



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Catering Policy



CATERING POLICY

Introduction

Old Buckenham Hall School takes pride in the quality and variety of their food, placing emphasis on the importance of and pastoral and social benefits of eating together as a community.

OBH has its own in-house catering department comprising 2 chefs/Catering Managers and several kitchen assistants. All the food is freshly prepared on the premises.

The 4 weekly rolling menus, which change each term, are published on the school website.

This policy applies to the Pre Prep and EYFS.

Food Allergy and Intolerance:

OBH know that our pupils, staff and visitors with some food allergies, particularly peanut allergy, have to be very careful about what they eat. Correct food labelling is extremely important as the consequences of eating the food they are allergic to could be most serious.

Labelling rules in European Directives 2003/89/EC and 2006/142/EC ensure that a comprehensive ingredient listing of information is provided by suppliers. The rules for pre-packed foods establish a list of 14 food allergens, which have to be indicated by reference to the source allergen whenever they, or ingredients made from them, are used at any level in pre-packed foods, including alcoholic drinks. The list is shown as *Appendix 1*. Please see section 2 for further information regarding food allergies and intolerance.

Health & safety:

The last unannounced visit from Environmental Health was October 2016. The results of this visit were 5 star award (the highest level).

The Chefs are members of the OBH Health & Safety Committee and use this forum to highlight any issues they have. Day to day issues are raised with the Estates Manager, the Bursar and the School Nurse.

OBH uses:

Elite	Contractor for maintenance and repair of catering Equipment
Alvis Environmental Ltd	Legionella Advisor
Command Ltd	Pest Control

Varies

External Deep Clean Company

1. 1 external inspection and service of all heavy kitchen equipment a year
2. Training for staff in HACCP and COSHH procedures
3. 1 deep clean and 2 high level cleans of the food preparation and cooking areas a year
4. 1 bi-annual microbiological water checks and analysis by an independent UKAS accredited laboratory to screen for the possible presence on Legionella bacteria and other possible contaminants to the water supply. (Please refer to Legionella Risk Assessment)

Related Policies held in school:

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

1. CATERING at OBH

Active, growing children and young people require plenty of wholesome food and regular meals. At Old Buckenham Hall 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 suppliers to make as much use as appropriate of organic, natural food products and fair trade produce. 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 a 'Food For Thought' box, situated outside the dining room, in which children and staff can post their views on school food, comments and suggestions. The School Council, which meets twice a term, will give time for food issues to be raised by the form reps.

Breakfast, morning break, lunch, tea and supper are all served in the school dining room.

- Breakfast always includes cereal, fresh fruit, yoghurt, toast, fruit juice and tea. A cooked breakfast (bacon, egg, sausage etc...) is served on alternate days with a Continental breakfast (croissants, pain au chocolat, cheese, ham, eggs etc...) on the other days.
- Morning break is a savoury option and fruit with a glass of milk, squash or water.
- A 2 course lunch is served every day. A hot main course is offered along with a vegetarian option and a salad bar where a range of salads, cold meats and fish or a Pasta/Jacket Potato bar is available. A pudding is served every day alongside a selection of fresh fruit. Water is on every table.

- Afternoon tea consists of sandwiches, squash, milk and water. Tea and hot chocolate are offered in the cold winter months.
- A 2 course supper is served every evening. It will consist of a hot meal or a vegetarian option. An alternative of ham/cheese salad and bread is also available.

Snacks

- Snacks are offered at bedtime. The younger boarders have milk and biscuits and the older children have fruit, toast or cereal served in the dining room. Boarders will sometimes have hot chocolate in their houses before bed.

Sweetie Shop

- We have our own OBH 'Sweetie Shop'. The boarders are able to visit the shop and may spend up to 50p per visit.
- Sweets are NOT allowed to be brought into school from home. Parents are strongly discouraged from providing their children with sweets, fizzy drinks and crisps.

Drinking Water

- Drinking water is widely available throughout the school. There are water dispensing machines around the school, water is always available in the dining room and water bottles are taken out for games sessions.

Menus

- Great care is taken when planning menus to include a wide range of different foods and a well-balanced diet.
- We offer a choice between hot and cold food with plenty of fresh fruit and vegetables and salads.
- Our 4 weekly menus are posted on our website at the beginning of each term.
- We attempt to cater for all tastes and preferences, including vegetarian.

Special Diets

- We expect all children to eat the school meals provided but will always take into consideration and cater for medical, dietary, religious and cultural requirements.
- We run a nut-free kitchen; however, there is always a risk of food being brought in to OBH via external sources and this is monitored closely. *Please see Appendix 2 for further details.* Parents and staff are reminded regularly that food which may contain

nuts, including homemade cakes and some popular confectionary, should not be brought in to OBH. Any food that might contain nuts or traces of nuts should be clearly labelled. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear on the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are 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! Cookery is part of the Design and Technology programme and pupils cook at other times such as part of the Boarding activities.
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Learning about Food

- We devote time in both science and PSHE lessons to ensure our pupils understand why a healthy diet is important.

2. FOOD ALLERGENS & INTOLERANCE

Guidance was produced by the Food Standards Agency on allergy management and consumer information. This is the best practice guidance on managing food allergies with particular reference to avoiding cross-contamination and using appropriate advisory labelling (e.g. 'may contain' labelling).

Additionally under the Food Safety Act 1990 and The Food Safety Regulations 1995 (revised from the 1st Jan 2006) caterers must provide essential allergen information to their customers, especially on request or where foods contain a known or common allergen. Any information given by a member of staff must be accurate and properly researched. They must also ensure that anyone involved in the preparation or serving of the food to customers understands the risks involved, how to avoid them and the importance of giving accurate information. If the caterer or his/her staff answer a query about a potential allergen in their products incorrectly and the customer suffers, the caterer could be guilty of a criminal offence and risk an action for damages. As a result of this, food manufacturers have reviewed their labelling to often include the statement 'may contain traces of nuts', or 'may contain nuts' where they cannot be sure of the origin or manufacturing processes of particular ingredients contained within their foods.

In order to minimise the risks OBH have:

- Provided training to all catering and domestic staff about hazards of allergies, the emergency procedures to be followed in the event of someone suffering from an allergic reaction, and of the identities of those known to suffer from severe food allergies. The school Nurse provides training in the use of Epi-Pens.
- Liaised with the School Nurse about those with a food allergy, or their parents, to ensure that details of foods to be avoided, and for the less common allergies, menus and recipes to be followed are known. Each pupil should have a protocol prepared for them by the school Nurse if there is one or more severe food allergy that results in anaphylactic conditions if they come into contact with the allergen(s).
- Continued to source, as far as it is possible, foods from its suppliers for a child to cater for his or her particular allergy condition. The pupil's parent/guardian must accept that the school can only source according to the information it is provided with from suppliers. The School Nurse or parents/guardians will provide catering staff with regular updates on allergy matters and sources/content of ingredients.
- Ensured the catering staff identify those with severe food allergies and ensure that they supervise the meals taken by those who are at risk.
- Clearly indicated on a black board in the serving area, as far as possible, key allergens on the menus for the pupils by clearly displaying the names of the dishes and whether certain products / ingredients have been included or may be present as trace contaminant e.g. gluten, dairy. In respect of pre-packaged foods, the school can only provide the information given from manufacturers. The new Food Labelling Regulations 2004 have expanded the food labelling requirements of manufacturers including the requirement to list common allergens in the foods.
- Provided training to staff to negate as far as practicable for human error in the preparation and delivery of special diets.
- Assessed catering practices to identify areas of potential cross-contamination. For example, use separate serving utensils for products and wash hands after handling milk products. Wipe up milk spillages promptly and thoroughly. Common hazards include using tongs to handle different products and using the same knife for spreading.
- Identified other areas that need to be tightly managed when handling foods that 'may contain traces of nuts': the sweetie shop, staff room biscuits, packed lunches (see below), match teas, birthday cakes, cake sales, and harvest festivals.

3. FOOD HYGIENE

STATUTORY REGISTRATION

Old Buckenham Hall School is registered with Babergh District Council 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).

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. The school's catering is carried out in-house by Mrs Jane Heeks, and Mr Michael Pursell, our Catering Managers and their team. The Catering Managers reports to the Bursar.

MANAGEMENT OF FOOD SAFETY

In managing food safety, the Catering Managers, with assistance from Mrs Janice Pryke, the House Keeper will:

Staff Training

- Require all staff who assist with food preparation to possess a Chartered Institute of Environmental Health Level 2 food hygiene certificate.
- Train the catering staff in HACCP system of food hazard awareness and COSHH procedures.
- Ensure that all staff have clearly allocated responsibilities which they understand.
- Train all staff in emergency procedures and shut-off gas/electricity.
- Maintain records of training
- Conduct refresher training

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing at all times when they in areas where food is prepared and served
- Ensure compliance with the hand washing or hand cleansing regime at all times.

Monitoring Compliance of Procedures

- Check that all products containing allergens are clearly labelled.
- Check that the HACCP system is in place and that the document can be checked by everyone.
- Monitor the staff 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 School Nurse about special diets.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and the end of EVERY meal.
- Monitor the dining room, counters, trolleys for dirty plates, cutlery etc... with the waste bins 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 immediately to the Maintenance Department.

Equipment Monitoring

- Check all the kitchen equipment on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take the temperature with a probe of all meat and fish that is being cooked and keeps a record of such.

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

Professional Audit/Assistance

- Arrange a professional deep-cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc... once a year. Other deep cleaning is carried out in house.
- Ensure that appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Maintenance Department and Catering Equipment Contractor as soon as it is discovered

First Aid

- The School Nurse will ensure that the kitchen First Aid Box is kept fully stocked in accordance with professional recommendations

Signage

- Display the appropriate Food Allergen, 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 schools re-cycling policy

Monitoring and Review

This policy will be monitored on a day to day basis by The Catering Managers/Chef. It will be reviewed annually or when there are changes in legislation, by the Catering Managers/Chef and Bursar.

A Shropshire (Mrs)
H R Director

Reviewed Apr 2017

In consultation with:

Jane Heeks Catering Manager
Michael Pursell Chef

Appendix 1: List of Allergens

Appendix 2: OBH Nut Free Policy

Appendix 3: Sign to be displayed when serving food or in food serving areas

The following food allergens have been identified as public health concerns across Europe:-

Cereals containing gluten – including wheat, rye, barley, oats, spelt, kamut, or their hybridised strains

Crustaceans – including lobster, crab, prawns and langoustines

Molluscs – including oyster, squid, cockles, mussels, winkle and scallops as well as land molluscs like snails

Eggs – including hens, duck, turkey, quail, goose, gull and guinea fowl

Fish – including all species of fish and fish products

Peanuts – including monkey nuts or ground nuts, ground nut oil, peanut oil

Nuts – ‘tree nuts’ including almonds, hazelnut, walnut, cashew, pecan, Brazil, pistachio, macadamia and Queensland. Other types of nuts which strictly speaking are not nuts are chestnuts, pine nuts and coconut. Chestnuts and pine nuts are also known to cause allergy in some people so best practice is to include them in nuts. ***NB: - OBH use Pine Nut Pesto however, this has been checked and agreed with all known nut allergy parents/pupils and the School Nurse***

Soybeans – often labelled with terms such as soya or soy

Milk – including lactose. Milk includes sheep, goats, and buffalo

Celery – including stick and root (celeriac), celery seeds and celery oil

Mustard – including mustard seeds, mustard flour, table mustard and mustard oils

Sesame seeds – including products deriving from such ingredients such as tahini, humous, and sesame oil

Lupin – including lupin seed and lupin flour. Lupin cross reacts with peanuts, so anyone with a peanut allergy must also avoid lupin

Sulphur dioxide at levels above 10mg/kg, or 10 mg/litre, expressed as SO₂ – relates to products that have intentionally had sulphur dioxide or sulphites added.

OLD BUCKENHAM HALL - NUT POLICY

OBH is unable to totally guarantee that items produced in our kitchens for consumption are free from nuts, traces of nuts or nut products.

However, our Catering Manager does not knowingly purchase, store or use products containing nuts and all food labels are checked before purchase to check that nuts are not on the ingredients list of products.

Whilst we go to extreme lengths to ensure that our menus are nut free, some products, from some manufacturers, are produced in factories where nuts have or may have been present. In these circumstances, the supplier will place disclaimers on their products as below. We have no direct control over the manufacturers' processes or procedures in their factories.

Manufacturers' Disclaimers:

- Contains: The allergen is an ingredient in the product and is therefore deliberately present.
- Made in a factory handling/made on the same line as previously produced etc: This is used to indicate the presence of the allergen indicated in the manufacturing environments. There are no guidelines as to the use of such statements and the level of actual risk they represent.
- May Contain/May Contain Traces: The majority of products supplied within the foodservice marketplace are now labelled as 'may contain nuts or traces of nuts' due to the manufacturers covering themselves from any possible litigation costs if their products suddenly are assessed to contain nuts via cross contamination within the manufacturing location and or their inbound supply chain. May contain is the statement recommended by the FSA due to its clarity of message.

The 'May contain' labelling is allowed under the new legislation on allergens. Manufactures are however only allowed to use it if there is a real risk. If therefore a child has a severe allergy, they cannot risk eating something that has 'May contain' written on the packaging. Children with an intolerance can have foods which state 'May contain'.

- Does Not Contain: This indicates that the product does not intentionally contain the allergen, i.e., it is not in the recipe. Unless otherwise stated, it does not make any reference to the potential for cross contamination.
- Free From: This indicates that the product does not intentionally contain the allergen and that the risk of any cross contamination is absent or has been rigorously controlled.

OBH cannot confirm the accuracy of the information on wrapped and/or packaged products.

The school also extends the nut policy to include any foods brought into the school by parents, children or staff and foods made available to children and staff that have not been provided by the Catering Team are expected to be nut-free.

Children with a known allergy to nuts are encouraged to check all packaged foods as they would when not in school. They are asked to take responsibility, as far as is appropriate for their age, by checking the foods they are offered for any nut content. The school nut policy is not meant to be a substitute for vigilance; rather it is a reasonable attempt to reduce the risk of exposure to nuts for those children and staff with severe nut allergy.

A complete nut free school is an artificial environment that would not be the same as the 'real world'. We believe that a 'whole school awareness of Allergy' is a much better approach, as it makes teachers, pupils and all other staff aware of what allergy is, the importance of avoiding the young person's triggers, the signs & symptoms, how to deal with allergic reactions and facilitate 'duty of care' procedures to minimise risk.

If you require further information on OBH's Nut Policy, please contact our Catering Managers, Jane Heeks, Michael Pursell or school nurse, Emma Easdale.

EE 4/17

Notice to be displayed where food is provided:

Food Allergies Information

Food allergies present a serious problem to some people, and our staff will do their best to provide you with the information that you need.

Please notify the Catering Manager if you consider yourself at risk.

OBH is a nut free kitchen and as such, we endeavour to ensure that our food items do not contain nuts. However, seeds and other allergens may be present. There is a small risk that tiny traces of these may be in any other dish or food served here. It is impossible for OBH to provide guarantees.

Selective labelling of some dishes does not imply that all other items are free from other allergens.

Staff and visitors to OBH who consider themselves at risk should always seek clarification before selection and consumption of foods.

Where staff and visitors have the opportunity to serve themselves, serving utensils may be transferred from one dish to another. It is also possible that sesame seeds on bread and rolls may fall off and contaminate other foods in a similar way.

Our Catering practices are designed to minimise risk, and our staff will assist you to the best of their ability

Mrs Jane Heeks
Catering Manager

Mr Michael Pursell
Catering Manager