times**

**Name:** .....

**Signature:** .....

**Date:** .....