

FOOD SAFETY POLICY

Summary	Food Safety Policy
Responsible Person/Author:	COO/Estates Director
Applies to: (please check as appropriate)	Colleagues ☒ Student ☒ Community ☒
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Introduction

1. This Policy is in place to ensure that RMAT provides an environment that promotes safe food preparation and healthy eating and enables students, colleagues and visitors to make informed choices about the food they eat.
2. All Academies catering facilities are maintained to the highest possible standards. Catering facilities include main cooking (employee and student dining), food technology classrooms, and tuck shops where applicable.
3. Food safety must be provided for each stage from preparation to consumption and disposal and should be constantly monitored by the person in charge of the kitchen, lesson or event.

Policy statement

4. The purpose of this policy is to provide clear direction and policy for effective food safety management within RMAT. This will:
 - enable students to make healthy and safe food choices through the provision of information and development of appropriate skills and attitudes
 - provide healthy food choices throughout the Academy day
 - allow for a review within the teaching curriculum to ensure information relating to food and nutrition in different lesson areas is consistent and up to date
 - review drinks provision within academy catering facilities and ensure compliance with acceptable standards
 - ensure that all teachers with responsibility for the formal food curriculum have basic food hygiene training
 - ensure that all catering colleagues are equipped with appropriate skills and knowledge to successfully implement the Government's National Criteria
 - ensure that all colleagues who work with food in the Academy have the appropriate level of food hygiene training as identified by the Estates Manager
 - provide guidance for all colleagues around food and drink safety for themselves and others
 - provide clarity around the responsibilities of the contracted service catering providers would work within RMAT, in accordance with RMAT expectations and the Service Level Agreement

Scope of this policy and Who this policy applies to

5. This procedure is applicable at all premises, sites or work areas under the control of RMAT.

6. The Estates Manager will liaise with Mitie to ensure compliance of their sub-contracted catering solution served at Rodillian Academy. Rodillian Academy's building is PFI (Private Finance Initiative) which provides facilities management services and maintenance as part of the Leeds building schools for the future contract.
7. The Estates Director and/or Estates Manager meets with Mitie and the local authority in bi-monthly PFI meetings to discuss all matters regarding facilities management at the Academy, including catering. The local authority also provides regular reports of performance to ensure compliance.
8. The Estates Manager will liaise with all external contracted catering service providers to ensure compliance in the areas outlined with this policy and any Service Level Agreements.
9. All employees of RMAAT who prepare/store food or drink for students, employees, visitors or themselves must comply with the guidance and requirements within this policy.

Responsibilities

10. The RMAAT Board through the Finance and Resources Committee is responsible for approving this policy and receiving assurance that appropriate food safety arrangements are in place across RMAAT.
11. The Chief Executive has overall responsibility for ensuring that effective food safety management arrangements are implemented across RMAAT.
12. Principals are responsible for ensuring compliance with this policy within their academy, addressing identified deficiencies and ensuring that appropriate monitoring arrangements are maintained.
13. The Estates Director and Estates Manager are responsible for providing professional advice, undertaking monitoring activities, supporting investigations and reporting significant food safety concerns.
14. Catering contractors are responsible for implementing safe food handling procedures, maintaining food safety management systems and ensuring compliance with relevant legislation.
15. All employees must comply with this policy, complete any required training and report food safety concerns immediately.

Training

16. Employees who prepare, handle or serve food must receive appropriate information, instruction and training commensurate with their duties.
17. Training records must be maintained and reviewed periodically to ensure competence is maintained.

Publication of this Policy

18. Following any changes to this policy, the new version is sent to the Finance & Resources Committee of the RMA Board for approval. Once the policy is approved, it is uploaded to all academy websites and shared with all colleagues in academies via email; this will also be shared with the externally sourced catering providers in academies.
19. A copy of this policy will be included in the employee induction pack.

Definitions used in this policy

- HACCP: Hazard Analysis Critical Control Points
- COSHH: Control of Substances Hazardous to Health
- PPE: Personal Protective Equipment

Dietary Requirement

20. In order to ensure that food is healthy and safe for students, colleagues and visitors; when planning menus and cooking lessons, the food should be chosen whilst taking into account the following order of priority:
 - Food allergies
 - Cultural, ethical and religious needs
 - Colleagues and student dietary requirements
 - seasons and appropriate festival dates and celebrations.
21. RMA will make reasonable adjustments, where practicable, to accommodate dietary requirements arising from allergies, medical conditions, disabilities, religious observance or other protected characteristics.

Food Safety Risk Assessment

Hazard Analysis Critical Control Points (HACCP)

22. Each site needs to carry out a risk assessment called HACCP. It is a systematic preventive approach to food safety and addresses physical, chemical and biological hazards as a means of prevention of control at each stage of the food preparation process. The Academy HACCP principles are:
 - Analysis of the potential food hazards;
 - Identifying the points where food hazards may occur;
 - Deciding which points are critical to ensuring food safety;
 - Identifying and implementing effective controls and monitoring procedures at those critical points;
 - Establish and maintain records of checks, monitoring activities and testing;
 - Reviewing before the start of each Academy year or whenever the facilities operations change.

Task based Risk assessments

- 23. Risk assessments need completing for food handling, work area – lighting, heating ventilation, extraction, deliveries, loading, unloading and moving kitchen equipment and goods, cleaning of kitchen equipment, washing and drying facilities, fire, using and emptying fryers, waste disposal, drain cleaning etc.
- 24. COSHH risk assessments also need completing on any hazardous products used for cleaning.
- 25. Manual handling risk assessments need completing so handling equipment can be used once a risk is identified.

Hygiene and Cleanliness

- 26. The highest possible standards of cleanliness should be maintained for equipment and premises.
- 27. Suitable washing facilities should be provided for all food handlers. Single use towels must be provided in toilets used by kitchen and food handling colleagues. To ensure hygienic hand drying facilities, single use towels must be used in all areas where food is prepared.
- 28. Suitable, clean protective clothing should be provided.
- 29. Food handlers should ensure that any risk of contamination from food-borne infections is minimised.
- 30. All kitchen floors must be maintained in a good condition and any spillages cleaned up immediately. A system must be used to minimise the wet floor area and appropriate warning signs used.
- 31. Any complaint of ill health or poor quality of food should be recorded, investigated and remedied where necessary.
- 32. Any colleague or employee of a catering contractor operating from an RMA academy involved in food preparation, handling or serving who experiences vomiting, diarrhoea, suspected food poisoning or any infectious gastrointestinal illness must immediately inform their manager and must not undertake food handling duties. Employees must not return to food handling duties until they have been symptom-free for a minimum of 48 hours.

Fridges

- 33. All domestic fridges in academies must be accounted for by the Premises Manager who will ensure that the appliance is maintained by a competent person/contractor. Refrigerators should not normally be located in offices unless authorised by the Principal/Line manager for central colleagues for a legitimate business or welfare purpose. Any authorised refrigerator must be subject to appropriate inspection, cleaning and maintenance arrangements.
- 34. Where it is approved by leadership that Fridges can be situated in break out/workrooms it is the responsibility of the colleagues who use the appliance to ensure that it is cleaned on a regular basis and that it is kept to a suitable hygiene standard to avoid any cross contamination. Ideally drinks

and food should be prepared and made from a kitchen/kitchenette, or a suitable work area as outlined above.

35. Strict temperature controls should be maintained on all food covered by legislation or known to pose a health risk.
36. Any food stored in fridges must be covered, date marked and removed immediately after 'best by' date. A regime of "if in doubt, throw it out" must be used. Cooked food should be stored above uncooked food.
37. Stored food portion size should be appropriate to the setting.
38. The temperature of commercial fridges must be recorded twice per day in the main facility kitchen. If the temperature noted is in excess of +5° it should be reported to the Line Manager of the catering team so it can be brought to the attention of the facilities team. The chart should contain a column for comments where reasons for excessive temperature could be recorded, e.g. a hot day where a greater number of cold drinks are consumed over a short period. The temperature record should be kept near to the fridge.
39. All fridges should be weekly checked (visual) and cleaned inside and outside, including seals

Freezers

40. The temperature of commercial/walk-in freezers should be recorded daily by the catering team; the recommended operating temperature is -18°C or below.
41. Freezers should be defrosted and cleaned before the start of each term.
42. Appliances must be maintained as per Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989. See Estates Manager for more information.

Microwaves, Kettles and other electrical equipment

43. All electrical appliance which are used for the preparation of food and drink in academies must be accounted for by the Premises Manager who will ensure that the appliances are maintained by a competent person/contractor where necessary. Colleagues should not have microwaves, kettles and other food/drink preparation appliances in their offices, unless approved by leadership.
44. Where it is approved by leadership that appliances can be situated in offices/break out/workrooms it is the responsibility of the colleagues who use the appliance(s) to ensure that they are situated in a safe area, that they use the appliances in a safe manner, that they are cleaned on a regular basis and that they are kept to a suitable hygiene standard to avoid any cross contamination. Ideally drinks and food should be prepared and made from a kitchen/kitchenette, or a suitable work area as outlined above.
45. Appliances must be maintained as per Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989. See the Estates Manager for more information.

Open Tins

46. Food must not be stored in opened tins. Once opened, contents must be transferred to a clean, food-safe container with a suitable lid, labelled where appropriate and stored at the correct temperature.

Storage of Dry Foods and Goods

47. A strict stock rotation policy must be followed, i.e. oldest goods used first. 'Best by' dates must be observed – goods exceeding this date must not be used.
48. Opened dry goods must be stored in sealable containers with the date and batch number recorded on the container.

Drinking Water

49. All academies must provide and encourage consumption of water by:
- supplying good quality water to students and colleagues via a water fountain/cooler
 - providing water free of charge
 - permitting access to drinking water when required
 - ensuring it is accessible to all
 - promoting good habits throughout the day and in particular following exercise and in warm conditions
 - ensuring that the water source is kept hygienic and maintained

Allergens

50. Where food is prepared and packaged on site before being selected by the consumer, full ingredient and allergen information must be provided in accordance with applicable legal requirements. Appropriate checks must be undertaken to ensure allergen information remains accurate and up to date.

51. There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus or display cards/posters in the serving areas) when they are used as ingredients in a food. They are:



52. Academy kitchens should attempt as much as possible to avoid the use of allergens and in particular nuts.

Use of Probe Thermometers

53. Probe thermometers should be checked for accuracy regularly and be recorded. Dependent on the design of the probe, the calibration may be carried out on site. If this cannot be done, the thermometer should be either replaced or serviced.

Colour Coding

54. All mops, buckets and cloths used should be colour coded to identify its appropriate use; Example:
- RED - Toilets and Bathroom areas
 - YELLOW - Kitchen and dining areas
 - GREEN - General Areas
55. All chopping boards should be colour coded and an appropriate sign displayed indicating correct usage of the coloured boards.
56. Chopping boards should be replaced if they become damaged in a way that hinders proper cleaning.
57. Mops and buckets should be stored and kept clean, and mops heads washed and replaced regularly.
58. Disposable clothing items should be used where practicable, clothes should be cleaned at a high temperature.

Prepared Foods bought for Consumption on Site

59. Where practicable store bought in food by employees and students should be stored in a cool place or fridge. Fruit should be washed before eaten.
60. Food brought onto RMAAT premises by colleagues, students, parents or visitors for organised events, celebrations or charitable activities must be authorised by the academy. Consideration should be given to food hygiene, allergen controls and the provision of relevant allergen information where reasonably practicable
61. Colleagues, Students and parents should be made aware of food safety risks by their Academy Handbook.
62. Colleagues are responsible for ensuring that the fridges, microwaves and any other food related equipment in their works areas are kept sanitary and reasonably maintained.

Academy Food provided for Consumption off-site

63. Any food provided by the Academy for consumption off site, for example, for picnics, sporting events, packed lunches and day trips, holidays etc., must be packed in suitable, safe containers. All instructions for its final preparation prior to serving and use must be strictly followed.

Off-site Visits to Places that may have a health risk

64. Farms, zoos etc. may pose a health risk to our colleagues and students, in particular the hazards associated with E coli, food poisoning etc. Basic food safety rules should apply:
- Never let students place their faces against animals or put their hands into their mouths after feeding animals;
 - Never let students eat until they have washed their hands;
 - Never let students sample any animal foodstuff;
 - Never let students drink from farm taps.

Auxiliary Ventilation Equipment, Extraction Equipment & Work Equipment

65. Ventilation equipment must be maintained and cleaned regularly. Main kitchen extraction equipment must be cleaned, inspected and maintained by a recognised provider and the inspections recorded.
66. All equipment provided must be appropriately maintained in accordance with the manufacturer's instructions. The operating instructions should also be easily accessible to all employees who work in the area;
67. Food processors, mincers, food slicers must be adequately guarded and should be checked before and after equipment is used. Any missing or defective guards should be repaired or replaced;
68. Catering equipment and utensils should be clean, maintained and correctly stored;
69. Knives and scissors should be placed in a locked stored cupboard or area when not in use and all accounted for at the end of the shift;
70. All electrical catering equipment should be placed on the Academies Asset Register and portable appliance tested in line with the existing regime.
71. Equipment should only be used for the purpose it was designed for.

Deep Cleaning & Cleaning

72. All kitchens should be deep cleaned before the start of each new academic year. This includes equipment, walls, lighting covers and ceilings;
73. All equipment should be thoroughly cleaned before each end of term and half terms;

- 74. All floors should be cleaned daily at the end of the shift, when spills occur or a slip hazard. Use wet floor signs if people in the area until dry;
- 75. Equipment and surfaces areas will be cleaned and disinfected after use.

Storage

- 76. Kitchen equipment should be safely stored on clean racking;
- 77. Dry goods should be stored in clean closed containers;
- 78. Fresh food should be stored in a cool dry area and not placed on the floor;
- 79. Tins and boxes etc. should be neatly stored on labelled clean shelving;
- 80. Freezer goods should be stored in freezers at the correct temperature;
- 81. All stock should be rotated and not used beyond their use by date;
- 82. All storerooms, and freezers should be cleaned once a term as a minimum;
- 83. There should be adequate storage for catering employee's personal belongings, office documentation and these areas need cleaning regularly.

Clothing and Jewellery

- 84. Employees will not wear the catering clothing for travelling to and from work;
- 85. Employees will keep their hair covered while preparing and working with food;
- 86. Only a wedding ring is permitted to be worn – if it contains stones it must be covered with a blue plaster;
- 87. Other jewellery should not be worn.
- 88. PPE should be provided to colleagues where necessary.

Inspection and Accidents

- 89. There are trained First aiders within the Academy who can be called upon if necessary and a first aid box easily accessible for all catering personnel and other colleagues. A first aid box will always be located within a catering area or food technology department.
- 90. The Head of Department/Catering Manager for the catering or food technology department needs to carry out inspection of their facilities each term to check that the high standard of safe, food preparation, food handling and hygiene are maintained. A record of the inspection including time

and date of the inspection, the inspectors name, areas checked findings and time scaled actions must be completed.

91. Any accidents need reporting via the academy's accident and incident reporting system. These would be reported to the Premises Manager on site and the RMAE Estates Manager where necessary. The Estates Manager/Director will liaise with relevant external bodies where required. Damage to equipment or property should be highlighted to the site's Premises Management team.
92. Every Trust academy should undergo at least an annual audit, regardless of whether they are operated by Trust employees, or the service is contracted out. This food safety audit should cover food hygiene and safety, checks on colleagues training, facility safety and HACCP. It is the responsibility of the Principal to ensure that any action that is required as a result of the audit is implemented as required.

Food Safety Incident Reporting

93. Any incident involving suspected food contamination, food poisoning, allergen exposure, unsafe food practices or intervention by a regulatory authority must be reported immediately to the Principal and the Estates Manager.
94. Significant incidents shall be investigated and, where appropriate, reported to the Chief Executive. Serious incidents, enforcement notices or significant compliance failures shall be reported through the Trust's governance arrangements.

Training

Food Handlers

95. Colleagues employed in the main kitchens by contracted service providers and food technology teachers who teach in the food technology classrooms are required to have as a minimum the Basic Food Hygiene certificate (level 1) or equivalent, prior to commencement of duties. Colleagues are encouraged to pursue catering training at least to level 3 and supervisors should take training in management and team building skills.
96. Catering colleagues will need to undertake COSHH and manual handling training. In addition, they should have been given toolbox talks on food safety, hygiene, slips and trips.
97. Food handlers should receive sufficient information and training to a recognised standard in food safety and hygiene. Employees who handle food should have knowledge of the basic principles of food hygiene. Training topics should include:
 - Temperature control
 - Food poisoning
 - Personal health and hygiene
 - Cross contamination
 - Food storage
 - Waste disposal
 - Foreign body contamination

- Awareness of pests.

Student awareness

98. Students should be given clear instructions about food and hygiene safety as part of the teachers' lesson plans in the food technology curriculum; and any other subject areas in which food is used.

Monitoring and Assurance

99. Food safety arrangements shall be monitored through routine inspections, audits and management checks. Where significant findings are identified, an action plan must be developed and monitored by the Principal until all actions have been completed.

Record Retention

100. Food safety records, including temperature monitoring records, inspection records, cleaning schedules, training records and food safety management documentation, shall be retained in accordance with the Trust's Records Retention Schedule

Diversity

101. RMAT is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to colleagues and students. RMAT will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.

References

102. This policy should be read in conjunction with RMAT's other Health and Safety policies.

Non-compliance

103. Failure to comply with this policy may result in management action and, where appropriate, disciplinary action in accordance with Trust procedures.