

FOOD TECHNOLOGY SAFETY POLICY

Excellence, Diversity, Learning, Integrity,
Community



Adopted-March 2018
Version- 1-0
Reviewed Date- March 2020
Review March 2021
By: Jeanne Clark-HOF and SLT

FOOD TECHNOLOGY HEALTH & SAFETY POLICY

Rationale

The Food Technology Department Health and Safety Policy should be read in conjunction with the employers general Health and Safety Policy.

The purpose of this document is to record the arrangements made in the Food Technology Department to implement the School Policy

The Food Technology department maintains this document. It is copied to all new members of staff, i.e. teachers working in the department. A reference copy is available for consultation by staff or visitors in the preparation room behind room MG20 or ADT office.

Aims:

Food Technology teaching has an excellent health & safety record and practical work is a major component of the Food Technology courses offered. Practical work is an essential component of Food Technology teaching. It is the duty of all members of Food Technology Staff to take reasonable care for the health and safety of themselves and the other persons who may be affected by their acts or omissions during work;

- to take reasonable care for the health and safety of themselves and the other persons who may be affected by their acts or omissions during work
- to be familiar with this health and safety policy by periodic reference to it
- to look out for any revisions
- to follow its provisions and
- to cooperate with other members of staff in promoting health and safety.

Procedure:

Specific areas of responsibilities listed below require, procedural guidance suitable to meet their departmental (area of responsibility) needs, when read in conjunction with this policy.

Responsible person(s)	Area of responsibility
Head of Faculty (HOD)	Overall strategic use and curriculum organisation.
Food Technology Teacher	Maintenance of the safe storage and handling of food, kitchen and equipment hygiene
Food Technology Assistant	Maintenance of the safe storage and handling of food, kitchen and equipment hygiene
Manager of School Maintenance	Repair or Replacement of Food Technology furniture and utilities

Health and safety roles

The employer VISS has the ultimate duty to ensure the health and safety of employees and others within this school.

Within the Science department, the faculty head is delegated to maintaining this policy document and reviewing safe practice in Food Technology.

Communication of Health and safety information is of greatest importance and is the task of the Head of ADT Faculty and the subject specialists.

The employer expects the Food Technology department to monitor the implementation of this policy.

Training

The person with the task of seeing that training is provided is the Head of Faculty.

Generally, the department follows the guidance of the Victoria's Department of Education and Training: Student Safety Guidelines: Technology.

The Student Safety Guidelines handbook is available in the Faculty folder on the school drive:

S:\Secondary School\Faculties\Arts and Technology\Art and Technology New Folder

Structure\Technology\Design Technology\Health and Safety

Food hygiene for food handler's fact sheet link below:

http://www.foodstandards.gov.au/consumer/safety/faqsafety/Documents/Technical_Fact_Sheet_Food_handlers_Feb_2008.pdf

Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. As it is impracticable for the employer to write risk assessments for each of the many activities in school Food Technology, the employer adopts a general risk assessment for the school according to local circumstances.

The Food Technology schemes of work have been checked against model risk assessments and staff should only deviate from the schemes only if their proposed activities have been checked and agreed by the Head of Faculty or specialist teacher.

Equipment and resources

Electrical equipment testing will be carried out as required by qualified personnel

Micro-organisms: food should be stored correctly with perishable foods refrigerated under 5°C and use by dates checked and adhered to. Food preparation surfaces will be sanitised after each practical session. Procedures to avoid cross contamination between food and/or equipment will be used.

Equipment safety: Food Technology staff should familiarize themselves with the safe use of equipment within the school. Any member of staff finding a hazardous defect in an item of equipment must report it to the Food Technology teacher.

Personal protective equipment: The employer provides aprons and it is expected that staff students and visitors use these where necessary.

Chemical: the task of arranging the safe storage of chemicals will be carried out in accordance with any local directives. Food Technology staff will ensure that chemicals are stored securely to minimize the risk of fire, explosion and spillage, labels are readable.

Personal hygiene: all Food Technology staff will practice good personal hygiene to prevent contamination of food by contact with the food handler's body or clothing.

Security

Access to the Food Technology kitchens and the preparation rooms will be controlled. Out of normal school hours, the rooms will be locked. The food store will be locked when the specialist teacher is not within the vicinity.

Emergency Procedures

Fire: Food Technology staff will follow the normal school procedures in case of major fires. All Food Technology staff are trained to deal with minor bench fires, clothing fires and hair fires.

Spills: trivial spills should be dealt with using paper towels.

Injury: Food Technology staff will follow the normal school procedures in cases that require first aid. Science staff or the technician will carry out remedial measures (e.g. band aids/ plasters) while waiting for the school nurse.

Reporting procedures: injuries to a pupil or a member of staff must be reported using the standard school procedures. Dangerous situations that may have resulted in injury should be reported to the Head of Faculty.

Review

This will occur during Term 1 of the 2018-19 academic year.

Appendix 1

Laboratory Rules for students

Kitchen Rules

When working in the school kitchen, it is essential that the food you prepare is safe to eat and that the people preparing the food avoid injury and accidents.

1. Only enter a school kitchen when told to do so by a teacher. Never rush about, run or throw things in the kitchen.
2. Listen to and follow instructions.
3. Wash hands with warm soapy water before cooking and after visiting the bathroom
4. Wear an apron at all times
5. Always have long hair tied up
6. Do not prepare food wearing nail polish
7. Remove jewellery (rings and bracelets) while preparing food
8. Always stand up when using the stove or the oven so you can move quickly away if you need to.
9. Keep your bench and floor area clear. Wipe up wet spills immediately with paper tissue. Sweep up dry spills. And report spills to the teacher.
10. Always concentrate when using knives cutting down towards a chopping board with fingers curled away from the blade.
11. Be alert when using the stove top, never leave it unattended. Use oven mits to remove hot trays from the oven.
12. If unsure how to use a piece of equipment, do not use it and ask the teacher for assistance.
13. Always use separate utensils, boards, knives for raw meat and food to be eaten uncooked. Wash hands after handling raw meat.
14. Keep any wounds covered while preparing food.
15. Do not prepare food when sick. Do not sneeze or cough on food.
16. Store your prepared food out of the danger zone (5°C – 60°C) if not consuming it immediately.
17. Clean and dry dishes thoroughly before storing them away.
18. Report any damaged or broken equipment to the teacher.