

Terrington St Clement Community School

1. Introduction

Within Norfolk County Council (NCC) there are a wide range of premises or work/service activities where food preparation is undertaken. Many of the food related activities carried out within NCC operations are bound by Food Hygiene law. Terrington St Clement Community School are committed to maintaining the highest standards of food preparation.

This document provides general information on food safety and references guidance and standards provided by the Food Standards Agency (FSA) which is adhered to by all those involved in food related activities in our school.

2. Scope

The policy applies to all food handling activities undertaken by staff at Terrington St Clement Community School.

3. Policy provisions

Enforcing Authorities

The Enforcing Authority for food hygiene regulations is the Local Authority Environmental Health Department for the area in which the premises or service activities are based. Under Food Safety Law provisions, Environmental Health Officers have the right to inspect all premises classed as 'Food Businesses'. They have the power to issue Improvement notices, and Emergency Prohibition Notices on food businesses that fail to meet proper standards of food safety. Any requirements by Environmental Health Officers must be actioned appropriately and within any time limits if specified by the Enforcing Officer. The Local Authority Environmental Health Departments can also be contacted for advice and guidance on food safety matters.

Registration of Premises

Terrington St Clement Community School alerted the Local Environmental Health Department of its intention to take over its own food production in April 2017. We are now an independently registered food business and it is our responsibility to make sure we meet their standards. We display our rating in prominent places around school and on our website.

Premises classed as 'Food Businesses' must be registered with their Local Authority Environmental Health Department. Registration allows the Local Authority to keep an up to date list of all premises operating in their area, and these premises will be subject to inspection by an Environmental Health Officer. Many premises within NCC will be subject to registration.

Any new premises where food related activities will be involved must be registered with the Local Environmental Health Department at least 28 days before operations commence. The Application form for Registration of Food Premises can be provided from your local Environmental Health Department. A list of contact details for local authority environmental departments can be found on the [Food Standards Agency website](#).

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General requirements and safe practice guidance

The FSA leaflet 'Food hygiene: a guide for businesses' provides guidance on how to comply with legal requirements relating to both structural and food hygiene practices and should be used alongside this food safety policy.

All food businesses are required to put in place food safety management procedures. As a means of helping businesses meet this requirement the FSA have produced a pack called 'Safer Food, Better Business'. This publication is widely endorsed by the Local Enforcing Authorities and compliance with it will meet statutory duties placed upon us. Verification and record keeping are essential parts of any food hygiene management system. You should implement this system to demonstrate your food safety practices are managed effectively.

Training

Qualifications have been developed by the chartered Institute of Environmental health to cover key food safety issues for all levels of involvement with food related work activities. For further information on the various courses available, please refer to the [Chartered Institute of Environmental Health website](#), which includes a training course finder.

Fitness for work

Employees should be fit for work and report any illness or disease which may cause a problem in relation to food safety. Staff with diarrhoea or vomiting should not return to work until they have had no symptoms for 48 hours.

Allergens

Since December 2014 all food businesses are required to declare any of 14 identified allergenic ingredients which are used in non-prepacked or loose foods that are sold or provided. See the 'managing food allergen information' within the SFBB packs management section for more detailed information on how to meet this requirement.

4. Responsibilities

Managers/ Headteachers

- Ensure food providers are provided with suitable information relating to their duties under the food safety policy.
- Provide adequate information, instruction and training to staff with responsibilities for food preparation and food handling.
- Ensure the food premises is maintained in accordance with food safety legislation.
- Co-operate with Local Authority Environmental health officers and any officers designated by NCC to carry out inspections.

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Employees

- Co-operate with other food providers to ensure that all aspects of the food safety management system are adhered to.
- Report to their line manager if they have been unwell.
- Undertake training in basic food safety and have a knowledge of food safety and food hygiene procedures

HR

- Provide support and guidance to managers/headteachers in the implementation of the policy in relation to food safety.
- Ensure the policy and guidance are applied consistently across the organisation.

5. Additional relevant documents

[Food hygiene - a guide for businesses](#)

[Safer food, better business](#)