the GREENROOM school

Food Safety Policy

The Green Room School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Food Safety Act 1990 and The General Food Regulation 2013 have both been considered in the drafting of this policy. Being an alternative educational provision The Green Room needs to be able to provide it's students with the option of food during their lunchtime whilst ensuring their well being and health.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		October 2016	3	October 2017
		January 2018	4	January 2019
		March 2019	5	March 2020

Purpose

Food provided for students must be sourced from, prepared in, and then provided to pupils in clean and safe conditions by appropriately qualified staff (Staff who have at least Level 2 Food Safety & Hygiene for Catering). Any food provided must be edible, within date, and provide the sustenance within reasonable practicality required for pupils to be able access all of their Green Room activities, it is the purpose of this policy to ensure that all of the above happens.

Responsibilities of staff

The Green Room will implement it's Food Safety Policy through the following methods:

- Carry out a yearly food safety risk assessment of the premises, create action points and act upon them.*
- If any changes occur that would alter the responsibilities of staff and the working environment, responsible staff members are to organise an inspection of the premises; this should be carried out by the Health and Safety administration at the Royal Borough of Windsor and Maidenhead
- Carry out a daily cleaning process to ensure all work surfaces remain clean and hygienic for food consumption by pupils
- Wear appropriate hygiene equipment such as gloves, hairnets and apron when serving the food provided
- Ensure that any staff preparing lunches at The Green Room adhere to the environmental health standards and are aware of any dietary requirements/allergic reactions Green Room pupils may have.
- Ensure that the food served at the Green Room does not drop below 65 degrees celsius

See "The Green Room School Food Safety Risk Assessment May 2014"

Control of Infection

- The Green Room undertakes precautions and procedures to minimise any cross contamination and to control the risk of infection.
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- The Green Room follows a strict cleaning procedure. The areas to be cleaned will include all areas of The Green Room, including kitchens and toilets, that are accessible on the ground floor or by stairs. Cleaners are not required or allowed to access walls or roofs. No stepladders or ladders are provided.
- Please see the table below for the cleaning schedule.
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- Health & Safety
- Staff must adhere to the following cleaning health & safety guidelines:
- Appropriate personal protective equipment - gloves, apron, brush etc must be used.

These are found in the cleaning cupboard. The office must be informed if any new equipment is needed.

•Safety instructions on the cleaning products must be followed All cleaning products will be provided by The Green Room and adhere to COSHH regulations. The office must be informed when it is time to replenish products.

•Legionella checks are carried out monthly. The temperature for hot and cold taps are tested and must comply with regulation - under 20 degrees C for cold water and over 50 degrees C for hot.

•If a pupil has been ill they must stay away from the school for 48 hours to prevent the spread of infection.

Cleaning Schedule

Elements	Activity	Frequency	Comment
Kitchens	Cleaning	Daily/weekly	Cleaning of all surfaces, hoover if carpet, wash floor if lino, wash cupboard doors, clean out fridge weekly. Pull out furniture/White goods weekly and clean behind. Clean and wash cooking equipment.
	Deep cleaning	Weekly/end of term	Fridges, check dates and throw away any goods out of date. Kitchen walls above 2 metres require cleaning every 12 months
Bins	Emptying and cleaning	Daily/weekly	Bins emptied every day, bins washed out weekly.
Door Handles/frames	Cleaned with anti-bacterial cleaner	Daily/weekly	All doors cleaned daily with anti bacterial cleaner daily, door frames weekly.
Toilets	Cleaning	Daily/weekly	Cleaning of all surfaces and pans. Deep cleaning of wash basins and pans weekly, lime scale remover applied weekly.
Windows	Cleaning internal /external	Monthly	Contractor
Window frames, Furniture	All surfaces	Daily/weekly	Wipe down with damp cloth. Deep cleaning legs of table and chairs.
Toilet and hand towels dispenser	Checked and filled weekly if needed	Every week	Email general manager when supplies are running out
Soap dispensers	Checked and filled monthly if needed	Every month	Email general manager when supplies are running out

This policy is approved by the Head of The Green Room School

Date_____

Head of School _____