



Food Safety Policy

At Unique Academy we recognise our duties under food safety legislation. We will endeavour to meet the requirements of this legislation and provide safe, hygienic food to our staff and pupils. Our staff are trained and informed of their responsibilities, to ensure that they take all reasonable precautions, to produce and provide food that has been stored, handled and prepared in a suitable and safe manner; food that will not adversely affect anyone who handles or consumes our products.

Unique Academy recognises its duty to make regular analysis of food hazards and risks created in the course of our business. We will identify any steps in our activities which are critical to food safety and ensure that safety procedures are identified, implemented, maintained and reviewed. Food operations will be carried out hygienically, according to the principles of food hazard analysis

We will comply with the following specific requirements:

- The premises will be kept clean and maintained in good repair and condition and will permit adequate cleaning and disinfection with the provision of suitable clean washing and sanitary facilities (plus adequate hand-drying facilities) for staff, fittings and equipment sufficient ventilation, adequate lighting and drainage. Equipment will be installed in such a manner so as to allow adequate cleaning. Changing facilities will be provided if necessary.
- Food will be protected from contact with toxic materials and dirt and the formation of condensation or mould.
- Food preparation rooms will have surfaces which are well maintained and designed to be easy to clean and, where necessary, disinfected.
- An adequate supply of potable (drinkable) hot and cold water will be available.
- Food containers which will be kept clean, in good repair and designed to allow adequate cleaning and disinfection.
- Provision for the removal of food waste and refuse storage will be designed to prevent access by pests and contamination of food, drinking water, equipment or premises.
- Staff are required to maintain a high standard of personal cleanliness and we will provide suitable clean and, where appropriate, protective clothing. Food handlers will receive adequate instruction and training in food hygiene matters and be adequately supervised.
- We will endeavour to work with food and raw material suppliers to ensure good food safety standards
- Food pests will be controlled to prevent entry, spreading and contaminating food.

To help achieve our objectives and ensure our staff recognise their duties under food safety legislation whilst at work, we will make them aware of this policy and train and inform them regarding our food safety standards.

We have prepared more detailed arrangements to support this Food Safety Policy.

The policy will be reviewed on a periodic basis.