



ST. JOSEPH'S COLLEGE
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Catering and Food Hygiene Policy

Policy Owner Bursar	Associated documents	Legal Framework
Review by SLT	Review frequency At least every 3 years	Next Reviewed date September 2028



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GUIDANCE ON CATERING AND FOOD HYGIENE POLICY

A Legal Requirement & an ISI Reporting Standard,

An OFSTED Reporting Standard for Boarding Colleges

References:

A: [Reference Guide to the key standards in each type of social care service inspected by Ofsted \(Reference 080117\)](#)

B. ISI Regulatory Checklist for Inspectors (0309)

C. [The College Food Trust; "Voluntary code of practice for drinks provided in Colleges" and "Guide to Nutrient-based Standards".](#)

D. [Ecclesiastical Risk Services Ltd "Food Safety Services"](#)

E. [European Community Regulation 852/2004 "Hazard Analysis Critical Control Points, \(HACCP\)."](#)

F. [The Food Hygiene \(England\) Regulations 2006 : SI 2006/14.](#)

G. [The Food Safety Act 1990.](#)

H. [MOSA Guidelines: "Eating Disorders"](#)

I. [ISBA/British Hospitality Association: "Catering Advisory Notes for Bursars" May 2007: an ISBA Briefing Note.](#)

J. <http://www.education.gov.uk/Colleges/pupilsupport/pastoralcare/a0075278/healthy-Colleges>

K. ["Catering": Chapter L of the Bursars' Guide, prepared by MYA Consulting Ltd.](#)

RELATED POLICIES THAT ARE REQUIRED OF COLLEGES

- General Policy Statement for Health and Safety
- Recording and Reporting Accidents to staff, pupils and visitors
- Medical Questionnaire
- Legionella Risk Assessment



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POLICY ON CATERING

Active, growing children and young people require plenty of wholesome food and regular meals. At St Joseph's College, 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 Caterers and 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.

We have an active Catering Committee which has representatives from every year in the College. They meet with the Catering Manager and the College Deputy Head every half term to discuss menus, and to suggest new dishes. They taste sample dishes and offer suggestions. This group is also active in promoting re-cycling and energy saving in the College.

DAY COLLEGES

Lunch is the main meal of the day and is family service/cafeteria style depending upon Year Group. The lunch break is 60 minutes in length. This is because at St Joseph's College we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities: Lunch is compulsory up to Year 10, because we believe it is important to foster the ethos of community eating.

Pupils from Years 12 and 13 are allowed to leave the site, provided that they sign out and return in time for afternoon registration.

We run a breakfast service between 7.45am and 8.15am. Pupils can also purchase morning break and after school snacks from the dining room.

DRINKING WATER

Drinking water is widely available throughout the College. Bottled water may be purchased from the vending machines or brought into College. It is allowed to be brought into classrooms and exam rooms.

OUR MENUS

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



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All menus are shared with the caterers' nutrition department and checked against the caterers' guidelines for nutritional balance.

Any parent who is worried about the quality or variety of the food is always welcome to come and sample lunch.

Special Diets

We operate as a nut-free school. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear at the time of registration, and on SchoolBase when they accept their child's place. They should inform the College at once if their son or daughter subsequently develops an intolerance of any food. The Catering Manager is happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

LEARNING TO COOK

We believe that cooking is an important life skill. It is also fun and creative! Our caterers work with the Prep School to produce "Come Dine With Me" each year, where Year 6 cook a 3-course meal for their parents and guests. The caterers also support the Food Technology Department with the delivery of an optional subject up to A Level.

LEARNING ABOUT FOOD

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

POLICY ON FOOD HYGIENE

STATUTORY REGISTRATION

St Joseph's College is registered with Reading Borough Council 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.

Overall responsibility for the catering function (including health and safety) lies with Thomas Franks, who are the College's contract caterers. We conducted extensive due diligence enquiries on the firm and satisfied ourselves that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We continue to monitor the firm's performance carefully.

MANAGEMENT OF FOOD SAFETY



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In managing food safety, the Catering Manager, with professional assistance from Thomas Franks 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 gas/electricity.
- Maintain records of training.
- Conduct 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 all products which 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 Bursary 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.



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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 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 Site Manager.

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 keep 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 keep 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.

Professional Audit/ Assistance

- Arrange for an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and reports on those findings.
- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from Thomas Franks Dietician and Development Chef on healthier food, menu planning and special diets as needed.
- Arrange a 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 Site Manager as soon as it is discovered.

First Aid

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



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Signage

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

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the College's re-cycling policy.