



Shobdon Community Primary School

Food Hygiene Policy

Approved by:	FGB	Date: 24 Nov 2025
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Last reviewed:	November 2025
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Next review due by:	November 2027
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Statutory Registration

Shobdon Primary School is registered with Herefordshire Council as a 'food business' within the meaning of the regulations. They are, therefore, inspected at intervals as determined by Herefordshire Council's Environmental health Officers. However, our school considers all school staff as well as the catering company's staff to be responsible for ensuring good food hygiene across the school. The inspectors may decide at any time to look at the conduct of any other school staff and therefore this guidance applies to all staff who work on site.

Health and Safety

Shobdon Primary School recognises that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with UK legislation at all times. All serving of school's catering, including Breakfast Club, After School Club and school lunches, is carried out in house by school staff. These persons report to the School Administrator and in turn to the Executive Headteacher who has ultimate responsibility for the catering. School staff report to the Executive Headteacher and the Board of Governors who have the ultimate responsibility for the catering and food hygiene function.

All staff involved with food on site have the appropriate level of training for catering, including food hygiene/health and safety/fire safety. There is a Risk Assessment for the curriculum based 'cooking and cooking lesson activity'.

Management of Food Safety

The Executive Headteacher has overall responsibility for managing food safety.

On a day to day basis all food safety in classroom activities remains the responsibility of the Executive Headteacher and teaching staff.

On a day to day basis the safety of food delivered for school lunches is delegated to the School Administrator in conjunction with the Executive Headteacher.

This includes the following areas:

Staff Training

- All staff who assist in food preparation has a Food Hygiene certificate (Level 1)
- Training all school staff on the awareness and management of allergens in food
- Maintaining records of training
- Training all staff in emergency procedures and shut-off procedures eg. electricity
- Conducting regular refresher training

Staff Uniforms and Personal Hygiene

- Ensuring that all breakfast and lunchtime staff wear appropriate uniforms/protective clothing and tie/cover hair at all times when they are in areas where food is prepared or served
- Ensuring that adults and pupils wear appropriate levels of protective clothing when carrying out food related activities in class
- Ensuring compliance with the hand-washing or hand-cleaning regime at all times

Pupils with Medical Conditions

- Liaise with the School Administrator/Executive Headteacher about special diets
- Consulting with a dietician, if necessary
- Monitoring the staff to ensure that food safety and management procedure are followed without exception

Monitoring Compliance with Procedures

- Checking that products are nut-free; informing the school caterers of the need to be nut-free, checking food labels of any products used by Breakfast Club or in curriculum cooking activities. The school is a 'nut-aware' environment.
- Ensuring that the Schools' caterers are aware of the HACCP system, they are aware of 'safer food, better business' is in place and that the documents can be checked by everyone
- Monitoring the staff to ensure that food safety and management procedures are followed without exception
- Ensuring that staff members who suffer from diarrhoea or sickness are clear of symptoms for at least 48 hours before handling food
- Ensuring compliance with the daily cleaning and disinfection regime
- Ensuring that adequate and suitable risk assessments are in place for food related activities on site
- Ensuring parents/carers complete permission slips for pupils to take part in tasting activities in school

Monitoring Incoming Supplies

- Ensuring that an authorised member of staff inspects incoming food for service, conducting temperature checks where appropriate and signing for all incoming supplies and stores before acceptance
- Rejecting any non-compliant items in terms of valid 'use by dates', expected temperatures of heated or cold food
- Arranging for the safe transit and proper storage of food supplies

Food Preparation, Serving and Consumption

- Inspecting all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal time

- Monitoring the dining hall, counters, and trolleys for dirty plates, cutlery etc together with the bins for waste food throughout the service of every meal
- Ensuring that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery
- Following the school procedure on use of coloured cloths, or blue paper roll for different activities, ensuring that cloths and tea towels are only used for one activity and are disinfected and washed before next use. Blue paper roll is used once and binned.
- Before food is prepared or served, the members of the lunch team wash their hands thoroughly and then wear gloves and aprons during the period of serving

Classroom Food Activities

- Ensuring that all sharp knives used in classroom cookery activities are counted before and after use and stored in the staff room or kitchen area away from the reach of children
- Cleaning all surfaces which will be used for food preparation with anti-bacterial cleaner before and after the activity; ensuring that chopping boards and utensils used are clean and hygienic
- Ensuring that all raw and cooked foods are handled appropriately in classroom cookery activities and heated foods are eaten, stored or cooled safely in line with the SFFB regulations
- Ensuring that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery
- Following the school procedure on use of blue paper roll, or coloured cloths for different activities, ensuring that cloths and tea towels are only used for one activity and are disinfected and washed before next use. Blue paper roll is used once and binned.
- Any ingredients brought in by pupils should be checked for allergens and for valid 'use by' dates
- Aprons, if not single use, must be machine washed or cleaned with anti-bacterial spray between activities

Equipment Monitoring

- Checking all equipment (or ensuring that a member of staff inspects) on a daily basis to ensure that it is functioning properly and a log is maintained
- Ensuring that all electrical equipment is annually PAT tested
- Taking (or ensuring that a member of staff takes) the temperature with a probe of all meat or fish that is cooked and a record is maintained. The probe thermometer to be calibrated half-termly (hot food >63 degrees C and cold food <28 degrees C)

Purchasing and Checking Stock

- Ensuring that food supplies for classroom activities and Breakfast Club are only purchased from reliable and authorised sources

- Checking that all supplies used are in date and undamaged
- Checking that food is properly stored as soon as it arrives
- All food is stored in labelled, lidded containers separate from the storage of any chemicals

Professional Audit/Assistance

- Liaising with Health and Safety advisors whenever advice is needed and implementing any feedback from inspections
- Arranging a deep cleaning of all equipment used in cooking, and food preparation and storage surfaces, at least once a year

First Aid

- Ensuring that the school first aid kit is kept fully stocked in accordance with professional recommendations including stocks of blue coloured plasters for classroom cookery activities and food service staff
- Ensuring that the school office has appropriate directions and medication or children with allergies in case of emergency
- Ensuring that a qualified first aider is consulted for any accidents and first aid incidents during food activities, and that incidents are recorded

Signage

- Displaying the appropriate Chopping Board, First Aid, Fire, Colour Cloths, COSHH and any other emergency notices

Waste Disposal

- Arranging the hygienic disposal of waste in accordance with recommended practice
- Managing a re-cycling regime for paper, card, glass and tins

Children's Handwashing

Pupils are used to a routine of washing their hands before and after eating their break time snacks, lunch and before any classroom food activities. They are taught how to carefully and thoroughly wash their hands. Staff will encourage children not to touch parts of their body likely to harbour bacteria (nose, eyes, mouth, ears) during food activities and will monitor children who have colds and bugs. The development of good hygiene is reinforced through regular reminders from staff.

Free Fruit

Any free fruit which is not eaten and untouched should be returned to the fruit store. Partially eaten fruit should be disposed of appropriately in classroom bins.

Fitness of Equipment

The cleanliness of food serving equipment, including plates and cutlery for school lunches, is the responsibility of Wigmore High School kitchen. The cleanliness of food serving equipment, including plates and cutlery for Breakfast Club and After

School Club is the responsibility of Shobdon Primary School. School classroom staff are responsible for ensuring that any equipment used in classroom food activities is suitable and clean before use and is returned in the same condition. Any problems with equipment should be reported to the School Administrator so that equipment can be repaired or replaced before next use. If in any doubt about the suitability of equipment being used for classroom food activities, school classroom staff should consult with the Head of School.

The tables at which the pupils sit to eat must be thoroughly cleaned before and after eating – in the hall this is completed by the lunchtime team of staff; for any food activities in the classroom this is done by the classroom staff who are leading the food activities or with the support of the kitchen staff if requested.

This policy was ratified by our Governors and disseminated to all staff.

November 2025