



Pennington C of E Primary School

BeTheBestYouCanBe!



Pennington Pennington C of E Primary School

Food Hygiene Policy September 2026



Introduction

This document outlines the nature and operational management of food safety in Pennington C of E Primary School.

Linked Policies

This policy should be read in conjunction with the following policies and risk assessments:

- Health and Safety Policy
- Breakfast and Afterschool Club Risk Assessment

Aims

The food safety policy is designed to:

- Protect all users of PPS facilities from possible legal action in relation to food safety.
- State the minimum requirements for food safety to allow PPS to operate under the law.

Legal Framework

- The Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Law code of practice April 2012
- <http://www.food.gov.uk/multimedia/pdfs/codeofpracticeeng.pdf>
- Hampshire County Council, Children's Services Health and Safety Guidance: 'Safety in Snack Bars and Canteens Including Food Handling'

Note

Food safety law applies to all food brought onto PJS premises whether carried out for profit or not. This includes food being served at PTA events or given to pupils as prizes. It should be noted that this policy does not cover the provision of food supplied by HC3S at lunchtime. (However, the recommended good practice guidelines should still be followed.)

General Advice

At PJS, we believe the promotion of food safety should be part of our curriculum where appropriate. The following simple guidelines can be reinforced at break and lunchtimes:

- Wash hands before break, snack and lunchtimes. We should all be encouraging pupils to wash their hands in this time.
- Check the use by dates on packaging
- Ensure hot food is piping hot throughout
- Ensure chilled food is kept as cool as practical (e.g. don't put lunchboxes by heaters)



Breakfast and Afterschool Clubs

- Access to the kitchen appliances is strictly controlled – pupils are not permitted to touch these unless supervised by a staff member.
- All equipment is visually inspected before use.
- Any equipment not working correctly or damaged is not used, and is reported to the admin officer or headteacher.
- Staff responsible for preparing and handling foods are suitably trained and have sufficient knowledge of food safety and hygiene.
- All staff members are briefed on basic food hygiene and safety prior to commencing work at the breakfast club.
- Basic safety principles are adhered to for lower risk foods, e.g. toast and cereals.
- All food is adequately labelled.
- Food is stored in a dedicated fridge in the kitchen areas.
- Dry foods are stored in cupboards.
- Pupils are not permitted to access food from the storage areas unless supervised.
- Allergies are listed for the club leaders to ensure no-one eats anything they shouldn't.
- Foods that pupils are allergic to are avoided either by the individual or the group of pupils, depending on the severity and type of the allergy.
- Pupils with allergies have suitable medical supplies, as stated in their individual healthcare plan.

Training

The school will ensure the member of staff responsible for food safety, oversees appropriate levels of training for staff/volunteers, in-house or externally. (This is the headteacher, although for lunchtime – the school's cook will be responsible for the day-to-day management/temperature taking, as they are appropriately trained.)

- All our kitchen staff have completed food safety training
- They are responsible for recording the temperature of food as it is delivered and logging this.

Curriculum Activities

- Food tasting – when starting school, a letter of consent for children to participate in any food tasting sessions, must be signed and returned to the school office
- DT – As part of the Design and technology curriculum, food technology is an area which is taught. This will involve food tasting and creating their own meals. Consent from parents will be sought before the activity is taught.



Pennington C of E Primary School

BeTheBestYouCanBe! 

Breaktime and Lunchtime

- Food brought in for break or lunch should be for the sole consumption of the pupil

Staff Food

- Any food brought into school by staff for their own consumption is not the responsibility of the school. The equipment provided i.e. fridge, cooker and microwave are used at their own risk. However, compliance to Health and Safety regulations will be adhered to by the school. Any member of staff who has any concerns about food safety, should raise this matter with the headteacher.

Review

Any cooking area will be part of the Risk Assessment annual review program. This policy will be reviewed as part of the Health and Safety policy review.