

IRIS School Food and Kitchen Hygiene Policy

Effective Date: Sep 2025

Review Date: Sep 2026

Purpose

The purpose of this Food and Kitchen Hygiene Policy is to establish guidelines and procedures that ensure the safety, quality, and hygiene of food and beverages served at IRIS School. This policy aims to protect the health of students and staff, prevent foodborne illnesses, and maintain a clean and safe kitchen environment.

Scope

This policy applies to all staff, students, and volunteers involved in food preparation, serving, and consumption on the premises of IRIS School.

Policy Statement

IRIS School is committed to maintaining the highest standards of food hygiene and safety. This commitment includes adherence to relevant health and safety regulations and best practices in handling, preparing, and serving food.

Objectives

- To ensure all food handling processes comply with local health regulations and food safety standards.
- To educate staff and students about the importance of proper food hygiene practices.
- To implement and enforce procedures for safe food storage, preparation, cooking, and serving.
- To promote a culture of cleanliness and responsibility within the kitchen environment.

Responsibilities

School Administration

- Ensure compliance with local food safety regulations and guidelines.
- Provide resources for food hygiene training for staff.
- Conduct regular inspections of kitchen facilities and practices.

Kitchen Staff

- Attend mandatory food hygiene training sessions.
- Adhere to all food safety standards and practices as outlined in this policy.
- Maintain the cleanliness of kitchen equipment, surfaces, and dining areas.
- Report any issues or violations of food safety practices immediately.

Students

- Follow food safety guidelines during food preparation and consumption.

- Report any concerns regarding food safety or hygiene to a staff member.

Food Hygiene Procedures

Personal Hygiene

- Staff must wash hands thoroughly with soap and water before and after handling food, using the restroom, and touching any surfaces that may contaminate food.
- Staff must wear clean uniforms and appropriate protective gear (e.g., gloves, aprons, hairnets) when handling food.
- Staff must not work in the kitchen if suffering from gastrointestinal illnesses or open wounds.

Food Storage

- Store food at appropriate temperatures: refrigerated foods at 0°C to 5°C (32°F to 41°F) and frozen foods at -18°C (0°F) or below.
- Label and date all stored food items, including leftovers.
- Keep raw food items separate from cooked food to prevent cross-contamination.
- Regularly check for expired food products and dispose of them appropriately.

Food Preparation

- Ensure all food preparation surfaces and utensils are clean and sanitized before use.
- Use separate cutting boards for raw meats and vegetables to prevent cross-contamination.
- Thaw frozen foods safely in the refrigerator, microwave, or under cold running water, never at room temperature.
- Cook foods to the appropriate internal temperatures (e.g., chicken to at least 75°C or 165°F).

Serving Food

- Use clean, sanitized utensils for serving food.
- Minimize the risk of contamination by limiting direct contact with food during serving; use gloves or utensils as appropriate.
- Serve food promptly and maintain it at safe temperatures (hot foods at 60°C/140°F or above; cold foods at 5°C/41°F or below).

Cleaning and Sanitation

- Clean kitchen surfaces, utensils, and equipment regularly with approved cleaning agents.
- Maintain proper waste disposal procedures, ensuring that garbage is removed from food preparation areas promptly.
- Ensure that dishware and utensils are thoroughly washed and sanitized after each use.
- Conduct regular deep cleaning of the kitchen and dining areas.

Training and Monitoring

- Provide ongoing training to all kitchen staff on food hygiene practices and standards.
- Conduct regular audits of food hygiene practices and procedures to identify areas for improvement.
- Encourage staff to report any incidents or near misses related to food hygiene.

Emergency Procedures

In the event of a food safety incident (such as contamination or foodborne illness), the following steps should be taken:

1. Report the incident immediately to the Kitchen Supervisor or School Administrator.
2. Isolate any affected food products and remove them from service.
3. Inform the local health department if a foodborne illness is suspected.
4. Review and investigate the incident to determine causes and prevent recurrence.

Review and Revision

This Food and Kitchen Hygiene Policy will be reviewed annually or as necessary to ensure its relevance and effectiveness in maintaining food safety standards.

Conclusion

IRIS School is dedicated to providing a safe and hygienic environment for food preparation and consumption. By adhering to this Food and Kitchen Hygiene Policy and fostering best practices among staff and students, we strive to protect the health and well-being of our school community.