



AMBASSADOR

Education Group

Food Safety Policy and Procedures

2023/2024



TABLE OF CONTENTS

1. PURPOSE	3
2. SCOPE	3
3. RESPONSIBILITIES	3
4. DEFINITIONS	4
5. PROCEDURES	4
APPENDIX 1: SAFETY CHECKLIST FOR FOOD PREPARATION AREAS	7
6. RECORDS	10
7. REFERENCES	10
8. DOCUMENT CHANGE CONTROL	10

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	2 OF 10



1. PURPOSE

Food safety is the responsibility of every person in our schools. Every action has the potential to impact the safety of the food, whether during purchasing, storing, preparing, holding, serving, or cleaning. This comprehensive food safety policy provides guidance for school professionals to assure the preparation and service of safe food and how to manage a safe and sanitary school nutrition operation.

2. SCOPE

All the schools of the *AEG* group must comply with this *Food Safety Policy*.

This policy does not apply to any ready food purchased externally.

3. RESPONSIBILITIES

All of *AEG* schools must ensure:

- Support ethical buying.
- Use locally grown, environmentally sustainable food wherever possible.
- Use as much fresh food as possible.
- Ensure that our suppliers, local and national are committed to providing 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.
- Ensure all allergies and dietary requirements are catered for appropriately.
- The *Food Committee* has an active consultation with representatives for students, parents and staff to discuss menus, and to suggest new dishes.
- The *Food Committee* is reporting to the EHS Director.
- Environmental Health & Safety Officer is in charge of inspection at regular intervals the compliance of this Policy at all of *AEG* schools.
- The *Catering Manager* is managing Food Safety.

o Drinking Water

Fresh water is available to pupils throughout the school day, the quality of water is checked regularly by authorized laboratories.

o Special Diets

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	3 OF 10



- All pupils are expected to eat school meals and can only meet individual requirements that are based upon attested medical grounds.
- 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 that they complete when their child enrolls in the school.
- Parents should inform the school at once if their son or daughter subsequently develops an intolerance to any food.

The School Nurse and the Catering Managers 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.

4. DEFINITIONS

	Description	Abbreviation
1.	EHS Committee of <i>AEG</i>	EHS AEG
2.	Food Committee	FC
3.	EHS Director	<i>AEG</i> Environment Health & Safety Director
4.	Catering Managers	CM of every school

5. PROCEDURES

Catering services must have a Food Hygiene certificate, delivered by the local Department of Health.

In managing food safety, the Catering Managers will:

o **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, that they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	4 OF 10



o 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.

o Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nuts are clearly labelled.
- 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.
- Ensure the certifications are valid and the renewal of certificates e.g., Halal and HACCP certificates shall be renewed 3 months prior to the due date.

o Pupils with Medical Conditions

- Liaise with the School Nurse about special diets.
- Consult with a Dietician, if necessary

o 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.
- Ensure all supplier certifications related to food safety e.g., HACCP certificates are up-to-date.
- Reject items from the supplier if the certificates exceed the due date.

o 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, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	5 OF 10



- 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 to the appointed contractor or to the Maintenance Department.

o **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, and keep a record of such.

o **Purchasing and Checking Stock**

- Ensure that food supplies are purchased only 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.

o **Professional Assistance**

- Arrange a professional deep-cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas at least once per year.
- Ensure that an appropriate pest control regime is in place.

o **Equipment Failure**

- Report all equipment failure to the appointed contractor or to the Maintenance Department as soon as it is discovered.

o **First Aid**

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

o **Incident reporting**

- Any incident happened with harm to the staff must be reported to the EHS Director. The EHS Director will form a team and lead the investigation to find the root causes and establish the lesson learned.

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	6 OF 10



o Signage

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

o Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice and AEG's Waste Management Policy and Procedures.
- Manage a recycling regime for: paper, cardboard, clean glass and clean tins in accordance with the school's recycling policy.

APPENDIX 1: SAFETY CHECKLIST FOR FOOD PREPARATION AREAS

FOOD SAFETY	
F1	Any stored food should be kept within 'best before' and certainly within 'use by' dates
F2	Frozen food should not be refrozen after thawing and should be used as soon as possible after removal from the freezer
F3	Frozen food should be thawed in a refrigerator wherever possible
F4	Cross contamination between raw and ready-to-eat foods during preparation should be prevented: for example, by using an antibacterial food grade disinfectant, and separate areas/equipment for raw/prepared foods
F5	Visual checks or ideally a probe thermometer used to ensure that foods are thoroughly cooked (centre temperature to be 75 degrees Celsius or above)
EQUIPMENT SAFETY	NB the legal maximum temperature for fridges is 8 degrees Celsius. A probe thermometer or a fridge thermometer should be used to carry out checks
E1	Refrigerators should be well maintained, clean and regularly checked to ensure they remain below 5 degrees Celsius

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	7 OF 10



E2	Freezers should be properly maintained in accordance with manufacturer's instructions, correctly packed, and kept at minus 18 degrees Celsius or below
E3	All electrical and gas appliances, including cables, plugs and sockets should be well maintained and in safe condition
E4	Operating instructions for appliances should be displayed and understood
E5	Gas appliances should well be maintained by qualified personnel, and staff should be aware of the location of the gas shut off valve or gas main valve so it can be turned off in the event of an emergency, and only be turned back on by a trained member of staff. Appliance gas control taps should be turned off when not in use
E6	Portable appliances should be packed away and stored when not in use
HYGIENE RULES	
H1	Hands should be thoroughly washed using warm running water and a mild, preferably liquid, antibacterial soap
H2	Clean protective clothing should be worn, jewellery and watches removed and long hair tied back. Cooking and preparation staff should change clothing at the beginning and end of each working day.
H3	Hand washing facilities and disposable or cabinet-type towels should be provided in food preparation areas
HYGIENE RULES	
H4	Sinks for food preparation should be separate from those for hand-washing and washing up
H5	Keep the lid on the dustbin and wash hands after putting waste food into it

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	8 OF 10



H6	No one should handle food and drink if they are suffering from infectious skin lesions, diarrhoea, vomiting, coughs or sneezes
H7	Broken skin should be covered with waterproof dressings and plastic gloves worn if appropriate
FLOORS, SURFACES, WINDOWS ETC.	
S1	The working area should be uncluttered and free from obstacles to safe movement, e.g., handles on pans should be turned inwards
S2	Hobs etc. should not be positioned near windows in case of accidents when attempting to open or close them
S3	Working surfaces should be impermeable, in good condition and clean
S4	Ventilation should be adequate
S5	Furniture should be of suitable height and design for safe use
S6	Floors should be non-slip and in good condition – all spills immediately cleaned up
OTHER SAFETY RULES	
O1	Pupils/trainees should be assessed as competent before using any potentially hazardous equipment or appliances, including knives or other sharp items, and supervised at all times by a trained, competent person
O2	Only one person at a time should use any powered equipment, e.g., cookers, mixers, kettles etc
O3	Noise levels should be monitored and controlled so that the teacher or supervisor can intervene/stop activities at any time necessary

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	9 OF 10



04	Fire appliances should be maintained/regularly checked, fire procedures should be well understood, including safe evacuation procedures. Doors and fire exits should be unobstructed and the fire alarm should be clearly audible above any classroom noise or noise from equipment
05	Emergency procedures should be clearly set down and followed

6. RECORDS

[AEG Accident/Incident Reporting Form](#)

7. REFERENCES

IFC EHS Guidelines
ESMS

8. DOCUMENT CHANGE CONTROL

Document ID:		EHS-FSP00				
Revision Number	Author	Document Status/ Change	Reviewer	Approver	Revision Date	Effective Date
00	EHS-P. Farran	New Document	P. Farran	T. Ellingsworth	June 15, 2024	Aug. 1, 2024

Food Safety Policy and Procedures	Document Number:	ESG-FSP00
	Revision Number:	00
	Effective Date:	01/08/2023
	Page Number:	10 OF 10