



1.0 Aims

The Food Safety Policy is intended to ensure a sufficient standard of food safety is maintained at all times within The Glenleighden School. Appropriate food safety practices must comply with the current *Food Act 1981* and the National Food Safety Standards (*Australia New Zealand Food Standards Code*).

It is expected that all persons operate in a manner that will ensure the health and safety of themselves and others, whilst engaging in activities associated with beverages or food within The Glenleighden School.

2.0 Food Safety Practices

2.1 Persons supervising or undertaking food handling have skills and knowledge in food safety and hygiene matters that corresponds with their food handling activities and responsibilities.

2.2 Only reputable suppliers are used for food brought onto the premises.

2.3 Food storage and food processing procedures adheres to Food Safety Standard guidelines.

2.4 Food handlers must maintain high standards of personal hygiene at all times.

2.5 Persons supervising or undertaking food handling must maintain appropriate cleaning and sanitising procedures of utensils, equipment and food contact surfaces.

2.6 Persons must notify Food Safety co-ordinator / Workplace Health and Safety officer if any accidents or dangerous occurrences occur using the school's accident/ incident reporting form.

2.7 Waste should be removed from food areas daily

2.8 Kitchen Safety Inspections (hazard analysis) will be undertaken weekly and once a term to minimise incidents of contamination and ensure maintenance of fixtures, fittings and equipment.

2.9 Auditing of the kitchen will be undertaken annually.

(See Appendix A)

3.0 Food and Beverage activities - TGS

Current practices include:

- Fundraising activities – e.g. sausage sizzle
- School Tuckshop – one day a week run by Parents
- Formal lunch for pre-school/ prep/ lower school students – where students bring a meal from home to eat with a knife and fork (these meals may or may not be heated in a microwave).
- Senior School Tuckshop – one day a week run by Senior School students as part of the hospitality program. This includes purchasing, preparation and serving of simple lunch to staff and students.
- Senior School Catering Events – embedded within Hospitality Program and include events such as a buffet style dinner party for parents and students.

4.0 Role of Food Safety Co-ordinator

- Assist in the integration of the WHS Management system
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal
- Report or make such recommendations as deemed necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods
- Co-operate in the annual WHS auditing process
- Attend WHS education and training opportunities. As provided and apply learning

APPENDIX A

FOOD SAFETY PRACTICES AND GENERAL REQUIREMENTS

The Food Safety Policy is intended to ensure a sufficient standard of food safety whilst not placing unnecessary restrictions on kitchen based operations and processes.

- Food must be correctly stored and refrigerated where necessary:
 - Food is protected from contamination e.g. covered/ off the floor
 - Potentially hazardous foods are refrigerated below 5°C
 - Frozen food is kept solid
- Food prepared on site should normally be consumed within the day of preparation and/or correctly cooled, stored and reheated.
- High standards of personal hygiene must be maintained by staff:
 - Hands must be washed before and after handling food.
 - Staff must not handle food if they have had a recent intestinal infection/upset.
 - All cuts and skin abrasions must be covered (bandage + disposable gloves).
 - Disposable gloves must be worn when serving food.
- Cleaning, sanitising and maintenance:
 - Food areas should be left in a clean condition at all times – free of dirt, grease and visible matter.
 - Food contact surfaces (e.g. benches and chopping boards) are cleaned and sanitised before and after food preparation.
 - Utensils, crockery and cutlery should be adequately cleaned and sanitised (dishwasher).