
St Patrick's Catholic School

Canteen Guidelines



GUIDELINES FOR MANAGING SCHOOL CANTEENS 2012

Introduction

Nutrition in Schools

All schools should promote and model healthy eating and good nutrition in school programs and activities relating to or involving food and drink. School canteens should consider implementing advice from the Fresh Tastes @ School – NSW Healthy School Canteen Strategy.

Any activities and programs within the school setting relating to or involving food and drink should promote healthy eating and good nutrition to students.

The teaching of nutrition education is part of the Personal Development, Health and Physical Education (PDHPE) key learning area and is mandatory for all students from Kindergarten to Year 10. Teaching and learning and all class activities in all other key learning areas should reinforce healthy eating and good nutrition wherever possible.

Where school activities involve the provision of food, consideration should be given to modelling and promoting healthy eating. Canteens will provide a safe and hygienic food service and comply with National Food Law, Food Safety Standards and Regulations. School activities that involve the provision of food should address the requirements of the Anaphylaxis Guidelines.

The health and wellbeing of students is relevant to their learning and is important to schools. The present and future health of students can be enhanced by quality learning and positive experiences at school.

Work Health & Safety

The legislation in place is intended to assist those involved in canteen management to ensure so far as is reasonably practicable a safe work environment for workers (paid & voluntary) and customers (students & school staff)

The PCBU has a duty of care to

- Provide & maintain a work environment with structures, plant and systems of work that are safe
- Provide information & training for workers to ensure health & safety
- Provide “Induction” for workers that includes information about emergency procedures, first aid, bathroom facilities, etc (see *Induction Policy & Procedures*)

ROLE AND RESPONSIBILITIES OF THE CANTEEN MANAGER

- Reports to the sponsoring body (Parent Body or Principal)
- Plans, organises, controls and evaluates the needs of the canteen
- Provides a healthy and safe work environment.
- Makes sure all financial records are in order (see *Cash Handling Policy*)
- Supports, encourages and acknowledges the efforts of voluntary helpers

- Fosters support for the canteen from the school community
- Produces a canteen menu and price list
- Develops new ideas and activities to link the classroom with nutrition education
- Monitor the condition of the canteen's facilities and equipment
- Keeps a record of food supplies (supplier, batch & date)
- Removes "out of date" products from sale
- Maintains records
- Complete a risk analysis for hazardous manual tasks and communicates the "controls" to workers

Workers are responsible for:

- Attending a "Induction" session either as a worker or volunteer
- Completing the relevant "Working with Children" form
- Taking care of their own health & safety and that of others who may be affected by what they do or neglect to do in the canteen
- Co-operating with the school's duty to observe health & safety regulations regarding canteens
- Reporting any systems, plant or equipment they consider unsafe or potentially unsafe
- Reporting any injuries or illness in the canteen
- Wearing required PPE (see *PPE Policy*) e.g. gloves for food preparation

Personal Hygiene

- Clean clothes should be worn
- Hands & fingernails kept clean
- Long hair tied back
- Wounds or cuts covered
- No illness experienced during the past 48 hours

Documentation required

1. Cleaning schedule
2. Equipment maintenance records e.g. testing & tagging
3. Pest control records
4. Illness & first aid records
5. Food procurement records
6. Checklists completed (signed/dated)
7. Financial accounts

Visitors

Only those who have attended “Induction for the Canteen” session should be allowed access to the food preparation area of the canteen during operation.

Children may be exposed to hazards, for example, boiling water or knives, if permitted to enter the area. Therefore, a notice should be displayed, stating that to comply with best practice in food hygiene and safety, children are **not permitted** into the canteen. In some circumstances in Secondary schools/colleges involvement in the Canteen operation may form a component of the curriculum. In these circumstances the relevant training, instruction and induction procedures should be undertaken.

Notification

Schools/Colleges **must notify their State Government food authority** of their canteen. The registration includes the name of the canteen manager, and therefore, **notification** to this authority needs to be made if there is a **change** in canteen management.

For example in NSW the website is <http://www.foodnotify.nsw.gov.au/nafsis/>

Appendices:

- Checklist for Canteen
- Induction Procedures for Volunteers/Workers
- Helpful References

Appendix 1

Safety Inspection Checklist for Canteen

1. Are emergency evacuation procedures on prominent display?
2. Are ALL staff & volunteers familiar with them?
3. Are Material Safety Data Sheets available for hazardous substances e.g. cleaning products?
4. Is a fire extinguisher or fire blanket located in clear sight?
5. Are all staff & volunteers aware of the safe working rules & responsibilities?
6. Is there a register of suppliers who have given a written undertaking to comply with food safety laws?
7. Are records kept (invoices, receipts, delivery docket) of all food purchases?
8. Are plugs, sockets, switches & appliances in good repair?
9. Do fluorescent lights have covers?
10. Is storage of supplies adequate? (for manual handling & food safety laws)
11. Is meat stored in a separate fridge compartment?
12. Are the floor & walkways free from clutter & non slip?
13. Are bench surfaces in good condition?
14. Are doorways clear from obstruction?
15. Are regular pest control procedures in place?
16. Is ventilation adequate?
17. Are hot water dispensers in good condition?
18. Are bins emptied daily?
19. Are all canteen workers familiar with hygiene standards?
20. Do workers wear plastic gloves or use tongs when preparing food?
21. Are waste bins, floors & benches washed regularly with suitable cleaning products?
22. Are cleaning products stored away from food supplies?
23. Is First Aid available?
24. Are soap & towels provided for staff to wash their hands?
25. Are dish cloths & cutting boards cleaned & sterilised daily?
26. Are different cutting boards allocated for cooked/uncooked food products?
27. Are WET FLOOR signs available if required?
28. Are staff & volunteers aware that smoking is prohibited?
29. Are staff & volunteers aware that children are not permitted in the canteen/tuckshop for safety & hygiene reasons?
30. Have all workers been instructed to report any illnesses including vomiting, diarrhoea and localised skin infections?

This checklist should be completed by the canteen manager weekly or as agreed with the school principal. It must be signed & dated each time.

Term ____	20 ____
Date	Signature

Volunteer**2C: Letter of Introduction to School Safety**

St Patrick's Catholic School

55 Bradshaw Street, Latrobe, TAS 7307

Telephone 03 64261626

www.stpatslatrobe.tas.edu.au

Facsimile 03 64262697

Email: stpatslat@catholic.tas.edu.au

ABN 83 243 281 322

Dear <insert name of volunteer>

Thank you for your kindness in volunteering to assist our school community.

St. Patrick's Catholic School, Latrobe has an obligation under Work Health and Safety legislation to ensure so far as is reasonably practicable a safe and healthy working and learning environment for all students and personnel, including workers, visitors and contractors. As a volunteer working in our school, you also have certain WHS obligations.

To help St. Patrick's Catholic School, Latrobe ensure that these obligations are met we have established a *Safety Induction Package* to help you:

- Meet school safety requirements
- Take all reasonable precautions to prevent, by action or omission, injury to yourself or to others
- Take all reasonable precautions to prevent, by action or omission, damage to school premises, plant or equipment.

Enclosed with this letter are the following components of the *Safety Induction Package*:

1. *Volunteer Safety Information Brochure*. Additional copies of the *Brochure* are available to you in the school office if required.
2. *Volunteer Acknowledgement of Induction*, which you are required to complete, sign and return to the school office once your induction has been completed. You may wish to retain a copy of the *Acknowledgement* for your records.

Copies of the school's *WHS Policy*, *First Aid Policy*, *Emergency Procedures*, *Site Map* and *Visitor Register* are available from the school office, and Michelle Wootton will be available to you during school hours to discuss any health and safety issues that may arise during your work at the school.

We look forward to working cooperatively with you to help ensure your safe and enjoyable work in our school.

Yours sincerely,

Rodney Linhart
Principal

2E: Acknowledgement of WHS Induction

School	
Volunteer	

WHS Induction:

Information Included	
• Volunteer <i>Letter of Introduction to School Safety</i>	<input type="checkbox"/>
• School <i>WHS Policy</i>	<input type="checkbox"/>
• School <i>Emergency Procedures</i> including school <i>Site Map</i>	<input type="checkbox"/>
• School <i>First Aid Procedures</i>	<input type="checkbox"/>
• Volunteer <i>Safety Information Brochure</i> , including:	<input type="checkbox"/>
○ <i>Visitor Register</i> sign-in and sign-out requirements	<input type="checkbox"/>
○ Volunteer ID requirements	<input type="checkbox"/>
○ School safety rules	<input type="checkbox"/>
○ Prohibition of smoking, alcohol and illegal drugs	<input type="checkbox"/>
○ Allocated toilets and amenities	<input type="checkbox"/>
○ Hazard and incident reporting requirements	<input type="checkbox"/>
○ School start, class, break and finish times	<input type="checkbox"/>

Acknowledgement and Undertaking:

1. I acknowledge that I have received the above-outlined *Safety Induction Package for Volunteers*.
2. I undertake to comply with the WHS requirements specified in this *Induction Package* and to cooperate with any further WHS directions that may be given to me by school staff during or in relation to my work in the school as a volunteer
3. I understand that failure to meet these WHS requirements may mean I am no longer authorised by the school to work on their behalf as a volunteer.

Authority

School	Induction provided by	Name		Date	
		Position			
	Signature				
Volunteer	Induction received by	Name		Date	
	Signature				



An example of a Canteen Policy

Canteen Policy for _____

Why have healthy Foods in Canteens?

The school's canteen reflects to students the value that the school puts on healthy eating practices. The school canteen is an integral part of the school and as such will illustrate and complement classroom programmes. As well as an educational role, it has an important service, social and cultural role.

The school canteen will aim to:

- Provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices.
- Help reduce health risk factors by encouraging the development of good eating habits consistent with dietary guidelines for children and adolescents.
- Provide foods recommended by the School Canteen Association.
- Develop an appreciation of the social, ethnic and cultural aspects of food.
- Provide students with practical learning experiences about making healthy choices.
- Function as an efficient business enterprise.
- Provide a financial contribution towards school resources if possible.
- Demonstrate high standards in hygiene in relation to the preparation, storage and serving of food at the canteen.
- Encourage courtesy and consideration for others
- Provide an opportunity for parents and the community to be involved in the students' educational environment.

Policy Document

A copy of this policy and supporting documentation will be on permanent display in the canteen.

Date for Implementation _____

Date for Review _____

Signed _____ Dated _____

General Housekeeping Guidelines

POLICY

Workers in leadership/supervisory positions are responsible for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards, which can lead to incidents and injuries in the workplace.

Good housekeeping practices will be adhered to at St. Patrick's Catholic School, Latrobe at all times, including the following practices:

- Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner;
- Fire escapes, other doors, stairwells, aisles, walkways, corridors and other means of access and egress are to be kept clear and unobstructed at all times;
- Safety signs, fire extinguishers/hoses and emergency exits must never be obstructed;
- Portable equipment is to be returned to appropriate storage facilities after use. Material stored in open areas shall be stored in a tidy manner and in appropriate containers. Material or tools removed from their storage should be returned upon completion of the task for which they were removed;
- All spills must be cleaned up immediately and cleaning material disposed of correctly;
- Kitchens should be kept tidy and clean. Spills should be cleaned immediately. Microwave ovens and other cooking facilities should be cleaned after use as appropriate;
- Bathrooms should be kept tidy and monitored to ensure they are so. When cleaning is required this should be reported to the appropriate person, and all cleaning should be undertaken by persons utilising appropriate PPE;
- Electrical cords, hoses and pipes are not to be placed in areas or used in such a way where they may be subjected to damage or cause a trip hazard;
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner;
- Work shall be carried out in an area suitable configured and of a suitable size for the activity, so as not to cause accident or injury;
- All rubbish should be disposed of as soon as possible and placed in correct bins;
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.

Housekeeping should be performed on a daily basis as part of normal work practices or at the end of each work shift.



Responsibility for Implementation of this Policy

Responsibility for the implementation of the policy rests with [insert the name and position of the relevant person]. Responsibility includes the development of appropriate procedures for the implementation of this policy, an annual program of action to ensure implementation, and monitoring as necessary.

Date Implemented: _____

Date for Review: _____

Suggested References

www.det.nsw.edu.au

www.healthykids.com.au/content/Canteens.pdf