

Food and Drink Policy and Procedures

The Fire Safety Officer has passed the kitchen on the premises.

This policy has been written following guidance from:

- Environmental Health Agency (last inspection 2nd November 2018)
- Food Safety and Hygiene Regulations, 2013.
- The Food Safety Act 1990.
- Safer Food Better Business - Hazard Analysis Critical Control Points (HACCP).
- Food Standard Agency - Government guidance on Food Safety 2021.
- Public Health England.
- Cambium Sustainable.

Bus Stop Forest School Training is a NUT FREE zone.

Bus Stop Forest School Training provides snacks, lunches and drinks to student during training and understands the importance of ensuring healthy and hygienic practices are carried out when preparing and cooking foods. Please be advised that the kitchen is used for fresh food/dried food preparation only and no raw foods are cooked or prepared on the woodland site/whilst out on the Forest School site.

The Bus Stop Forest School Trainers hold up to date Food Hygiene certificates and update these every three years. As part of their training, students are advised to complete Food Hygiene training for their own provision.

Students are able to bring in their own food and drinks if they prefer and are reminded not to bring in raw meat or nuts. Students with food allergies, intolerances and or special dietary requirements are asked to supply their own food. Students give details of any allergies, intolerances and special dietary requirements on their Registration forms, making the Trainers aware.

All food provided by Bus Stop Forest School Training is sourced from Sainsbury's supermarket. Fresh food and dried foods are delivered every Sunday morning. When the food arrives, it is checked by the Management team for freshness, spoilage, open packets and tinned cans are checked for damages. Food that is found to be spoilt/damaged is not accepted and is returned to the delivery driver. All food is also checked for 'use by' and 'best before' dates. A record of the food delivered is kept by the Management team.

Fresh food, dried food and tinned food are rotated ensuring old food is used before new foods, following the FIFO rule – first in, first out.

Bus Stop Forest School Training understands that it is their responsibility to report confirmed cases of food poisoning to the Food Standard Agency at www.food.gov.uk .

As part of the Bus Stop Forest School Trainings courses, students are required to cook food on the camp fire, as part of their Teaching Outdoor Practical Skills unity of study. Please see the list of foods cooked over the campfire during training (list is not exhaustive):

- Pasta/Cous cous, sweetcorn, chicken peas with tinned Tuna/ pre-cooked chicken pieces.
- Rice, peppers, onion, sweetcorn with tinned Tuna/pre- cooked chicken pieces.
- Vegetable soup.
- Homemade Cheese Pizza.
- Homemade Pancakes.
- Toasted Brioche/Crumpets/Waffles.
- Baked Banana with chocolate.
- Homemade Bread and flat breads.
- Popcorn.
- Toasted Marshmallows.

Students will be instructed to follow good health and hygiene practices whilst preparing and cooking food.

Food Preparation and Storage

Food to be cooked will be stored following the manufactures guidelines and when transporting fresh food to the Forest School site, food will be transported in a cool bog with a sealed lid with several ice packs. Plates, bowls and cups must be transported in a separate box with a sealed lid.

When preparing food colour coded chopping boards are used to reduce the risk of food being contaminated and all fruit and vegetables are placed in a colander and washed under running water.

When packet foods have been opened for example Houmous pots, these are stored in the fridge with a sticker detailing:

- Item (name of food)
- Use by date
- Quantity
- Shelf life

To ensure food safety the fridge must be set at the correct temperature to ensure food safety, please see the guidance below:

- Fridge temperature: 5oc or below

Fresh foods, packet foods and the fridge temperatures are monitored daily by adults. Please see Fridge Daily Check whiteboard.

Preparation for Food to be Cooked on the Camp Fire:

- Adult to clean the camping table surfaces used for preparation/laying food out with anti-bacterial spray and wipe with a paper towel.
- Ensure that containers, bowls and spoons for cooking/feeding have been cleaned.

- Adult to make sure the equipment being used to cook food is in good working order.
- Adult to wash their hands.
- Light the camp fire.
- A temperature probe is used when appropriate, to check the temperature of cooked food/re-heated food. Adult to write down the food content and temperature of cooked food/re-heated food on the Food Temperature Monitoring sheet.
- Cook food. Please follow the guidance below:
 1. **Food must be in a suitable container for cooking/re-heating. To prevent contamination, cook food in separate containers and use separate utensils for different food i.e. meat and vegetables.**
 2. **Follow manufactures guidelines for cooking. Stir food whilst it is cooking on the campfire** (this ensures the food is cooked all the way through).
 3. **Food must be piping hot all the way through.**
 4. **Check the temperature of the food with a probe.**
(Safe temperature: 70oc for 2 minutes or 75oc for at least 30 seconds).
 5. **Only re-heat food once.**
- Once food is cooked and is at a safe temperature. Serve immediately.
- Leftover hot food to be discarded after 90 minutes.
- Adult to tidy away cooking utensils and clean on the return to the premises.
- Adult to wash their hands.

Useful Resources:

- www.food.gov.uk/foodindustry/regulations/hygleg/hyglegresources/sfbb/sfbbcaters.
- www.gov.uk - Health Protection Guidance in Schools and other Childcare facilities, 2018.
- Ofsted – www.ofsted.gov.uk
- Environmental Health Agency – env.health@molevalley.gov.uk or tel: 01306 885001
- Food Standard Agency – www.food.gov.uk

This policy was reviewed in May 2025 to be reviewed in September 2025.

Signed by Lead FS Trainer _____ FS Trainer _____