



## HOLMWOOD HOUSE SCHOOL

### **CATERING AND FOOD HYGIENE POLICY**

Active, growing children and young people require plenty of wholesome food and regular meals. At Holmwood House School, 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 ensure that our suppliers, local and national, are committed to providing the 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.

#### **DAY SCHOOL**

At morning break pupils are provided with a cold drink (and in the winter months, hot chocolate), together with biscuits, fresh fruit and a healthy eating option

Lunch is the main meal of the day, and is family service for Early Years and cafeteria style for Years 1 to 8. The lunch break is 50 minutes in length. At Holmwood House School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in lunch-time activities. Lunch is compulsory (and included in the fee), because we believe it is important to foster the ethos of community eating.

Tea is provided for Years 4 to 8 between 4.00pm and 4.30pm, and generally comprises a hot component such as 'pasta bake', together with toast, jams, spreads and cake. Year 4s may leave school at 4.15pm. However, any pupil in Year 4 may stay later to participate in activities. Pre-Prep children, who remain after school by arrangement, join the Biscuit Club and receive tea during the second session.

#### **BOARDING**

Breakfast, Lunch, Tea and Supper are served in the dining room.

#### **DRINKING WATER**

Drinking water is widely available throughout the school. Pre-Prep children have access to water each day in their classroom. Prep School children are encouraged to use the school water fountains in addition to the drinks available at breaks.

## **OUR MENUS**

We offer a choice between hot and cold food, with plenty of fresh fruit, vegetables and salads. Weekly menus are put onto our website. Copies of the menus are available in Reception Pre-Prep and Prep. We offer our pupils a widely varied, healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch after a request to the Headmaster.

## **Special Diets**

We expect all pupils to eat school meals and we can only meet individual requirements that are based upon attested medical grounds.

All food that might contain nuts or traces of nuts is not allowed on site. 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 son or daughter subsequently develops an intolerance of any food. The Matron and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

## **LEARNING TO COOK**

We run highly popular cookery sessions in the activities programme and also as an occasional activity for boarders.

## **LEARNING ABOUT FOOD**

We devote time in both PSHE and Biology lessons to ensure that pupils understand why a healthy diet is so important. In Biscuit Club the children also make their own sandwiches.

## **FOOD HYGIENE**

### **STATUTORY REGISTRATION**

Holmwood House School is registered with the Local Authority as a “food business” 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 EU and UK legislation at all times. The school’s catering is carried out in-house by our Catering Manager, Tina Easton-Soanes and her team. She meets on a weekly basis with the Headmaster and reports to the School Business Manager, who has ultimate responsibility for the catering function. She is professionally qualified in all aspects of catering, including health and safety. The school has access to an advisor to guide on all aspects for the catering operation should it be required.

### **MANAGEMENT OF FOOD SAFETY**

In managing food safety, Tina Easton-Soanes the Catering Manager will:

#### **Staff Training**

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Train the catering 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 gas/electricity.
- Maintain records of training.
- Conduct triennial 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 or hand cleansing regime at all times.

#### **Monitoring Compliance with Procedures**

- Check that no products containing nuts or traces of nuts are used.
- 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 Matron about special diets.

#### **Monitoring incoming supplies**

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs 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 containers and bins for waste food throughout the service of every meal.
- 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.

### **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 keeps 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.

### **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**

- Arrange an annual professional deep cleaning and a high level cleaning of all cooking, food preparation and storage surface areas.
- Ensure that an appropriate pest control regime is in place.

### **Equipment Failure**

- Report all equipment failure as soon as it is discovered.

### **First Aid**

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

### **Signage**

- Display the appropriate First Aid, COSHH and Emergency notices.

### **Waste Disposal**

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

**Reviewed by:** \_\_\_\_\_ **Tina Easton-Soanes/AJM** \_\_\_\_\_