

CoEP 18

FOOD AND KITCHEN SAFETY POLICY

1. Purpose

This policy document shall provide guidelines for consistent decision making to ensure that food security is promoted and practiced at the College kitchen by the Food Committee. It would also help to improve and maintain all aspects of food quality and safety.

The main objective of a food safety and kitchen policy is to ensure the safety and well-being of students and staff by:

1. Preventing food-borne illnesses and contamination.
2. Maintaining proper hygiene and sanitation practices.
3. Managing allergens effectively.
4. Adhering to proper food handling and storage guidelines.
5. Complying with food safety regulations and standards.
6. Promoting a safe and healthy food environment in the school.

3. Scope /Application

This policy is applicable to the College kitchen, all food service providers in the college, all members of the College community including Council, Management, Staff, Students and other stakeholders.

4. Policy Statement

Healthy nutrition is the building block of a healthy and productive population. The food and kitchen policy for the College is crucial to ensure the health and well-being of students and staff members. The policy shall ensure safety in the College kitchen, Dining Hall and all food sold on the College premises.

5. Supporting Procedures

The following procedures would be adopted also to ensure food safety and quality in the College

- i. Instituting a vibrant Food Committee
- ii. Ensuring Personal Hygiene at the kitchen
- iii. Using appropriate tools and mechanisms for Food Handling and Storage
- iv. Establishing Allergen Management
- v. Outlining proper Cleaning and Sanitization procedures
- vi. Setting guidelines for Temperature Control
- vii. Ensuring Pest Control at the kitchen
- viii. Establishing robust criteria for approving food suppliers
- ix. Providing Training for food handlers in the College:
- x. Developing Emergency Preparedness protocols
- xi. Ensuring Documentation and Record-Keeping of events and items at the kitchen
- xii. Monitoring the safety and quality of food service vendors in the College.

i. The establishment of a Food Committee

The College Management shall establish a vibrant Food Committee which is gender responsive. Their function is to ensure effective and efficient food safety and quality in the College. The Food Committee shall periodically present its report to management for sanctioning.

The committee shall comprise of

1. The Vice Principal- Chairperson
2. Finance Officer - Member
3. Dean of Students' Affairs - Member
4. Domestic Bursar- Member
5. Dining Hall Prefect- Member

ii. Personal Hygiene

The Domestic Bursar the head of the College kitchen shall emphasize and ensure the importance of proper personal hygiene for all kitchen staff members. This includes regular handwashing with soap and warm water, wearing clean uniforms, and using hairnets or caps to prevent contamination.

iii. Food Handling and Storage

The Domestic Bursar shall provide clear guidelines for safe food handling practices. This includes handling raw and cooked foods separately, using separate cutting boards and utensils for different food types, and ensuring proper storage temperatures for perishable items.

iv. Allergen Management

The kitchen staff shall establish protocols to prevent cross-contamination and protect students with food allergies. Clearly label food items containing common allergens, maintain separate storage areas for allergenic ingredients, and implement procedures to prevent cross-contact during food preparation.

v. Cleaning and Sanitization

The Domestic Bursar and her deputies shall outline procedures for regular cleaning and sanitization of kitchen surfaces, equipment, utensils, and food preparation areas. Specify

appropriate cleaning agents and sanitizers to be used and establish a cleaning schedule to ensure regular maintenance.

vi. *Temperature Control*

The kitchen staff shall be monitoring and maintaining safe temperatures during food storage, preparation, and service. This includes regular temperature checks of refrigerators, freezers, and hot-holding equipment, as well as safe cooling and reheating practices.

vii. *Pest Control*

The stores keeper shall implement measures to prevent and control pests in the kitchen area. This may include regular inspections, sealing of entry points, proper waste disposal, and the use of pest control services when necessary.

viii. *Food Supplier Approval*

The Finance Unit shall establish criteria for approving food suppliers, ensuring they meet proper food safety standards and regulations. Regularly review and update the list of approved suppliers and conduct periodic inspections to maintain quality control.

ix. *Staff Training:*

The Food Committee should provide comprehensive periodic food safety training for all kitchen staff members. This should cover topics such as personal hygiene, allergen management, proper food handling, cleaning procedures, and emergency response protocols.

x. *Emergency Preparedness*

All workers at the stores and the kitchen shall be educated on the protocols for responding to food-related emergencies, such as food-borne illnesses or accidents in the kitchen.

Provide staff members with clear instructions on reporting incidents, isolating contaminated food, and contacting appropriate authorities.

xi. Documentation and Record-Keeping

The Domestic Bursar and Storekeeper shall implement a system for maintaining records of food safety practices, including temperature logs, cleaning schedules, staff training records, and supplier approvals. These records can be helpful for audits, inspections, and tracking any incidents or concerns.

xii. Monitoring the safety and quality of food service vendors in the College.

The Food Committee shall ensure that all food vendors provide healthy meals and practice good food hygiene. Foods that are detrimental to the good health of the students and staff shall not be sold.

6. Responsibility for implementation

- The College Principal
- Food Committee
- Finance Officer
- Domestic Bursar

7. Responsibility for Monitoring, Implementation and Compliance •

- The Principal
- Chairman, Food Committee
- College Finance Officer
- Internal Auditor

8. Key Stakeholders

- College Council, Management, Staff, Students, the Catholic Archdiocese of Kumasi, Food vendors, Suppliers, all persons working on behalf of the College.

9. Approval Body •

College Council

10. Initiating Body

- Food Committee

11. Related Legislation

- NCTE Quality Assurance Policy
- UCC Quality Assurance Policy
- NAB Quality Assurance Policy
- COE statutes

12. Related Policy and other documents (Exhibits)

- Procurement policy
 - Health and Safety policy
- COE Statutes

13. Effective Date

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14. Review Date

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15. Owner/ Sponsor

College Principal

16. Author

- College Council