



Holley Park Academy
School Meal Policy
Autumn
2020

Agreed on: Autumn 2020
By: Trust Board

Mrs S Richards: Executive Headteacher
Signed: _____

Mr D Dent: Chair of the Trust
Signed: _____

Review date: Autumn 2021

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Statement of intent

At Holley Park Academy, we know that what pupils eat and drink at school is important. We aim to teach pupils about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition and cleanliness; adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

Signed by:

Executive
Headteacher

Date:

Chair of Trustees

Date:

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014

1.2. This policy operates in conjunction with the following non-statutory guidance:

- DfE (2019) 'School food in England'
- The School Food Plan (2014) 'School Food Standards: A practical guide for schools, their cooks and caterers'

1.3. This policy operates in conjunction with the following school policies:

- Healthy Eating Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Bodily Fluid Hygiene Policy
- Health and Safety Policy
- Records Management Policy

2. Roles and responsibilities

2.1. The Trust board is responsible for:

- The provision of food for the school – ensuring pupils entitled to FSM and pupils who have requested school meals receive them.
- Ensuring the agreed food provision adheres to the food standards.
- Providing hot lunches, wherever possible, to ensure that all pupils are able to eat one hot meal a day.
- Providing FSM to a pupil if the pupil and/or their parent meets the eligibility criteria.
- Ensuring that drinking water is provided free of charge at all times.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so pupils can eat their food in a safe and social environment.

- Ensuring that lower-fat milk or lactose-reduced milk is provided at least once a day during school hours.
- Ensuring that milk is provided free of charge to infants and pupils entitled to FSM.
- Deciding on whether to charge for milk for all pupils not on a benefits scheme.
- Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old who are eligible through the [School Fruit and Vegetable Scheme](#).
- Ensuring that there is coordination across all catering services sought by the school, to guarantee compliance with school food standards.

2.2. The Operations Manager is responsible for:

- Organising food hygiene training for all in-house kitchen staff.
- Ensuring that staff have an up-to-date food hygiene certificate.
- Inspecting the school kitchens with the head chef to ensure facilities are cleaned to the highest standards.
- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene plan.
- Discussing with the Head Chef the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Organising refresher training for staff with regards to health and safety and food hygiene.
- Completing relevant risk assessments, e.g. School Food Risk Assessment.
- Keeping staff employment records for as long as required, in line with the Records Management Policy.

2.3. The Head Chef is responsible for:

- Providing the Operations Manager with a copy of their food hygiene certificate upon request, where applicable.
- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe, and that this is reviewed on a monthly basis.
- Checking the temperatures of food storage areas at the start and end of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Checking that thermometers are working properly by using the boiling water test, in line with [section 11](#) of this policy.

- Ensuring PPE is undamaged, free from tears, rips or burns, and that there is enough PPE for each member of staff working in the kitchen.
- Ensuring there are sufficient numbers of colour coded chopping boards for food preparation
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past their use by date or is not safe to eat, e.g. batches of food being reported as holding unsafe levels of harmful bacteria.
- Ensuring a cleaning schedule is maintained and reviewed on a monthly basis.
- Ensuring high standards of personal hygiene is maintained at all times.
- Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.

3. Current food-based standards for school lunches

- 3.1. The school is committed to providing pupils with a healthy balanced diet, in line with the School Food Plan's 'School Food Standards: A practical guide for schools, their cooks and caterers'.
- 3.2. The school will use the following standards when planning meals and adapting the healthy eating strategy.
- 3.3. **Starchy foods:**
 - One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided every day.
 - Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided each week – one or more of these will be wholegrain.
 - A type of bread with no added fat or oil will be available every day.
 - Starchy food cooked in fat or oil will only be provided twice a week maximum across a school day.
- 3.4. **Fruit and vegetables:**
 - One or more portions of vegetables (all types) will be available every day.
 - Three or more different types of vegetables will be provided each week.
 - One or more portions of fruit (all types) will be available every day.
 - Three or more different types of fruit will be provided each week.

- A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week.

3.5. Meat, fish, eggs and other non-dairy sources of protein:

- A portion of meat, fish, eggs, nuts, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day.
- A portion of meat or poultry will be provided on three or more days every week.
- A portion of non-dairy sources of protein will be provided on three or more days every week.
- A meat or poultry product, e.g. chicken nuggets, will be served no more than once a week.
- No meat will be provided if it contains any carcass parts, in accordance with The Products Containing Meat etc. (England) Regulations 2014.
- No economy burgers will be provided, as defined in The Products Containing Meat etc. (England) Regulations 2014.

3.6. Milk and dairy:

- A portion of cheese, yoghurt, fromage frais or custard will be provided every day.

3.7. Food high in fat, sugar and salt:

- Savoury crackers or breadsticks which are served with fruit and vegetables or milk and dairy may be provided as part of school lunches.
- The school will not provide sachets of salt to be added to meals on top of the salts already included within cooking.
- Confectionery of any kind will not be served, even as part of a dessert.
- No more than two portions of pastries, deep fried, bread-crumbed or battered food will be served a week.

3.8. Healthier drink options:

- Drink options the school will offer are:
 - Still water.
 - Lower-fat or lactose-reduced milk.
 - Fruit (no more than 150ml).

NB. Whole milk may be provided for pupils up to the end of the school year in which they reach five-years-old.

4. Portion sizes and food groups

4.1. The school will use the following portion sizes and food groups for school lunches, in accordance with the school food standards.

4.2. Starchy food:

| Food type | Raw, dried or cooked | Primary-aged pupils (aged 4-10) |
|--|----------------------|--|
| Bread | N/A | (50-70g) <ul style="list-style-type: none"> • 1-2 slices of medium bread • 1 small roll • 1 small or ½ large bagel • 1 small pitta • 2 6-inch wraps • 1 10-inch wrap |
| Potatoes or sweet potatoes | Raw | 120-170g |
| Jacket and baked potatoes | Raw | 200-280g |
| Other starchy root vegetables, e.g. yam and plantain | Raw | 100-150g |
| Pasta and noodles | Dried | 45-65g |
| Rice | Dried | 33-55g |
| Other grains, e.g. cornmeal and couscous | Dried | 40-60g |
| Potatoes cooked in oil or fat | Raw | 70-100g |
| Garlic bread | N/A | 20g (1 slice) |

4.3. Fruit and vegetables:

| Food type | Raw, dried or cooked | Primary-aged pupils (aged 4-10) |
|--|----------------------|---------------------------------|
| Vegetables or mixed salad | Raw | 40-60g |
| Vegetables including peas, green beans, sweetcorn, carrots, mixed vegetables, cauliflower, broccoli, swede, turnip, leek, Brussels sprouts, cabbage, spinach and spring greens | Cooked | 40-60g (1-2 tablespoons) |

| | | |
|--|------------|---|
| Pulses, including lentils, kidney beans, chickpeas | Dried | 15-20g |
| | Cooked | 40-60g (1-2 tablespoons) |
| Baked beans in tomato sauce | Cooked | 50-70g (1-2 tablespoons) |
| Vegetable-based soup | Cooked | 200-250g |
| Large-size fruit, e.g. apples, pears, bananas, peaches | Raw | 75-100g (1 small sized fruit with skin) |
| Medium-size fruit, e.g. satsumas, plums, apricots, tangerines, kiwis | Raw | 50-100g (1 fruit with skin) |
| Small fruit, e.g. strawberries, raspberries, grapes | Raw | 40-60g (10-15 fruits) |
| Dried fruit, e.g. raisins, sultanas, apricots | Dried | 15-30g (½-1 tablespoon) |
| Fruit salad, fruit tinned in juice and stewed fruit | Raw/cooked | 65-100g (2-3 tablespoons) |

4.4. Meat, fish, eggs, beans and other non-dairy sources of protein:

| Food type | Raw, dried or cooked | Primary-aged pupils (aged 4-10) |
|---|----------------------|---------------------------------|
| Roast red meat including beef, lamb, pork, veal, venison and goat | Raw | 50-80g |
| Roast poultry including chicken, turkey, duck and other dishes made from these products | Raw | 60-85g |
| Red meat or poultry in dishes, e.g. casseroles and pies | Raw | 50-75g |
| Meat-based soup | Cooked | 200-250g |
| White fish, e.g. pollock, haddock and cod, which is cooked alone or in a dish | Raw | 60-90g |
| Oily fish, e.g. salmon, sardines and mackerel | Raw | 55-80g |
| Fish or shellfish, e.g. tuna, salmon, mackerel and prawns, which is served in a salad, baked potato or sandwich | Cooked | 50-70g |
| Breaded or battered fish, e.g. fish fingers, fish cakes | Cooked | 55-80g |

| | | |
|--|------------|---------------------------------|
| Egg served in a salad, baked potato or sandwich | Cooked | 1 egg |
| Meat alternatives made from soya beans, e.g. tofu | Cooked | 50-70g |
| Pulses, e.g. beans, chickpeas, lentils | Raw | 20-25g |
| | Cooked | 50-60g (1-2 heaped tablespoons) |
| Vegetarian sausages, burgers and nut cutlets | Raw/cooked | 50-70g |
| Sausages made from beef, lamb or pork | Raw | 50-75g (1 sausage) |
| Burgers | Raw | 55-80g |
| Pies, sausage rolls, etc. | Cooked | 80g |
| Breaded or battered shaped chicken and turkey products, e.g. nuggets | Cooked | 50-70g |

4.5. **Milk and dairy:**

| Food type | Primary-aged pupils (aged 4-10) |
|--|---------------------------------|
| Lower-fat drinking milk | 150-200mls |
| Milk puddings and whips made with milk | 100-120g |
| Custard made with milk | 80-100g |
| Yoghurts | 80-120g |
| Cheese | 20-30g |

4.6. **Foods high in fat, sugar and salt:**

| Food type | Primary-aged pupils (aged 4-10) |
|---|---------------------------------|
| Fruit pies, sponge puddings or crumbles | 80-100g |
| Fruit jelly (portion size excludes fruit) | 80-100g |
| Cakes, tray bakes, muffins, scones, doughnuts | 40-50g |
| Biscuits and flapjack | 25-30g |
| Ice cream | 60-80g |
| Pizza base | 50-70g |

| | |
|--------------------------------|-----------------------|
| Gravy | 20-30g (1 tablespoon) |
| Savoury crackers, bread sticks | 10-15g (1-2 crackers) |
| Condiments | No more than 10g |

4.7. **Healthier drinks:**

| Drink type | Primary-aged pupils (aged 4-10) |
|--|---------------------------------|
| Fruit or vegetable juice | 150mls |
| Drinking milk | 150-200mls |
| Combination drinks, e.g. fruit juice, flavoured milk | 330mls |

4.8. Cereals offered as part of breakfast clubs will be high on fibre and will not exceed 22.5g per 100g serving.

5. Exemptions to the school food regulations

5.1. The school food standards do not apply to food provided:

- At parties or celebrations marking religious or cultural occasions.
- At fundraising events.
- As rewards for achievements, good behaviour or effort.
- For using in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch.

5.2. We, as an Academy established between September 2010 and June 2014 are not obliged to adhere to these regulations but will apply them voluntarily.

6. Healthy eating statement

6.1. The school will use healthier cooking methods to contribute to healthy eating, such as the following:

- Using less fat in cooking
- Baking foods rather than frying them
- Increasing use of fats/oils that are high in polyunsaturated fats
- Reducing use of sugar in recipes
- Avoiding using additional salt in cooking processes
- Increasing the use of food items containing high amounts of fibre

- 6.2. All menus created will be in accordance with the nutritional standards outlined in [section 3](#) of this policy.
- 6.3. The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE.
- 6.4. The school will adopt a healthy eating strategy and embed its principles throughout the curriculum.

7. Catering service standards

- 7.1. Menus will adhere to statutory nutritional standards.
- 7.2. Menus will consider parents' and pupils' preferences, cultural, religious and special dietary needs.
- 7.3. The cleanliness of the kitchen and serving areas will be kept to the highest standards.
- 7.4. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).
- 7.5. The kitchen staff will be suitably trained and will have an appropriate recognised qualification in food hygiene.
- 7.6. The kitchen staff will be clean and tidy in appearance and will be courteous to all pupils, staff and parents.
- 7.7. The kitchen staff will adhere to the service times, start and finish, agreed by the Executive Headteacher.
- 7.8. Pupils entitled to free school meals will be treated with sensitivity.

8. Purchasing school meals for pupils and food from suppliers

- 8.1. Parents who wish their child to take a school meal must inform the school office of their intention. School meals are charged at £2.20 per day for a two-course meal, payable every Monday in advance via SchoolComms. School only operates a weekly set meal pattern.
- 8.2. Where a pupils wants to change from a school meal to a packed lunch the Head Chef Requires 1 weeks' notice of the change, parents should email the school notifying of their intention to change in advance.
- 8.3. All Nursery pupils are welcome to stay for a paid school meal.
- 8.4. School meals are provided free to pupils in Reception Class, Year 1 and Year 2 as part of the Government Universal Infant Free School Meal initiative.

- 8.5. All food items for school meals and extended school clubs are purchased from reputable suppliers to ensure compliance with government buying standards.
- 8.6. The school suppliers are:
- Name of supplier Booker Ltd
 - Name of supplier Makro Wholesalers Ltd
 - Name of supplier Twins Fruiterers
 - Name of supplier Stirks Family Butchers
 - Name of supplier Asda
- 8.7. The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices.
- 8.8. All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.
- 8.9. All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.
- 8.10. Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist pupils in learning about food production and seasons.
- 8.11. Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.
- 8.12. The school continues to place emphasis on consumer response to new products; throughout this process, the school will liaise and consult with the school community, including parents, to ensure acceptable quality.
- 8.13. Parents can purchase school meals on a

9. Food and drink safety

- 9.1. Food will only be consumed in the School Hall, on the playground and in classrooms with teachers' permission.
- 9.2. Pupils will be instructed not to run when they are eating.
- 9.3. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs.
- 9.4. Electrical equipment, such as kettles, toasters, will be turned off when they are not in use.

- 9.5. Electrical equipment, such as kettles, toasters, will not be kept in classrooms, except in food technology lessons.
- 9.6. Pupils will not have access to the kitchen without supervision from a member of staff.
- 9.7. Pupils will not be permitted to have hot drinks.
- 9.8. Pupils will not be permitted to walk around the premises with hot drinks.
- 9.9. When eating hot food, pupils will be instructed to use cutlery where possible.
- 9.10. Pupils will be instructed to ensure their food is cool enough before eating it.
- 9.11. If pupils are in a food technology lesson or after school club, they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment.
- 9.12. Appropriate PPE will be available for pupils who are handling hot food, drinks or equipment, e.g. oven gloves.
- 9.13. A first aid kit will be located in each classroom and the school kitchen
- 9.14. The Operations Manager in conjunction with the Head Chef will conduct a risk assessment for hot food and drinks and staff will receive appropriate first aid training where appropriate to handle burns etc.

10. Kitchen safety

- 10.1. Kitchen staff will have a list of all allergens and will avoid using them within the menu – a full list of the allergens can be found [here](#).
- 10.2. Where meals may include allergens or traces of allergens, staff follow dietary requirement list of pupils.
- 10.3. The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers.
- 10.4. The school will not be misleading with the food that they serve.
- 10.5. The school will keep a record of where their produce comes from and will be prepared to produce this record on demand by the environmental health officer.
- 10.6. Kitchen staff will withdraw any produce that has gone past their use by date.
- 10.7. All kitchen staff will be trained in food safety as part of their food hygiene training.

- 10.8. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources.
- 10.9. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the Executive Headteacher is notified. Parents will be informed of the outbreak, in line with the school's Infection Control Policy.
- 10.10. Staff will be aware of the 'danger zone' where microbial growth is stimulated – this are between the temperatures of 8°C and 63°C.
- 10.11. Kitchen staff will cook food until its core temperature has reached 75°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.
- 10.12. Kitchen staff will have an in-depth knowledge of the risks of cross contamination.
- 10.13. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

| Colour of chopping board and knife | Food group |
|------------------------------------|------------------|
| Red | Raw meat |
| Yellow | Cooked meat/fish |
| Green | Salads and fruit |
| White | Bakery and dairy |
| Brown | Vegetables |
| Blue | Raw fish |

11. Food hygiene

- 11.1. The kitchen staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).
- 11.2. The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date.
- 11.3. Kitchen staff will partake in annual food hygiene refresher training.
- 11.4. In line with food safety and hygiene regulations, a food hygiene record will also be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food

hygiene plan. This record will be maintained by the Head Chef or other designated member of staff and entries will be completed on a daily basis.

11.5. For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks, as outlined in [11.8](#) and [11.9](#)
- The completion of the day's cleaning tasks
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the Head Chef or designated member of staff that has completed the day's entry

11.6. The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

11.7. At each monthly review, the Head Chef will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

11.8. At the beginning of the school day, the following checks will be conducted:

- All fridges and freezers are working properly, and fridges are running below 5°C, and freezers at -18°C
- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

11.9. At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, , and freezers at -18°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste have been removed and new bags have been put into the bins

11.10. A cleaning schedule will be maintained and stored in the school kitchen.

11.11. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

11.12. Training will be provided to all kitchen staff on how to use the cleaning schedule.

11.13. Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitizers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or draw
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

11.14. Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as 'Complete' on the cleaning schedule.

- 11.15. The cleaning schedule will be reviewed on a monthly basis by the Head Chef to ensure that cleaning tasks are being completed properly.
- 11.16. Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food.
- 11.17. For the purpose of this policy, food contact materials include:
- Packaging, e.g. cellophane wrap
 - Food processing equipment, e.g. a food blender
 - Cookware
 - Work surfaces
- 11.18. The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.
- 11.19. Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the school uses:
- Full body aprons
 - Hair/beard nets
 - Latex gloves
 - Wear Chefs Clogs
- 11.20. Kitchen staff will be informed by the Head Chef on how to properly stock a fridge, including the following procedure:
- Raw meat stored on the bottom shelf
 - Cooked meat on the middle shelf
 - Fruit and vegetables on the top shelf
- 11.21. Where stock requires more than one fridge, raw and cooked meat will be stored separately.
- 11.22. Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:
- Before and after preparing raw meat
 - Before and after preparing and cooking other food products
 - After using the toilet
 - After touching door handles, light switches or phones.
 - After coughing or sneezing
- 11.23. Kitchen staff will check the accuracy of their thermometers by using the boiling water test.

- 11.24. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.
- 11.25. The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

12. Environmental health inspections

- 12.1. The Head Chef will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.
- 12.2. The school will record the following information in an environmental health log book:
- Any identified hazards, e.g. a fridge running at a 6°C
 - How hazards were avoided, removed or reduced, e.g. turning the temperature of the fridge down
 - How any problems are rectified, e.g. reviewing the fridge's temperature every 15 minutes
 - How plans are checked for effectivity
- 12.3. The Head Chef will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.
- 12.4. The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen.
- 12.5. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental officer as a matter of top priority.
- 12.6. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.
- 12.7. The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

13. Monitoring and review

- 13.1. This policy will be reviewed annually by the Executive Headteacher and Trust Board or in light of any changes to relevant legislation.
- 13.2. The next scheduled review date for this policy is Autumn 2021
- 13.3. Any changes made to this policy will be communicated to, kitchen staff and other stakeholders, where necessary.