Seva Education

Food Safety Policy

Date Agreed:	5/6/2024
Agreed By:	The Seva Governing Body
Reviewed and Updated:	5/6/2025
Next Review Date:	5/6/2026

1. Purpose

The purpose of this policy is to ensure the health and safety of all students, staff, and visitors by maintaining high standards of food safety and hygiene in all food preparation, serving, and storage areas within Seva Education.

2. Scope

This policy applies to all staff involved in food handling, including cafeteria workers, teachers organizing food-related events, and third-party vendors supplying food to the school.

3. Food Sourcing

- All food must be sourced from reputable suppliers who comply with national food safety regulations.
- Fresh and perishable food must be delivered and stored at safe temperatures (cold foods below 5°C, hot foods above 60°C).
- Donated food for events (e.g., bake sales) must be labelled with ingredients and stored appropriately.

4. Storage

- Perishable foods must be stored in refrigerators or freezers with temperature logs maintained daily.
- Dry goods must be stored in a clean, dry, pest-free environment off the floor and in sealed containers.
- Stock rotation must follow the FIFO (First-In, First-Out) principle.

5. Preparation and Handling

- All food handlers must wash hands thoroughly and wear appropriate protective clothing (e.g., hairnets, gloves, aprons).
- Separate utensils and cutting boards must be used for raw and cooked foods to avoid cross-contamination.
- Food preparation surfaces must be cleaned and sanitized before and after use.

6. Personal Hygiene

- Staff and volunteers involved in food handling must:
    - Not handle food if sick (especially with vomiting, diarrhoea, or cold symptoms).

    - Keep nails short and clean, and avoid wearing jewellery.
    - Cover any cuts or wounds with waterproof dressings and gloves.

7. Food Allergens

- All food served or sold must be labelled clearly with allergen information according to national guidelines.
- Staff must be trained in allergen awareness and emergency procedures for allergic reactions.
- Where possible, allergen-free alternatives must be made available for students with dietary needs.

8. Cleaning and Waste Disposal

- A daily cleaning schedule must be followed and recorded for all food prep and service areas.
- Waste must be disposed of in sealed bins and removed regularly to prevent pest infestations.
- Any signs of pests must be reported and addressed immediately by professional pest control services.

9. Training and Monitoring

- All food handlers must receive regular food safety and hygiene training.
- Records of training, cleaning schedules, and temperature logs must be maintained and available for inspection.
- Regular audits will be conducted to ensure compliance with this policy.

10. Emergency Procedures

- In the event of a foodborne illness outbreak, the school will:
    - Notify public health authorities immediately.
    - Cooperate fully with investigations.
    - Inform parents and guardians as necessary.
    - Review and revise procedures to prevent recurrence.

11. Policy Review

This policy will be reviewed annually or after any significant food safety incident or regulatory change. It will be reviewed by the Executive Headteacher and agreed by the governing body.