

### CATERING

Active, growing children and young people require plenty of wholesome food and regular meals. At Derby Grammar School, 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 catering team to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. 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 an active pupil forum which has representatives from every year in the school. They meet every half term to discuss various school issues and suggestions regarding food issues are discussed with the school catering manager and introduced wherever possible. This group is also active in promoting re-cycling and energy saving in the school.

Lunch is the main meal of the day, and is self service style. The lunch break is 60 minutes in length. This is because at Derby Grammar School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities. Lunch is compulsory and included in the fee because we believe it is important to foster the ethos of community eating.

Pupils from Years 12 and 13 are allowed to leave the site, provided that they sign out and return in time for afternoon registration.

Junior school pupils are provided with milk and fruit at morning break and the dining room is open for all pupils at morning break time.

#### DRINKING WATER

Drinking water is widely available throughout the school. Bottled water may also be brought into classrooms and exam rooms.

#### OUR MENUS

We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Daily menus are put onto our web site. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch. Please telephone our Bursar to make the arrangements.

#### Special Diets

We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.

We operate a nut free menu and any food that might contain traces of nuts is clearly labelled. 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. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food.

All catering staff are proactive in helping those pupils who have food intolerances, to choose a suitable meal each day.

The school administrative staff 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 ABOUT FOOD

We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

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## FOOD HYGIENE

### STATUTORY REGISTRATION

Derby Grammar School is registered with the Derby City 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 our Catering Manager, Mr Tim Carr and his team. Mr Carr reports to the Bursar, who has ultimate responsibility for the catering function. The School also employs the services of an independent catering consultancy, Margaret Young Associates, who undertake an independent kitchen audit on an annual basis, ensure food hygiene training for staff, as well as giving support and advice to Mr Carr and the Bursar.

### MANAGEMENT OF FOOD SAFETY

In managing food safety, Mr Carr, the Catering Manager, with professional assistance from Margaret Young Associates will:

#### Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

#### Staff Uniforms and Personal Hygiene

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

#### Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.
- Monitor the staff in order 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 administration staff about special diets.
- Consult with a Dietician, if necessary.

### 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.

### 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.
- Monitor the dining room, counters and trolleys for dirty plates, cutlery etc, together with the 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 on a daily basis and report any faults promptly to the site manager.

### Equipment Monitoring

- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keep a record.
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keep a record of such.

### Purchasing and Checking Stock

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

### Professional Audit/ Assistance

- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas on an annual basis.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at least once a year.
- Ensure that an appropriate pest control regime is in place.

### Equipment Failure

- Report all equipment failure to the site manager as soon as it is discovered.

### First Aid

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

### Signage

- Display the appropriate 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 school's re-cycling policy.