


## Food Safety Policy P654

	Name of School	Terrington St Clement Community School
	Policy review Date	November 2025
	Date of next Review	November 2027
	Who reviewed this policy?	Amanda Conner

### Food safety compliance code P654

#### Introduction

Norfolk County Council (NCC) is committed to protecting public health by ensuring that all food provided through our services is safe, hygienic, accurately described and compliant with UK food safety legislation.

Within NCC there are a wide range of premises or work/service activities where food handling and preparation are undertaken. This compliance code provides general information on food safety and hygiene and references guidance and standards provided by the Food Standards Agency (FSA) which must be adhered to by all those involved in food-related activities.

The code applies to all food handling activities undertaken by, or on behalf of Norfolk County Council, including employees, managers, employees in schools, and contractors.

#### Responsibilities

##### Managers/ Headteachers

- ensure food handlers are provided with suitable information relating to their duties
- provide adequate information, instruction, supervision and training to employees with responsibilities for food handling and preparation
- ensure the food premises is structurally maintained in accordance with food safety legislation
- co-operate with Local Authority Environmental Health Officers, Trading Standards Officers and any other officers designated by NCC to carry out inspections of food premises

##### Employees

- complete appropriate food hygiene training
- read and understand the food safety and hygiene procedures as detailed in the Safer Food Better Business pack
- maintain a good standard of food safety and hygiene by following the procedures detailed in the Safer Food Better Business pack
- inform their manager if they have been unwell with an illness that could affect food safety (for example, diarrhoea or vomiting) and do not return to work until you have been symptom-free for at least 48 hours.

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### Enforcing authorities

The Enforcing Authority for food hygiene legislation is the Local Authority Environmental Health Department for the area in which the premises or service activities are based. Under Food Safety law, Environmental Health Officers have the right to inspect all premises classed as 'Food Businesses.' They have the power to issue Food Hygiene Improvement Notices and Food Hygiene Emergency Prohibition Notices on food businesses that do not comply with the required food safety standards.

Food Standards, which include the labelling and composition of food products, are enforced by the Trading Standards Department.

Any requirements of Environmental Health Officers or Trading Standards Officers must be actioned appropriately and within the time limits specified by the Enforcing Officer.

The Local Authority Environmental Health and Trading Standards Departments can be contacted for advice and guidance on food safety and food standards matters within their remit.

### Registration of food business

All food premises must register with their Local Authority Environmental Health Department at least 28 days before starting operations to enable inspections and compliance monitoring.

The Application form for Registration of Food Premises can be obtained from your local Environmental Health Department. Alternatively, you can [complete the form on the Food Standards Agency's website](#).

### Food Standards Agency requirements

The Food Standards Agency (FSA) website provides [guidance for food businesses](#) on how to comply with legal requirements and should be followed alongside this food safety compliance code.

### Food safety management system

All food businesses must put in place documented food safety management procedures. To help businesses meet this requirement the FSA has produced a pack called 'Safer Food, Better Business.' This publication is widely endorsed by Local Enforcing Authorities and, once completed and in full use, it will enable food businesses to meet their statutory duties.

Verification and record keeping are essential parts of any food hygiene management system. You should [implement this system](#) to demonstrate that your food safety practices are managed effectively and documented.

NCC expects the FSA's Safer Food Better Business pack to be used to document and manage food safety procedures, including daily diary records to verify compliance. Additional procedures should supplement the pack as needed.

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A documented food safety management system must be in place. The Food Standards Agency's Safer Food Better Business pack will be used to document these systems where NCC is the operator of the food business.

The procedures detailed in the Safer Food Better Business are to be followed at all times. The daily diary should be completed on each day that food handling takes place to confirm that the food safety procedures have been followed as stated in the Safer Food Better Business pack.

The Safer Food Better Business pack should be available at all times.

Additional supporting/related documentation

For any food handling activities that are not covered by the Safer Food Better Business pack, for example, catering for special events or specific service during events, for example, canape service; additional procedures should be compiled and included within the pack.

### **Training and competence**

Food handlers must receive supervision and training appropriate to their roles.

All NCC food handlers must complete Level 2 food hygiene and safety for catering training or equivalent. They should also receive regular refresher training depending on their work activity. Environmental Health Officers recommend renewing food hygiene training every three years and to read over the Safer Food Better Business pack at least every year to keep knowledge current and comply with best practice.

Managers are advised to complete Level 3 food hygiene and safety training for supervisors/managers.

Your Local Authority Environmental Health Department may offer food hygiene training courses. The Chartered Institute of Environmental Health also offers food safety training courses - [Online food safety training | Allergens, HACCP and more](#).

In addition, all employees should read and understand the food safety procedures in the Safer Food Better Business pack and should complete and maintain the training records within the pack to confirm this.

[Allergy training](#) must be completed by all food handlers annually – this online training is offered free of charge by the Food Standards Agency.

Training should be documented, and training records reviewed annually by the manager to ensure that all food handlers are up to date with the required training.

The manager must also maintain appropriate oversight of food hygiene practices to ensure that all food handlers consistently and competently follow safe food handling procedures.

### **Fitness for work**

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All food handlers should be fit for work and report any illnesses that could affect food safety to their manager.

Food handlers must not work if experiencing diarrhoea or vomiting. Employees who have experienced diarrhoea or vomiting should not return to work until they have had no symptoms for 48 hours.

### Allergen control

Food business operators are required to provide allergen information and follow labelling rules as set out in legislation. This means that food business operators must:

- provide allergen information to the consumer for both prepacked and non-prepacked food and drink
- handle and manage food allergens effectively in food preparation

All employees who handle food must be trained to:

- respond accurately to allergen information requests
- know the risks and the measures to prevent cross-contamination during food preparation

Food businesses must ensure that employees receive training on allergens. Employees and managers should complete the Food Standards Agency's free [food allergy training](#) annually and follow the allergen guidance [Allergen guidance for food businesses | Food Standards Agency](#) and [allergen checklist](#) for tips on food allergy best-practice on the FSA website.

The Safer Food Better Business pack has a section called 'managing food allergen information' and this should be completed and followed.

You can also find further guidance on the Business Companion website: [Food allergens and intolerance | Business Companion](#).

[NCC's Trading Standards team](#) can also provide advice on your responsibilities.

### Contracted catering services

If catering services are contracted out, follow the requirements on contract management described in the Commissioning and procurement compliance code P605.

Ensure that contractors have a documented food safety management system in place, for example, a Hazard Analysis Critical Control Point (HACCP) plan or that they have completed and are following the FSA's Safer Food Better Business pack.

Check the food hygiene rating with the Food Standards Agency website to ensure that the contractor has a food hygiene rating score of at least 3 - Satisfactory. [Food hygiene ratings can be checked on the FSA website](#).

### Risk assessments

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A health and safety assessment for catering work activities should be completed using form F625. The Health and Safety Executive has an example catering risk assessment that can be referred to: <https://www.hse.gov.uk/simple-health-safety/assets/docs/foodprep.pdf>