Spaxton CofE Primary School

'Together we flourish and achieve'

Food Safety & HACCP Policy

DATE: January 2026
POSTHOLDER RESPONSIBLE: Rachel Rood
MONITORED BY: Local Governance Committee
DATE RATIFIED BY GOVERNORS: January 2026
AUDIENCE: All staff, governors, volunteers, pupils, visitors and external caterers
REVIEW DATE: January 2028

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1) Purpose & Scope

This policy sets out how Spaxton CofE Primary School will safely store, prepare, serve, and monitor food and drink offered on school premises, including:

- School meals (by catering contractor ABM Catering)
- Breakfast/after-school clubs & PTFA events
- Classroom cooking/food activities and curriculum tasters

It applies to all staff, governors, volunteers, pupils, visitors and external caterers working on site. The aim is to protect pupils' health, meet legal duties, and achieve consistently high standards in food hygiene and allergen safety.

2) Legal & Regulatory Framework

Spaxton CofE Primary School will comply with:

- Regulation (EC) 852/2004 on the hygiene of foodstuffs (retained EU law), including HACCP-based procedures.
- Food Safety and Hygiene (England) Regulations 2013—including Schedule 4 temperature control (≤8 °C chilled; ≥63 °C hot holding; limited time exceptions).
- School Food Standards across the whole school day.
- Allergen & PPDS labelling requirements ("Natasha's Law") under Food Information Regulations for food prepacked for direct sale (PPDS).
- Use of safe methods and diary to evidence compliance and support inspections.

3) Roles & Responsibilities

- The Trust**:** Ensures food provided across the day meets School Food Standards
- Headteacher/SLT (Policy Owner)**:** Ensures compliance, maintains registration as a food business with local authority if applicable, and ensures all documentation is current.
- Catering Contractor**:** Operates a documented system; delivers compliant menus and allergen management; keeps training/temperature/cleaning records.
- Designated Allergen Lead: Coordinates allergy information, training, emergency plans, and procedures in line with allergy guidance.
- All Staff & Volunteers**:** Follow this policy, complete induction and annual refresher training, and report concerns.

4) Food Safety Management System

The school adopts Safer Food Better Business (SFBB) tailored to our operations. Core elements include:

- Safe Methods for cross-contamination, cleaning, chilling, cooking, and management, completed and kept up-to-date.

- SFBB Diary (electronic or paper): Daily checks (e.g., fridge temps), 4-weekly reviews, corrective actions, staff fitness to work.
- Templates & Records**:** Goods-received, monitoring sheets, training records, cleaning schedules.

5) School Food Standards & Healthy Provision

We will ensure food and drink provided across the whole school day meets the School Food Standards (e.g., fruit/veg daily, limits on deep-fried/pastry items, no confectionery at break).

6) Allergen Management ("Natasha's Law")

Principles

- The school has a duty to support pupils with medical conditions, including food allergies, and must provide clear allergen information for all food served.
- For PPDS foods (e.g., sandwiches/bakes packed on site before selection), ABM Catering will label with full ingredients and emphasised allergens (the UK 14 allergens), in accordance with Natasha's Law.

Procedures

- Maintain a central Allergen Register of pupils, with Individual Healthcare/Allergy Action Plans and access to AAIs, following Anaphylaxis UK and Schools Allergy Code best practice.
- Menu & Recipe Controls: ABM Catering records ingredients, verify supplier updates, and keep dishes & allergen charts up-to-date.
- Training: Annual whole-staff awareness; ABM Catering staff receive role-specific training (including cross-contact prevention and labelling).
- Classroom & Events: clear communication with parents.

7) Personal Hygiene & Fitness to Work

All food handlers will:

- Wash hands, wear clean protective clothing/aprons, remove jewellery, cover cuts, and avoid handling food when ill.
- Undergo fitness-to-work screening; report symptoms (e.g., diarrhoea/vomiting) and follow exclusion periods.

8) Premises, Equipment & Cleaning

- Food rooms/areas maintained in good repair; adequate handwashing and suitable refrigeration.
- Cleaning & Disinfection Schedules**:** weekly & monthly

- Pest Control: Preventative measures & checks carried out by Guardian Pest Control regularly

9) Temperature Control (Delivery, Storage, Cooking, Cooling & Hot Holding)

We will meet legal and best-practice temperature controls:

- Chilled storage: Keep cold food ≤8 °C (legal limit); set fridges to ~5 °C and check regularly.
- Hot holding: Keep food ≥63 °C; where not possible, a single period up to 2 hours below 63 °C is allowed, then use, reheat properly, chill promptly, or discard (do not mix new with old).
- Cooking/Reheating: Cook thoroughly; reheat until steaming hot all the way through and serve immediately.

Recording: Daily temperature logs for fridges/freezers/hot holding; probe calibration and cleaning documented.

10) Purchasing, Deliveries & Traceability

- Substitute items only where School Food Standards and allergen needs remain met; check updated labels against Allergen Register and menu charts.

11) Classroom Cooking & Food Activities

- Ensure ingredient lists are shared with parents/carers in advance, and alternatives provided where necessary.

12) Packed Lunches & Non-School Food on Site

- The school promotes healthy, safe packed lunches consistent with School Food Standards ethos (no confectionery at break; balanced portions).
- Parents are reminded to label homemade items for events.

13) Training & Competence

- Induction for all staff/volunteers involved in food handling**.**
- Spaxton CofE Primary School maintains formal food hygiene training

14) Incident Management (Complaints, Illness, Near Misses)

- Food Complaints/Illness: Escalate to SLT and catering contractor ABM Catering; preserve samples/records; liaise with Environmental Health as needed; complete incident form.
- Allergic Reactions: Follow Individual Healthcare Plan/Allergy Action Plan; call emergency services; inform parents; record and review controls.

15) Monitoring, Audit & Review

- Daily: Temperature recordings & cleaning sign-off.
- Annually: Governing Body review of policy, training refresh & allergen register update.

16) Communication

- Publish a summary of this policy on the school website and menus sent to parents/carers.
- Provide clear instructions to staff/volunteers for events; brief lunchtime supervisors on encouraging safe eating and inclusion.

17) Appendices (kept in the school office)

1. Temperature Log Sheets (fridge/freezer).
2. Cleaning Schedules
3. Allergen Register
4. Incident & Corrective Action Forms