

Food Safety Policy and Responsibilities

1. Summary

School Meals Service

All legal requirements relating to the Food Safety Act 1990 and its Regulations so far as the production of school meals is concerned are the responsibility of either the School as meal provider or the contracted meal provider.

Schools which use their own employees to prepare school meals/snacks must ensure that all involved are properly trained, instructed and supervised as well as ensuring that other legislative standards are being complied with.

Food prepared on the School premises

Any area where food or drink is regularly produced should be registered as a 'food business' with the Council. Areas such as serveries or kitchenettes used by the PTA or others for group or function catering may fall within this requirement.

Areas where food is prepared or produced as a purely educational activity such as Food Technology rooms are generally accepted as being exempt from registration requirements although, of course, good hygiene standards are expected and should be maintained in such areas.

Remember that if food is produced as an educational activity and then regularly sold either on or off the school premises (such as 'morning break', tuck shop, etc) your Food Technology area becomes a food business and the Food Safety legislation will apply to that area.

Generally speaking, staff rooms and offices where items of food may be prepared or produced for individual requirements would not fall within the provisions of the Food Safety legislation.

Any person who is involved in the preparation of food for sale must be trained, instructed or supervised to an extent commensurate with that task. The Codes included in this section should also be displayed in these areas.

Compliance with the legal requirements of the relevant Food Safety legislation and the responsibility for food prepared on site by any 'non-school' person or group, e.g. a hirer of the premises, lies with that person or group.



Food brought into school for sale or general consumption

The school has responsibility for ensuring so far as is reasonably practicable the safety of those consuming any such food.

This includes food provided by parents or other non-commercial or private sources for classroom parties, fetes, PTA functions or any other type of school sponsored events.

As it is impossible to be entirely confident of the methods of preparation and storage of such food, schools are advised to restrict such provision to the less risky types of food such as cakes without cream, scones, fruit, pastry items or pre-packed manufactured food. To be particularly avoided are high protein items such as meats, fish, eggs, milk products, mayonnaise and other dairy product items unless the school can be sure that they have been safely prepared and correctly stored until the point of sale or consumption.

2. Local Authority responsibilities

Enforcement of the Food Safety Act and associated Regulations

The Council is the enforcement authority for the purposes of the Act and the associated Regulations. The Environmental Health Officers of the Council are enforcement officers and are empowered to inspect any food premises in exactly the same way as HSE Inspectors inspect general safety matters.

Schools are required to co-operate with such enforcement officers and allow entry onto or into the premises at any reasonable time in the pursuance of their duties.

Schools with school meals kitchens or serveries will usually receive a routine Food Safety inspection by an Environmental Health Officer on a regular basis based on food safety risk and management confidence.

It should be noted that conviction for breaches of Food Safety legislation is punishable by substantial fines or imprisonment or both.

3. School responsibilities

Any member of staff preparing school meals/snacks should have the CIEH Foundation Certificate in Food Safety (Level 2).

This course covers the basics required in the area of basic food hygiene. The course is one day and has a multiple-choice examination.

The link below will offer more information on course details and registered training centres:

[CIEH Foundation Certificate in Food Safety \(Level 2\)](#)

4. Key information and definitions

Food includes both cooked and uncooked food, drinks and ice.

A **food handler** is any person who handles or prepares food whether open (unwrapped) or packaged.

Sale as defined for the purposes of the Food Safety Act includes the offering of food as a prize or reward (e.g. raffle prizes) or, food which is given away at any entertainment to which the public are admitted whether on payment or not, and includes any social gathering, performance, exhibition, game or sport. This is, of course, in addition to the accepted meaning of 'sale'. NB: School staff and pupils are defined as 'public'.

Regularly as in regularly produced means the use of the premises for food preparation/production or sale for five or more days, whether consecutive or not, in any period of five consecutive weeks.

5. FAQs

Q. What qualifications do managers or supervisors of food production areas need?

A. A level 3 food safety certificate is recommended for those in managerial or supervisory roles.

Q. Can we have a BBQ at a school event?

A. A BBQ is permissible as long as all the risks associated with it are considered and managed appropriately. This will include not only food safety but also fire safety requirements.

6. Success indicators

All members of staff preparing food have an appropriate food safety qualification.

No instances of ill-health as the result of poor food hygiene standards occur within the school.

No issues are identified by Environmental Health Inspectors.

7. Further help and information

Environmental Health Officers at Wiltshire Council

Email: environmentalhealth@wiltshire.gov.uk

Tel: 01225 715443

Health and Safety Advisers

Email: schoolhealthandsafety@wiltshire.gov.uk

Tel: 01225 713185

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