



Pownall Hall School

Catering and Food Hygiene Policy

This is a whole school policy; it refers to and includes EYFS, after school care and holiday clubs held on our premises.

1. INTRODUCTION

At Pownall Hall School, we believe that active, growing children and young people need plenty of wholesome and nutritious food carefully prepared and served. To that end, the meals, packed lunches and snacks provided comply with the Government's Food-based Standards for children of primary school age and are designed to offer our pupils a healthy, varied and appetising diet while they are in school.

Pownall Hall School's catering provision is outsourced to Holroyd Howe Ltd who work within strict nutrition standards to ensure children's meals are balanced to give them all the goodness they need as they grow and develop. Providing food that's safe, wholesome and nutritious is Holroyd Howes main everyday responsibility – for pupils with dietary requirements and other specific needs, Holroyd Howe have industry-leading policies, systems and training in place. Working closely with Pownall Hall School to support any pupils living with allergies, intolerances, or coeliac disease, individual allergies are made known to Holroyd Howe via the school's administration/office team. Ethical buying and locally grown, environmentally sustainable food is used wherever possible.

Pownall Hall School and Holroyd Howe Ltd are committed to providing the 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.

Our catering provision is regularly inspected by the Environmental Health Officer (EHO).

2. STATUTORY REGISTRATION

Pownall Hall School is registered with East Cheshire Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

3. HEALTH AND SAFETY

We recognise that compliance with health and safety regulations is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant and UK legislation at all times. The school's catering reports to the Operations Manager and Business Manager. The Head Chef, Chef de Party as well as the kitchen assistants are all qualified within their remit of role to include food safety, health & safety, food hygiene, safeguarding and allergy training.

4. MANAGEMENT OF FOOD SAFETY

In managing food safety, the Head Chef will:

Staff Training:

- Ensure that all staff who assist with food preparation and service possess a basic food hygiene certificate
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Provide adequate Welfare, Health & Safety for the catering staff in accordance with their duties, including Control of Substances Harmful to Health (COSHH) and Hazard Analysis Critical Control Points (HACCP), Trips and Falls, Manual Handling, Food Hygiene and Nutrition and Health.
- Train all staff in emergency procedures and shut off of gas/electricity.
- Maintain records of all training undertaken
- Conduct refresher training as is appropriate

5. STAFF UNIFORMS AND PERSONAL HYGIENE

- Ensure that every member of staff always wears the appropriate uniform and protective clothing when they are in areas where food is prepared and served.
- Ensure that the handwashing or hand cleansing regimes are always complied with.

6. MONITORING COMPLIANCE PROCEDURES

- Regularly and routinely ensure no products contains nuts.
- Monitor the staff to ensure that food safety and management procedures are followed without exception.
- Ensure that the HACCP system is in place and that the document can be checked by all
- Ensure that the daily cleaning and disinfection regime is carried out satisfactorily.

7. OUR MENUS

- We operate a 3-week menu cycle and offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. The weekly menus are highlighted on the school's website and shared with all parents.
- We also cater for all tastes and preferences as well as vegetarian or vegan options. School council and children's food choice surveys underpins our confidence that food on offer will appeal and satisfy all children, staff and adults.

8. PUPILS WITH MEDICAL CONDITIONS

- Where appropriate parents are asked to supply copies of special diet sheets for the Catering department. Consult with a State Registered Dietician, if necessary. (Contact information should be on the diet sheet)
- Holroyd Howe has a professional, dedicated nutritionist onboard to offer advice when required to ensure that the Government recommended Food Standards for Primary School Children are met.

9. SPECIAL DIETS

- Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. A diet sheet should be provided for any child following a medically prescribed diet so the Catering Team in consultation with the parents can devise an appropriate menu unless this is not practically possible when other arrangements will be made.
- Any parent is asked to inform the school at once if their son or daughter develops an intolerance to any food or has a special dietary requirement after their admission so the matter can be addressed.
- Whilst children are going through the process of allergy ladders, parents should manage this at home, whilst at school we will adhere to the allergy requirements stated previously.
- The Catering Team are happy to see any parent who has concerns about their son or daughter's special dietary needs.

10. 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.

11. CATERING

- Lunch is the main meal of the school day. We believe it is important to foster the ethos of community eating and encourage the development of good table manners and social skills.
- There are three separate sittings, the first for Nursery and Kindergarten EYFS pupils, the second for Reception and Key Stage 1 pupils' and the third for Key Stage 2 pupils. Nursery, Kindergarten and EYFS children are provided with a family service at their tables. KS 1 and 2 children are served by the catering team as the line moves along the food stations.
- Members of staff supervise the lunch service. At Pownall Hall School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat their meal in a relaxed atmosphere, to socialise and to participate in many lunch-time clubs and activities.
- Snacks are provided at morning break, fruit is available at the end of the day for all children and hot food is available at after school for those staying late. Drinking water is widely available throughout the school.
- We provide meals around the day, breakfast and high for tea for children that wish to access the wrap around care facilities.
- We have an active School Council which meets regularly; they can meet with the Catering Team to discuss menus and to suggest new dishes.
- We expect all pupils to eat the meals provided but are happy to meet individual requirements that are based upon attested medical grounds. We provide alternatives for those pupils with religious-based dietary requirements.

12. 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. Holroyd Howe maintains their own record of these checks.
- Monitor the dining room and serving counters, for dirty plates, cutlery etc, together with the containers/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 daily and report any faults promptly. Holroyd Howe maintains their own record of these checks

13. EQUIPMENT MONITORING

- Check all kitchen equipment, including refrigerators and freezers (or ensure that a member of staff inspects) daily to ensure that it is functioning properly and keeps a record.
- A member of the Catering Team will take the temperature with a probe of all meat or fish that is being cooked and this will be recorded within Holroyd Howe's due diligence diary.

14. PURCHASING AND CHECKING STOCK

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

15. AUDIT

- Conduct an internal hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Carry out deep-cleaning of all equipment, high-level cleaning of all cooking, food preparation and storage surfaces, areas on a weekly basis as a minimum.
- Ensure that an appropriate pest control regime is in place.

16. EQUIPMENT FAILURE

- Report all equipment failure to the Operations Manager as soon as it is discovered.

17. FIRST AID

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

18. SIGNAGE

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

19. WASTE DISPOSAL

- Arrange the hygienic disposal of waste in accordance with recommended practice.

20. CHILDREN'S LEARNING ABOUT FOOD AND NUTRITION

- We devote time in both PSHE and Physical Education to ensuring that pupils understand the importance of a healthy diet. Information on various aspects of nutrition is also displayed in the Dining Room

MONITORING AND REVIEW

This policy will be reviewed annually.

Presented to Governors for approval

April 2026

Signed:

Mrs Eileen MacAulay, Chair of Governors

April 2026

REVISION LOG

Date	Changes Made	Version No
Jan 2010	Created	V1
Jan 2011	Reviewed	V2
Nov 2011	Reviewed	V3
Nov 2012	Reviewed	V4
Nov 2013	Reviewed	V5
Nov 2014	Reviewed	V6
Nov 2015	Reviewed	V7
Nov 2016	Reviewed	V8
Nov 2017	Reviewed	V9
Nov 2018	Reviewed	V10
Nov 2019	Reviewed	V11
Nov 2020	Reviewed	V12
Mar 2021	Reviewed	V13
May 2022	Reviewed	V14
May 2023	Reviewed	V15
Mar 2024	Updated	V16
May 2024	Reviewed	V17
April 2025	Reviewed - removed school lunch is included in school fees, Section 3 removed name of catering manager, added that she is qualified in "food safety and hygiene", Section 11 changed Nursery to Herons and Owls, Section 11 updated snacks and fruit available to all with hot food available for after school, Section 13 added "including refrigerators and freezers", Section 16 deep cleaning changed to weekly.	V18
April 2026	Updated the policy to reflect that our catering is now managed by Holroyd Howe Ltd - minor amendments to match their procedures	V19

Next Review: April 2027

REFERENCES

- A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk
- B. ISI Regulatory Checklist for Inspectors (04/21)
- C. The School Food Trust: "Voluntary code of practice for drinks provided in schools" and "Guide to Nutrient-based Standards". (www.schoolfoodtrust.org.uk)
- D. Ecclesiastical Risk Services Ltd "Food Safety Services" (www.ecclesiastical.com)
- E. European Community Regulation 852/2004 "Hazard Analysis Critical Control Points, (HACCP)." <http://www.food.gov.uk/multimedia/pdfs/hiojregulation.pdf>
- F. The Food Hygiene (England) Regulations 2006: SI 2006/14. <http://www.opsi.gov.uk/si/si2006/20060014.htm>
- G. The Food Safety Act 1990. www.opsi.gov.uk
- H. MOSA Guidelines: "Eating Disorders" <http://www.mosa.org.uk/Open%20Folders/eating%20disorders.pdf>
- I. ISBA/British Hospitality Association: "Catering Advisory Notes for Bursars" May 2007: an ISBA Briefing Note.
- J. www.healthyschools.gov.uk
- K. "Catering": Chapter L of the Bursars' Guide, prepared by MYA Consulting Ltd.