

CATERING AND FOOD HYGIENE POLICY

Active, growing children and young people require plenty of wholesome food and regular meals. At Westbrook Hay Prep School, we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our suppliers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

The catering team comprises a Chef Manager, 1 assistant cook, a kitchen catering assistant, a catering supervisor and 5 catering assistants who manage and work in the dining room and servery area.

Our chef's policy is to ensure that the staff and children are being served healthy meals in a happy and relaxed environment.

Unless in extreme cases of dietary need, which have been discussed and approved, children may not bring food or snacks into School at any time.

We take advantage of the best seasonal produce on offer from our local suppliers. Fresh food is sourced locally on a daily basis. We keep the use of salt to a minimum and vegetables are steamed preserve both nutrients and texture. We do not deep fry food apart from our Friday chips (once a week only).

We have an active pupil School, Council which has representatives from every year in the school. They meet with the Chef Manager every term to discuss menus, and to suggest new dishes.

Lunch sittings are:

Lower School 12.00pm, Middle School, 12.50pm rolling into Upper School at 1.20pm.

Lunch is the main meal of the day, and is cafeteria style with a choice of protein, starch bar and a. The lunch break is 30-40 minutes in length. This is because at Westbrook Hay Prep School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat and to unwind. Lunch is compulsory (and included in the fee), because we believe it is important to foster the ethos of community eating. Lower school children enjoy a protein choice, starchy carb and 2 vegetables in line with EYFS guidelines. Middle and Upper School children also have a choice of hot food and can add salad and soup.

Breakfast Club runs from 7.40am – 8.30am

We offer a full cooked breakfast daily with vegetarian option, cereals, toast and juices, fresh fruit and natural yoghurt.

Drinking water

Drinking water is widely available throughout the school. Bottled water may be brought into school. It is not allowed to be brought into classrooms. Children are actively encouraged to drink water regularly.

Our menus

We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Weekly menus are put onto our web site. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian.

Any parent who is worried about the quality of the food is always welcome to come and meet with our chef Manager.

Special Diets and Children with Disabilities

We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.

We do not allow the use of any nut or nut products and will endeavour at all times to ensure that these and any other foods known to cause, or potentially cause, an allergic reaction are not brought onto site nor used in the preparation of any meals.

Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their child subsequently develops an intolerance of any food. The Medical Co-ordinator (School Secretary) and the Chef Manager are happy to see any parent who has concerns about their child's medical condition, and to devise a special menu, where practically possible.

Children with disabilities are provided with the appropriate assistance to eat, in a manner which promotes dignity and choice.

Additional Catering

Packed lunches

As required for school trips and generally comprising a sandwich, biscuit or cereal bar, crisps, fresh fruit and a drink.

Match teas

Match teas are served to home and visiting teams after the game. It is a quick hot snack (pizza, sausage rolls or hot dogs with GF and vegetarian options) a biscuit and a drink. Parents enjoy sandwiches and cake in the front hall.

Two Night Residential

Children have supper in school on the second evening of their two night stay. Supper is a hot meal and a dessert chosen to compliment the lunch meal.

WHA and other school events

Our kitchen also caters the New Parents' Dining Night and various WHA events held throughout the year such as the Ladies' Curry Night, Quiz Nights etc.

Learning to cook

We believe that cooking is an important life skill. Our Lower School children regularly cook and we offer older children the opportunity to cook and bake through occasional special activities and clubs.

Learning about food

We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

FOOD HYGIENE POLICY

STATUTORY REGISTRATION

Westbrook Hay Prep School is registered with Dacorum Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

HEALTH AND SAFETY

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times.

The school's catering is carried out in-house by, our Chef Manager (Julie Barratt), and her team. Miss Barratt reports to the Headmaster who has ultimate responsibility for the catering function. She liaises with the Estates and Facilities Bursary, in respect of health and safety.

MANAGEMENT OF FOOD SAFETY

In managing food safety, the Chef Manager, with professional assistance from external suppliers will:

Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of electricity.
- Maintain records of training.
- Conduct bi-annual refresher training.

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.

Monitoring Compliance with Procedures

- Check that no products contain nuts and any that 'may contain traces of nut' are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- Liaise with the Medical Co-ordinator about special diets.
- Consult with a Dietician, if necessary.

Monitoring incoming supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters and trolleys] for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

Equipment Monitoring

- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check all that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

Samples of Cooked Food

- Ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

Professional Audit/ Assistance

- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from a suitably qualified professional on healthier food, menu planning and special diets as needed.
- Arrange an annual professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Maintenance Team as soon as it is discovered.

First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.