

Safety, Health, and Environment (SHE) Guidance

Glenfall Primary School Catering and Food Preparation

Purpose – this guidance will help you understand the workplace risks and requirements associated with catering and food preparation in schools and care homes and 'off site' where food may be prepared.



1. Introduction

This guidance includes information for schools, care homes etc. on the following areas of food safety and hygiene:

- food preparation on and off the premises.
- food brought into school/ premises etc for sale or general consumption - (see note below for definition of 'sale').
- enforcement of food safety legislation.
- requirement to operate a Food Safety Management System.

This sheet does not cover the arrangements in place for D&T Food Technology areas for curriculum-based food preparation in schools. This is covered in guidance and model risk assessments produced by CLEAPSS (<http://www.cleapss.org.uk/>)

More detail on the risk assessment element of the above can be found in SHE guidance SHE/G/005 *D&T Risk Assessment Toolkit* which includes food technology.

2. Legislation

The *Food Safety Act 1990* and the *Food Safety and Hygiene Regulations 2013* contain the statutory obligation to treat food intended for human consumption in a controlled and managed way and cover all the operations involved in selling, possessing for sale, delivering, preparing, labelling, storing, importing, and exporting food.

<https://www.food.gov.uk/sites/default/files/media/document/the-food-safety-and-hygiene-england-regulations-2013-as-amended-pir-draft-report.pdf>

3. Food preparation and 'food consumption areas' in premises.

Any area where food or drink is regularly produced other than by the contractor should be registered as a 'food business' with the relevant local authority. Areas such as serveries or kitchenettes used, for example, by the PTA or others for group or function catering may fall within this requirement.

Areas where food is prepared or produced as a purely educational activity such as Food Technology rooms are exempt from registration requirements although, of course, good hygiene standards are expected and must be maintained in such areas.

If food is produced as an educational activity and then regularly sold either on or off the school premises (such as 'morning break', tuck shop, etc.) then food becomes a 'food business' and food safety legislation will apply.

Staff rooms and offices where items of food may be prepared or produced for individual requirements would not fall within the provisions of food safety legislation.

Any person who is involved in the preparation of food for sale must be competent or supervised to an extent commensurate with that task.

Areas in which food is consumed should be kept in a clean and hygienic state. This can

pose particular problems in the case of 'multi-use' eating areas commonly found in schools/ care homes etc.

Many school canteens are also used as school halls, drama studios etc or as venues for holding indoor PE lessons. Such arrangements are not ideal as a number of food hygiene risks are likely to arise in these circumstances. In the absence of alternative provision being available, any food safety risk assessment must pay special attention to the impact of such uses on the safe consumption of food. For example, it is important that sufficient time is allowed for proper cleaning routines to take place before and after food is served and eaten. Good hygiene practices should also be built into all activities conducted in the eating area, whenever they take place.

In any area or situation in which food is prepared or served, adequate safety arrangements should be in place with regard to the following (hazards):

- allergens.
- cleaning routines.
- control of hazardous substances.
- emergency procedures.
- equipment safety.
- fire safety.
- first aid.
- food preparation/serving environment – including accommodation, fixtures/fittings, flooring, surfaces, windows, ventilation etc.
- food safety risk assessments, and related control measures.
- gas/ electrical safety.
- hygiene and infection control.
- safe storage, handling, preparation and serving of food.
- supervision/ training of users.

4 Food allergies

It is vital that an awareness of food allergies is built into any food safety arrangements. Any pre-packed food or drink must clearly state on the label if it contains certain ingredients.

The 14 allergens are: celery, cereals containing gluten (such as wheat, barley and oats), crustaceans (such as prawns, crabs and lobsters), eggs, fish, lupin, milk, molluscs (such as mussels and oysters), mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

Link to FSA – Allergy and Intolerance Guidance.

<https://www.food.gov.uk/business-industry/allergy-guide>

5. Kitchens - enforcement

The Environmental Health Officers of local authorities have powers to inspect any food premises. Schools and other premises are required to co-operate with such enforcement officers and allow entry onto or into the premises at any reasonable time in the pursuance of their duties. Schools with school meals kitchens or serveries will usually receive a routine Food Safety inspection by an Environmental Health Officer.

6. Food cooked off site by community groups etc for sale/ consumption.

It is recommended that advice is taken from the Food Standards Agency website <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

7 Training

Food business operators must ensure that food handlers receive appropriate supervision and instruction/training in food hygiene in line with their work activity which should enable them to handle food safely. Although food hygiene training is not required by law it is a way to demonstrate compliance and will also help achieve the best possible hygiene rating which can be displayed in the premises.

Different job roles may require different levels of food safety and hygiene certification. Generally it is recommended that food handlers have at least Level Two in Food Safety and Hygiene and Level Three for managers.

- Roles requiring Level 1 Food Safety and Hygiene training - Level 1 is not suitable for those directly handling food but is recommended for those working in a food business who wish to improve their hygiene knowledge.
- Roles requiring Level 2 Food Safety and Hygiene training - Level 2 Food Safety and Hygiene is the minimum level of training suggested for food handlers such as kitchen staff in schools or anybody else who comes into direct contact with food.
- Roles requiring Level 3 Food Safety and Hygiene training - Those in supervisory and technical roles require Level 3 Food Safety and Hygiene. This includes supervisory staff, managers, team leaders etc. and anyone responsible for implementing food safety management (HACCP).

Once online training has been completed, there is no expiry date on the certificate. However, it is generally considered good practice to take a course every 3 years so that a workforce can refresh their knowledge of the best food safety and hygiene practices.

8. Sources of further information

For general advice on any aspect of food safety/food hygiene outside of the classroom, contact Contract Services 01452 425359. For further information on hazard analysis contact the Food Standards Agency - <https://www.food.gov.uk/the-website-of-the-food-standards-agency>

For more SHE advice and guidance:



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