

Compass Learning & Education

Food Safety, Allergen and Kitchen Safety Policy

Policy and Procedure

Policy owner	Director / Designated Safeguarding Lead
Approved by	Director
Review cycle	Annual, or sooner following a material change, incident or change in guidance
Date of next review	June 2027

1. Purpose and Scope

Compass Learning & Education will provide a safe, supervised and inclusive environment for food preparation and introductory catering learning. The provision will protect learners, staff and visitors from food safety, allergen, burn, cut, hygiene and cross-contamination risks.

This policy applies to all food handling, food preparation, tasting, cooking, storage, cleaning and catering-related activities delivered by Compass. It applies whether food is prepared for learning, tasting or service. It must be read with the Health and Safety Policy, COSHH assessments and activity risk assessments.

2. Principles

- The welfare, dignity, safety and best interests of each learner are central to decision-making.
- Arrangements are proportionate to learner age, maturity, SEND, SEMH presentation, medical needs, trauma history and assessed risk.
- Staff must act promptly, record significant decisions and seek advice or escalate concerns where needed.
- This document operates alongside the Safeguarding and Child Protection Policy, Health and Safety Policy, Risk Assessment Policy, Behaviour and Positive Relationships Policy, and the shared-premises arrangements for the church-house site.

3. Roles and Responsibilities

Director / Food Safety Lead

- Ensure appropriate food-safety arrangements, training, supervision, cleaning schedules and food-storage controls are in place.
- Maintain allergen and dietary information, individual risk plans and emergency medication information on a need-to-know basis.
- Ensure activities are risk assessed and only undertaken by staff with suitable competence.

Catering tutor / activity lead

- Complete pre-session kitchen checks and deliver clear safety briefings.
- Supervise learners closely when using knives, heat, electrical equipment, food processors or cleaning chemicals.
- Maintain recipe, ingredient and allergen records where food is supplied or served.

Learners

- Follow hygiene, safety and allergen instructions, wash hands when required, wear appropriate clothing, and report spills, defects, injury or uncertainty immediately.

4. Food Hygiene and Safe Working

- Hands must be washed thoroughly before food preparation, after using the toilet, after handling raw food, after cleaning, after touching face or hair, and whenever contamination may have occurred.
- Work surfaces, utensils and equipment must be cleaned and sanitised before and after use using approved products and instructions.
- Raw and ready-to-eat food will be kept separate. Separate boards, utensils and preparation zones will be used where necessary.
- Food will be stored, prepared, cooked, cooled and reheated in accordance with manufacturer instructions and safe food-handling practice. Fridge temperatures and dates will be checked where refrigeration is used.
- Learners will not prepare food if they are unwell with vomiting, diarrhoea, an infectious condition or uncovered wounds that could create a food-safety risk.

5. Allergen Management

Before a learner begins catering activity, Compass will obtain and review relevant food allergy, intolerance and dietary information. A learner with a confirmed allergy or significant dietary need will have appropriate controls recorded in their individual healthcare plan or risk assessment. Staff must never guess whether a food is safe for a learner.

- The provision will identify the 14 regulated allergens when used as ingredients and keep ingredient labels or recipe information available for staff. Where food is provided or served to others, accurate allergen information will be available before consumption.
- Recipes will be checked before use. Substitutions, branded ingredients and changes to supplier products must be checked because allergen content can change.
- Controls may include separate preparation, dedicated utensils, labelled ingredients, supervision, avoidance of specific products, handwashing, cleaning between tasks and clear learner seating or tasting arrangements.
- Food prepared by learners must not be shared or taken home where allergen information cannot be confirmed or cross-contact has not been controlled.
- Any suspected allergic reaction will be treated as a medical emergency. Follow the individual healthcare plan, use prescribed emergency medication where trained and authorised, and call 999 or 112 where required.

6. Kitchen Safety Controls

Risk area	Required controls
Knives and sharp tools	Age- and task-appropriate equipment only; explicit knife-safety instruction; one-to-one or close supervision where required;

Risk area	Required controls
	blades stored securely; no horseplay.
Heat, ovens and hobs	Pre-session equipment check; heatproof gloves or cloths where appropriate; pan handles turned safely; learners positioned and supervised; burns treated under First Aid Policy.
Electrical equipment	Visual inspection before use; hands dry; damaged equipment removed from use; no overloading; staff supervision for blenders, mixers, air fryers or similar equipment.
Spills and slips	Clean immediately; use wet-floor signage where needed; keep walkways clear; close supervision in compact kitchen areas.
Cleaning products	COSHH assessments available; products stored securely; no mixing chemicals; learners use only where age-appropriate, trained and directly supervised.
Food waste and pests	Waste removed promptly; bins lined and emptied; food kept covered; defects or pest evidence reported to the premises provider and activity suspended where needed.

7. Training, Recording and Review

Staff delivering food activities will hold or be working toward appropriate food hygiene and safety competence for their role and will receive induction on allergen controls, emergency procedures and individual learner needs. Each catering session will be covered by a documented activity risk assessment and dynamic risk assessment. Incidents, near misses, allergen concerns, equipment defects and food-safety concerns will be recorded and reviewed promptly.

References and Linked Documents

- Food Safety Act 1990 and Food Safety and Hygiene (England) Regulations 2013, where applicable.
- Food Standards Agency allergen guidance for food businesses, including the 14 regulated allergens.
- Health and Safety Policy; First Aid Policy; COSHH assessments; activity and individual risk assessments.