

# Managing food safety in schools



## Introduction

These pages are to assist schools to manage the food safety requirements relating to the range of activities involving food that are operated and managed by schools themselves, not those activities that are contracted out to another food business (eg. Eden Foods for lunchtime meals).

Activities involving food for which the school has responsibility may include: breakfast or after school clubs, cooking clubs, tuck shops, cake sales, parties/discos, and events such as fetes, barbeques, quiz nights etc.

In addition, schools may let their kitchen facilities to members of the school, the PTA, those operating on the school's behalf or wider community. Legally, schools retain responsibility for ensuring that food hygiene standards are met in these situations.

Schools **must** comply with the legal requirements under The Food Hygiene (England) Regulations 2006. This may be achieved by following the three requirements:-

**Registration; Training in Food Hygiene; and Food Safety Management.**

## Registration

This is a legal requirement if the school is operating one or more food activities/operations (eg. breakfast club, school BBQ & social events, cooking club, etc). The school and business operator must register with the local authority using the Registration Application Form. (*Lunch time school meals provided by a contractor are registered separately*).

Completing the form:

The name of the school is sufficient for the **'trading name of food business'** and the **'food business operator(s)'** are those ultimately responsible in the school (usually the Headteacher or chair of governors, or both).

The **'type of food activity'** should be ticked as **'school'** and the relevant food activities taking place should be specified in the separate box on the back of the form.

Food activities may be organised or managed by several different people. This may include teachers or other staff, school nurses, parents/ carers, other volunteers, etc. Usually, someone is given delegated authority to oversee all food related activities/issues in the school (eg. Healthy Food Coordinator). Details should be given on the reverse of the form.

## **Training in Food Hygiene**

Current legislation requires that every person who handles food must be supervised & instructed or trained in food hygiene so they know how to prepare food that is safe to eat. The level of supervision/instruction or training must be appropriate to the individual and their particular duties and responsibilities.

For schools, the requirement, based on interpretation of good practice guidance, is for a minimum of the food 'operator' or person delegated to manage and/or oversee the food activities to receive formal training equivalent to the Level 2 certificate in food safety. This certificate can be obtained through completing a 6 hour course provided by the Chartered Institute of Environmental Health or the Royal Society for Public Health. These courses are offered by a number of local registered trainers in Bristol.

The 'operator', or main delegated person managing/overseeing food activities should also receive training in implementation of the schools food safety management system or Safer Food Better Business (SFBB). If the school uses SFBB, a training DVD is now included with each SFBB pack, and can be ordered from the Food Standards Agency.

Otherwise, Level 3 certificate courses, aimed at those with responsibility for managing food safety issues, are offered by local registered trainers.

The 'operator', or delegated person managing food safety, should also make an assessment of the training needs of those involved in providing each particular food activity, ensuring that they are competent in operating food safety procedures. This could include parents, staff, or others. Any 'training' given should be recorded on record sheets (included in the SFBB pack). For example, for parents providing low risk food for school events, appropriate 'training' could take the form of providing them with some appropriate information such as the Food Standards Agency booklet "Catering from Home Safely", available on their website and requesting that they appreciate the importance of following the guidance given.

## **Food Safety Management System**

Schools can comply with the legal requirement of having a FSMS by making full use of the Safer Food Better Business (SFBB) pack for Caterers. However, the pack may need adapting to your own requirements. Full details of SFBB can be found on the Food Standards Agency website

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/>

The relevant safe methods for particular food activities in schools are listed below for **Cooking Clubs** and **BBQ's**. Examples of the completed safe methods are contained in the separate documents.

## **Food Safety Management: Cooking Clubs**

Food Safety risks, and therefore the Safe Methods that you need to apply, will vary according to the food chosen.

### **Low risk**

This group includes more ambient stable foods such as biscuits, cakes, vegetable based pizzas/dishes, bread.

### **Relevant SFBB safe methods:-**

Personal Hygiene  
Allergies  
Clear & Clean as you go  
Foods that Need Extra Care  
Opening & Closing Checks  
Training & Supervision (of volunteers)

### **High risk**

This includes foods containing meat, fish, raw egg.

### **Additional relevant SFBB safe methods:-**

Separating Foods  
Chilled Storage  
Cleaning Effectively  
Cooking Safely  
Chilling Down Hot Food  
Prove It

## **Food Safety Management; BBQ'S / Hog Roasts**

Cooking meat (especially burgers, chicken, and sausages) on a BBQ is a high risk activity. Every year a number of food poisoning outbreaks are associated with this method of cooking, because it is easy for food to 'look' cooked on the outside, but still be undercooked in the middle.

### **Relevant SFBB safe methods**

Personal Hygiene (especially hand washing) page in hand

Separating Foods provide link  
Chilled Storage  
Cleaning Effectively & use of cloths  
Defrosting  
Cooking Safely provide link  
Hot Holding  
Opening & Closing Checks

Prove It  
Training & Supervision (of volunteers)

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