

School / Department	
Policy Name	<u>NASAT: Food Safety Policy</u>
Policy Reference Number	NASAT 012u
Date of Issue	April 2016
Date reviewed	October 2018
Next review	October 2021
Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

Scope

This policy applies to all employees.

Policy Summary

This policy requires those involved in the purchase, handling, chilling, defrosting, preparation, cooking or serving of food to exercise due diligence so that consumers are not harmed.

Procedure

All food safety procedures must be based on the principles of Hazard Analysis Critical Control Points (HACCP).

NASAT must comply with the Food Standard Agency's "Safer Food Better Business" or equivalent e.g. "Cooksafe" in Scotland.

Where large, commercial type, kitchens are used e.g. in schools, then a cook/chef should be employed. They must apply HACCP principles in full, as they relate to their particular food operation.

Training

The following training must be provided:-

- Level 2 qualification for staff who are involved with the preparation of high risk foods, who, on the basis of a risk assessment, require the full qualification.
- Level 3 (Intermediate) qualification for those in charge of large “commercial” type kitchens.

Key Management Actions

- Ensure that all those involved in food preparation etc (see “Policy Summary”) are properly trained and competent.
- Monitor to ensure that proper records are maintained and procedures followed.