



Sussex Road School
School Kitchen Policy

Context

Kent County Council is committed to the health, safety and welfare of its employees and recognises the duty of care owed to others not in its employment. In turn it also recognises the duty of care owed by others to our employees while working in our premises.

Catering contracts are managed in several ways across KCC schools - some directly employ the services of a catering contractor, some use KCC Client Services, while others employ kitchen staff directly.

Sussex Road School has contacted Nourish Contract Catering to carry out the operation of school meals provider.

Gas

There are no gas appliances in the school's servery.

Responsibilities

The School

Is responsible for ensuring:-

- contract catering staff have suitable facilities to undertake their roles, to include fresh drinking water, hot handwashing facilities and accessible toilet facilities
- food waste collection bins are available and collected on a regular basis
- high level clearing is carried out annually
- regular kitchen audits are carried out by KCC
- where left allow access to the servery the hirer is aware of the strict limitations to this access

The Contractor

All kitchen policies/procedures and risk assessments that may affect the school must be shared with the Headteacher. The contractor or their representatives on site must:-

- report all incidents and near misses **must** be reported to the school immediately
- carry out visual checks before use of appliances
- undergo training on the safe use of all appliances before using them. Induction training should include use of equipment and what could happen if things went wrong
- address all areas of concern noted in the KCC Audits

All Nourish contractor staff and their visitors to the servery are required to:

- sign in when arriving on the school premises.
- undertake and provide details of enhanced DSB clearance for all on site staff or ensure all staff members are chaperoned at all time so on the school site until clearance is received.
- be aware of and abide by the School's Health and Safety, Safeguarding, and Confidentiality Policies.
- ensure no child enters the School's Servery at any time even when accompanied by an adult.

Written	Delegated	Review
November 2022	SBM	3 Years

Hirers using the School's Catering Kitchen

Where an agreed let allows a hirer to use the school's Kitchen we are obliged to notify the contract caterers in advance. This is to ensure that equipment and chemicals may be cleared away.

There are restrictions on the use of certain pieces of equipment due to Health and Safety or Food Safety legislation. The following equipment or areas must not be used:-

- Food preparation machinery e.g. Meat Slicers, Mixers, Vegetable Preparation machines
- Fridges or Freezers
- Storage areas
- Dishwashers
- Steaming Ovens
- Combination Ovens
- Deep Fat Fryers
- Knives
- Cleaning Chemicals and Cloths
- Any other machinery not listed above

The hot cupboard may be used to keep food warm during an event, although the school and the catering company accept no liability if food is not served at the correct temperature during a let. The catering Company temperature probe under goes regular calibration off site and is not available for use.

The Nourish provide and own all food, small equipment and cleaning materials, so the hirer must provide their own including black waste bags and tea towels.

In order to ensure the safety of attendees at events no child is to be allowed to enter the kitchen even if accompanied by their parent or another adult.

During the time of the let the servery must be kept locked if unattended.

If food is to be prepared in the servery the school must be advised in advance in detail so that checks can be made with the Nourish to eliminate the possibility of cross infection. Certain foods will create unacceptable risks of contamination:-

- Raw Poultry - bacteria
- Highly spiced foods – smell
- Nuts – allergic reaction
- Kiwi - allergic reaction

In view of the medical needs of pupils in the school we are a totally nut free school. No nuts or nut derivatives are allowed on site.

As Nourish is responsible for the hygiene of the servery where they prepare and serve meals, Third Party hirers must leave it in a clean and safe condition. The bin must be lined with a black sack and all waste removed from the servery at the end of the agreed hire period.

Nourish reserve the right to charge the school additional work required to return the kitchen to a satisfactory standard, any such charge would in turn be passed on to the hirer.

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