

56694 Food Safety Procedures in Primary Schools

We would be grateful if you would provide us with:

All documents, records or data of any kind relating to the safety procedure of dispersing school meals within canteen/lunch areas, including all records, documents and data of any kind on the crockery provided to primary school children.

There is an annual review on work practices and safe operating systems associated with the catering service. There is a Risk Assessment folder in each kitchen which is refreshed with the Catering team annually. All employees are expected to follow the Council Health and Safety policies and procedures. There is a Food Safety management system in place aligned to cook safe practices and all data is recorded daily in each site.

Plastic meal trays are provided to Primary pupils, and crockery in Secondary Schools. (Please refer to the attached specification document)

Plastic cups are provided for drinking water and soup. (Please refer to the attached specification document)

Stainless steel cutlery is provided in all School lunch services.

Details of first aid, food hygiene and health and safety policies in place, including information on temperature control policies for soup.

There are First Aiders in each school, and all staff are aware of First Aider/contact information. Employees within the Catering service also undertake toolbox talks and online My-learning portal on First Aid.

Operating policies and procedures are aligned to the Food Hygiene Regulations.

Operating Policies and procedures are aligned to the Health and Safety at Work Act.

Cooking and hot holding temperatures are taken daily and recorded on site.

Risk assessments are updated annually and briefed to all staff on practices and safe use of equipment.

Copies of risk assessment records canteen/lunch areas, including risk assessments containing information on the temperature control of food and soup, the procedure for dispersing school meals and soup and the use of suitable crockery when dispersing food within the canteen/lunch area.

All hot food/soup is cooked to the required temperature as per Scottish Food Hygiene Regulations and transferred to a bain-marie where it is hot held at 63 degrees during service. Soup is served in a plastic cup with a handle in advance of collection and is measured using a specific sized ladle to ensure the portion control is accurate and to ensure the cup is not overfilled. Pupils then queue and collect the food.

Copies of all risk assessments which show how soup should be safely administered and transported around the canteen area of all primary schools.

The Catering service has no specific Risk Assessment in place for pupils carrying soup around the dining hall. Pupil Support Assistants support the pupils front of house. A copy of a Risk Assessment is attached for reference on use/serving of soup.

Copies of all risk assessments which show how hot food should be administered and transported around the canteen area of all primary schools.

As above, there is no specific Risk Assessment for carrying hot food around the dining hall.

Copies of your risk assessment policies in relation to the canteen/lunch areas of schools and policies outlining the timescales and procedures for the remedy of hazards.

All identified hazards have been risk assessed and briefed to employees during induction and on-going review. Staff are encouraged to promote the right culture within the organisation and raise any new/emerging risks to the management team. All employees raise accidents/incidents, and any near miss concerns on the council' Health and safety portal. This is reviewed by senior management and the Health and Safety team to revise/improve practices where appropriate.

Details of how risk assessments of the relevant area are undertaken.

Risk Assessments are measured by identifying what has the potential to cause harm injury/ill-health and reviewing current practices to ensure these are robust and suitable to our service. Under Health and Safety Work Regulations we have a responsibility to ensure legal compliance and action improvements where necessary. Feedback locally from the team also enables us to look at better ways of doing things.