



Food Safety Policy

The Green Room Foundation 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 its students with the option of food during their lunchtime whilst ensuring their well being and health.

Owner: JN/WCB/KCP/6EL

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
		November 19	6	November 2020
		November 2021	7	November 2021
		January 2021	8	January 2022
		GRK Review (CP)	9	January 2023
		GRW Review (CB)	9	January 2023
		GR6 Review (CP)	9	January 2023
		Overall Review (JN)	9	January 2023

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 this 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. See [“The Green Room School Food Safety Risk Assessment”](#)
- 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 borough of the relevant Local Authority
- Carry out a daily cleaning process to ensure all work surfaces remain clean and hygienic for food consumption by pupils and staff.
- 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 hot food served at any Green Room provision does not drop below 65°C

Control of Infection

- The Green Room undertakes precautions and procedures to minimise any cross contamination and to control the risk of infection.
- The Green Room follows a strict cleaning procedure. The areas to be cleaned will include all areas of The Green Room Schools, 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 step ladders or ladders are provided.
- The kitchen cleaning schedule in the kitchens are to be completed as directed. The main cleaning schedule is to be reviewed and amended when changes to environmental health guidelines advise it.

[Click Here for the Food Safety Record Sheet](#)

Please see H&S drive - [GR CLEANING SCHEDULE DURING COVID-19](#) Folder for individual Cleaning Schedules for each site and Cleaning Schedule Records.

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 paper, hand towels and soap dispenser	Checked and filled	as needed	Email School Manager when supplies are running out

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 anyone has been ill with a sickness that causes vomiting or diarrhoea, they must stay away from the school for 48 hours to prevent the spread of infection.

Serving Food During a Pandemic

Due to COVID-19 restrictions, new measures have been put into place regarding how food is served in school. All standard food hygiene measures are being continuously met, in addition to the following:

All pupils and staff are required to sanitise their hands before being given their lunch.

ALL food is served by a staff member.

Pupils and other staff members are no longer allowed to help themselves to extras/toppings to avoid cross contamination.

Pupils and staff are handed their cutlery, as opposed to picking out their own, except at GR6 where pupils can select a single piece of each type needed.

Clearing Dishes during a Pandemic

GRW: Pupils and staff members are putting the their used crockery and cutlery straight into the dishwasher themselves to avoid cross contamination.	GR6: Pupils and staff are supervised as they wash their own crockery and cutlery, which is then put through a high temperature steam cleaner.	GRK: All used crockery and cutlery is placed into a dish of hot, soapy water after being used.
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This policy is approved by the Co-CEO of The Green Room Foundation

Date

Co-CEO
