FOOD AND HYGIENE POLICY

Edinburgh Montessori Arts School provides and/or serves food for children on the following basis:-

- Snacks
- Lunch

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

PROCEDURES

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food Better Business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow the guidelines of "Safer Food Better Business"
- At least one person has an in-date Food Hygiene Certificate
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase
- Food is stored at the correct temperature and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home
- Food preparation areas are cleaned before use as well as after use
- There are separate facilities for hand-washing and for washing up
- All surfaces are clean and non-porous
- All utensils, crockery etc are clean and stored appropriately
  Waste food is disposed of daily
- Cleaning materials and other dangerous materials are stored out of children's reach
- Children do not have unsupervised access to the kitchen
- When children take part in cooking activities, they: are supervised at all times, they understand the importance of hand washing and simple hygiene rules, are kept away from hot surfaces and hot water, do not have unsupervised access to electrical equipment such as blenders etc.

LEGAL FRAMEWORK

Regulation (EC) 852/2004 of the European Parliament and of the council on the hygiene of foodstuffs

FURTHER GUIDANCE

Safer Food Better Business (Food Standards Agency)

AIMS OF THE POLICY

Edinburgh Montessori Arts School will ensure that this policy is brought to the attention of all food handlers within the School. This policy will also be regularly reviewed and updated in accordance with developments in legislation and with particular reference to identifying points that are critical to food safety.
The aims of this policy are:
To encourage staff to think about food hazards.
To establish procedures which will promote awareness of Food Hygiene amongst all staff.
To ensure that due diligence is practised.
To involve staff at all levels to be aware and committed to safe food production.
To satisfy current legal requirements.

TEMPERATURE CONTROL

It is a legal requirement that temperature checks are completed throughout the entire food chain (from delivery to consumption).

DELIVERY AND RECEIPT

Under the Assured Safe Catering System the Estates & Facilities Department ensures that all companies who supply food to the School comply with the following legal requirements:
High risk foods will be delivered chilled between 0-4°C*
Fresh meat poultry and fish will be delivered chilled between 0 - 4°C.
Fresh fish preferably should be iced.
Frozen foods will be delivered at or below -18°C. There must be no evidence of defrosting or freezer burn.
Cook-chill products will be delivered at 3°C
* High risk foods are usually those which contain protein and are intended for consumption without treatment which would destroy such organisms, for example, all cooked meat and poultry, cooked meat products including gravy and stock; milk, cream, artificial cream, custards and dairy produce, cooked eggs and products made with eggs, for example mayonnaise, but excluding pastry, bread and similar baked goods, shellfish and other seafood, for example, oysters; cooked rice.
Food that does not reach these standards will be rejected at the point of delivery and returned to the supplier.

STORAGE

The correct storage of foods is important to ensure adequate provision throughout the year. Failure to ensure satisfactory conditions of temperature, humidity stock rotation, and the integrity of packaging can result in problems of unfit or spoiled food but will at the very least, result in a considerable reduction in shelf life.

Product Date Codes

To ensure good stock rotation and compliance with the Food Labelling
Regulations, all foods with the exception of unprepared and uncut fruit and vegetables, sugar, wine salt, fresh bread must be date coded.
Produce delivered by nominated suppliers will be date coded as part of the purchase specification.
Date codes are classified under two headings:
''USE BY'' - applied to highly perishable, ''high risk'' products such as cooked meats, dairy products.
'BEST BEFORE'' -applied to perishable and non perishable foods, e.g. cereals and packed products, cans, bottles... usually with a shelf life of over three months. All products must be used before the expiry of these dates but care must be taken when using products to check labelling instructions, which may indicate, for example....
~ refrigerate after opening
~ use within three days of opening
It is a direct offence to have food in possession beyond its use by date.

The rule FIRST IN ~ FIRST OUT should always be applied.
Opened packs of food should be decanted into clean containers with close fitting lids labelled and date coded.

REFRIGERATION

Refrigeration is a method of storage by which spoilage is delayed but not prevented.
The following rules should be applied when storing food in a refrigerator.

• High risk foods should be stored between 0 - 5C. *

• Fresh meat, poultry and fish should be stored between 0 - 1°C.

• Frozen foods to be stored at or below -18°C.

• Cook-chill products to be stored at 3°C or below.

* High risk foods are usually those which contain protein and are intended for consumption without treatment which would destroy such organisms. e.g.

- all cooked meat and poultry;
- cooked meat products including gravy and stock;

- milk, cream, artificial cream, custards and dairy produce;
- cooked eggs and products made with eggs, for example mayonnaise,
- but excluding pastry, bread and similar baked goods;
- shellfish and other seafood, for example, oysters;
- cooked rice

Site and Situation

Refrigerators should be easily accessible and not be positioned near to any heat source. Ideally they should be in well ventilated areas away from direct sunlight.
Loading
Refrigerators should be packed in a manner which allows good air circulation. All food should be covered to prevent drying out, cross contamination and the absorption of odour. However food packaging should not be stored as this may introduce contamination into the refrigerator. Highest risk foods should be given priority if space is limited and should be stored at the rear of the refrigerator and always above raw foods.

Cleaning

This should take place on at least a weekly basis using food safe chemicals. Spillages should be cleaned as soon as they occur. After cleansing, the surfaces need to be completely dried. If the refrigerator does not defrost automatically defrosting should take place at least once a week to ensure that there is no build up of ice.

Maintenance

Refrigerators should be serviced on a regular basis, at least twice a year.

Temperature checks

Thermometers - Should be located externally and be easily readable with the door(s) closed. Regular temperature checks using an independent thermometer should also be made.

Freezers

Operating Temperatures

The operating temperature and hence the storage period for food can be identified by using the star rate system.
RATING OPERATING TEMP.°C STORAGE
1 STAR -6 1 WEEK
2 STAR -12 1MONTH
3 STAR -18 3 MONTHS

STAR -24 6 MONTHS
Food produced, prepared and frozen by the School has a shelf life of thirty days.
Frozen food from suppliers should be stock rotated and used before the expiry date.
Protection of Food During Storage

A common fault found in most food premises is that food is poorly wrapped thus allowing contamination, oxidation and dehydration. All food should be stored in air tight packaging which is date coded.

Thawing of Frozen Food

The following steps should be taken to avoid cross contamination during thawing:
Remove external packaging and place in container.
Defrost food away from other high risk foods ideally in a thawing cabinet (12-15°C).

Clean contaminated work surfaces e .g chopping boards.
Leave for sufficient time.
Dispose of any raw juice carefully.
Cover defrosted food and put in refrigerator
Dry Goods Storage
Dry goods require protection from:
-Low temperatures
-Damp
-Excessive heat
-Direct sunlight
-Pests
This requires
-Steady temperatures of 10 - 15°C
-Ventilation (relative humidity 50- 60%)
-Pest proof structure
-Shelving and structure which can be cleaned easily
-Products stored off the ground
-Routine cleaning
-Stock rotation

PREPARATION

Thawing of Frozen Food

It is important that frozen foods are allowed to defrost under controlled conditions, i.e. in a refrigerator. This is to ensure that the bacterial loading is kept to a minimum whilst defrosting is thorough. If frozen foods, particularly poultry, are not thawed properly prior to cooking, then cooking may be inadequate and bacteria could survive.

PREPARATION SURFACES AND EQUIPMENT

After each use, food preparation surfaces must be cleaned to remove all loose food debris, washed down with an appropriate hot water and detergent solution, rinsed off and let to air dry.
Food preparation equipment should also be cleaned after each use.
Cleaning schedules should be in place which ensure that all equipment in a food surface area is cleaned regularly.
Contamination

To avoid cross contamination, it is important that the same equipment is not used for handling raw and high - risk products without being disinfected. To prevent this from occurring it is recommended that different colours are used. Colour coding may be extended to include washing facilities, protective clothing and packaging material.

COOKING OF FOOD

Temperatures

Cooking is a form of preservation but is generally used to make food more palatable. Internal temperatures of around 75°C should be achieved to ensure bacteriological safety, however, some bacteria do survive these temperatures.
The centre of cooked meat should be checked regularly with an accurate temperature probe which is always disinfected before use. The external surface of a joint of meat, for example, may give the appearance of being thoroughly cooked but the centre temperature may be quite low.
All foods should be temperature probed before service.

FOOD SERVICE

Hot Foods

All hot food should be served at or above 70°C. It should not be left on the counter for a period of longer than 120 minutes. If food does not maintain the required temperature it should be discarded, under no circumstances should it be reheated.
All food intended for service on a particular day should be discarded if not served, it should not be re-served the following day.

Cold foods

All cold food should be served form a chilled display unit at a temperature of or below 5°C. All food intended for service on a particular day should be discarded if not served, it should not be re-served the following day.

STAFF

All new starters should be trained to the Basic Food Hygiene standard and immediately informed of the School's Food Hygiene Policy.
New staff should also be informed that should they suffer from diarrhoea, vomiting, throat infections, skin rash, boils or other skin lesions they should report to the Principal so that recognised procedures may be followed.

Food handlers suffering from infectious conditions not during working hours, must bring to the attention of the Principal:
If any member of the household is suffering from diarrhoea or vomiting.
If they are returning to work after an illness involving diarrhoea or vomiting.
If they are returning to work after a holiday during which an attack of diarrhoea or vomiting lasting for two days or more was experienced.

It is vitally important that all food handlers maintain a high standard of personal and general hygiene, to avoid the possibility of spreading infections, or causing food poisoning.

PERSONAL HYGIENE

Food handlers must observe high standards of personal cleanliness and have a moral and legal obligation to do so.

Food handlers must wash their hands regularly (in a nominated wash hand basin and in particular:-

- entering the kitchen
- after visiting the toilet facilities
- before handling any food or equipment
- before and after any cleaning procedure
- between different tasks
- after touching ears, nose, mouth or hair
- after handling waste food or refuse
- after handling any wrapped or unwrapped food, especially raw items

Hands must always be washed in a nominated wash hand basin only, with soap and running water and dried using disposable towels.

Cuts and abrasions must be covered by waterproof dressings.

Food and drink must not be consumed in any food preparation area.

Food handlers must not wear jewellery other than wedding rings and unjewelled stud or sleeper earrings.

Nail varnish must not be worn. Nails are to kept short and scrupulously clean.
Smoking is strictly FORBIDDEN in ANY kitchen area. (this is an ILLEGAL practice.)

WASH HAND BASINS

Food handlers must wash their hands regularly.
Hands must be dried using the disposable paper towels supplied.
Hand wash basins must be used for hand washing purposes only.
Hand wash basins must be cleaned regularly.

CLOTHING

Food handlers must always wear appropriate clean clothing.

All food handlers should at least ensure that hair is clean and long hair is tied back when handling food.

Outdoor and work wear clothing are to be kept separate. Protective clothing should not be worn travelling to and from work.

Footwear must be of a sensible, sturdy, low heeled and enclosed type and must be kept clean.

SINK USE

It is imperative that sinks have hot and cold running water, the lack of hot water should be reported to the Manager.
Sinks must be cleaned thoroughly after each use.
Food goods and food preparation equipment must NOT be stored under the sink.
Sinks in kitchens are for the washing of food preparation equipment only.

WASTE

Refuse should not be allowed to accumulate in kitchens and should not be left overnight. Waste generated may be stored in black polythene bags which should be removed when full and at the end of each day. The bags should not be overfilled and should be tied to prevent problems from insects. The containers for such bags should be maintained in a clean condition and be foot operated and staff should be trained to wash their hands after using the receptacles.
Receptacles used for the storage of food should not be used for refuse. Suitable facilities should be provided for the storage of waste prior to its removal from the establishment, refuse collectors should not have to enter food or dining areas.

PEST CONTROL

The school is covered by a pest control contract with Pest Solutions. The contractor visits on a monthly basis to ensure that no infestation has taken place. The contract covers the following the control of the following pests:
Rodents-rats and mice
Cockroaches.
Prevention

With all forms of pest control prevention is better than cure. Good housekeeping is essential. All spillages should be removed as soon as possible. Waste receptacles should be provided with food pedals and tight-fitting lids and not overfilled.

PROCEDURE FOR DEALING WITH A SUSPECTED OUTBREAK
(DIARRHOEA AND VOMITING)

1.1 Definition

Diarrhoea and vomiting can have many causes. Organisms causing diarrhoea and vomiting are spread by the faecal oral route. To become infected, one must ingest the organism. Most commonly this will result from unwashed hands being in contact with the mouth.

It is often assumed that when outbreaks of diarrhoea and/or vomiting occur that food poisoning is the cause. This is quite often not the case but this policy refers to outbreaks of diarrhoea and vomiting where food has been implicated. Food poisoning may be defined as " an acute illness", usually of sudden onset brought about by eating contaminated or poisonous food."

The symptoms normally include one or more of the following: abdominal pain, with or without diarrhoea, vomiting and nausea. The incubation period is normally short (between one and 48 hours). The number of bacteria required to cause illness in the healthy adult is usually large and multiplication of bacteria normally occurs within the food.

Sufferers usually recover in a few days but where body defences are low, more serious consequences may arise.

2. OBJECTIVES

The objectives of this policy are to ensure prompt action in the event of a suspected outbreak of food poisoning. An outbreak may be defined as an incident affecting two or more people.

2.1 Recognising an outbreak of diarrhoea and vomiting.

2.2 Identifying its defining aspects and characteristics.

2.3 Preventing recurrence

2.4 Identification of communication with external agencies with responsibilities in relation to the outbreak.

3. GUIDING PRINCIPLES

For effective and efficient management of an outbreak, this policy is based on the following principles:

3.1 Personal responsibility of named individual members for managing defined aspects of the outbreak.

3.2 Maintaining clear lines of communication within the School and related areas, and satisfactory managing communication with external agencies.

3.3 Keeping the operational details of this policy up to date.

4. OVERALL RESPONSIBILITY

It is the responsibility of the Management to institute the policy. They will manage the outbreak in the School and/or related areas.
The policy should be instituted when:
a member of staff reports that they are suffering from diarrhoea and/ or vomiting;
persons purchasing food from, or eating at; the premises complain that they have subsequently been ill.
staff or visitors begin to report vomiting and/or diarrhoea whilst on the premises
It is usual for the local Environmental Health department to be contacted in such cases. Management will be responsible for making this decision.

5. In all cases of reported food poisoning the Environmental Health Officer has the responsibility to determine whether there has been a breach of hygiene regulations or the Food Safety Act. If the Environmental Health Officer believes that there has been a breach of legislation they will lead the investigation, with the assistance of the Management. In some cases the officer may recommend that the premises be closed pending a thorough investigation. If the Environmental Health Officer is satisfied with the methods of food preparation and production, and believes there is no case for legal liability Management will continue with an internal investigation. This will be performed in collaboration with the Environmental Health Officer.

6. INVESTIGATION

6.1 The objectives of the investigation of an outbreak are:
to determine which organism, or chemical, was responsible;
to trace all cases and carriers, especially those involved in food handling;
to determine which stage of the food preparation allowed bacterial multiplication;
to recommend how food should be prepared in the future to prevent recurrences and further spread.
A critical review of the cause, identification and management of any outbreak should be held soon after the event so as to identify positive aspects and those areas which require improvement.
The Environmental Health Officer (EHO) is a local authority official responsible for the enforcement of legislation relating to food hygiene and food safety. The functions of an EHO in the field of food hygiene can be summarised as follows:
• to ensure product safety and fitness for consumption;
• to reduce possible sources of contamination entering the food environment;
• to monitor conditions and hygienic operation within the food environment;
• to ensure compliance with relevant legislation;
• to establish the integrity of management and effectiveness of control procedures
• to offer professional advice
Hygiene offences can be the subject of a prosecution or the issue of an improvement notice allowing not less than 14 days to comply. Where there is an imminent risk of injury to health an emergency prohibition notice can be served requiring the immediate cessation of a process or use of equipment, or the closure of the premises; food which is regarded as unfit for consumption or is contaminated can be seized. However, most EHO's prefer, in the first instance, to act by means of a letter specifying items to be remedied within a stated time, provided they are confident the work will be carried out.