



## **Gedney Church End and Lutton St Nicholas Federated Primary Schools**

### **Refrigerator Policy**

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## **Introduction**

The governors of the federated schools of Gedney Church End and Lutton St. Nicholas recognise that the safe operation, maintenance and provision of refrigerators in the workplace is an important responsibility. While for the most part, refrigerators are provided for the convenience of staff, it is also recognised that important aspects of the federation's statutory duties will be augmented by the refrigerators at both schools. When they are operated safely, they will be a considerable asset but inappropriate use can lead to significant liability in respect of food hygiene and the administration of medicines.

## **Objectives**

The federation's objectives in relation to the provision of refrigerators in the workplace are as follows:

1. To ensure that all refrigerators conform to relevant Health and safety legislation
2. To ensure that staff have the necessary training to use refrigerators and other forms of cold storage in-line with local and national guidance
3. To ensure that foods and medication are appropriately stored in-line with the manufacturer's or General Practitioner's guidance
4. To ensure that all refrigerators are subject to regular checks in respect of temperature control, cleanliness and safe operation

## **Responsibilities**

### *The Governing Body*

- Checking records at least twice per year
- Conducting spot-checks as part of the annual Health and Safety inspections
- Key staff receive relevant training

### *The Head Teacher*

- Daily, weekly and annual checks are carried out in-line with policy and recorded
- Refrigerators are subject to an annual PAT test
- Principles of Best Value are observed during procurement
- Reputable and established manufacturers are used to supply refrigerators
- Refrigerators are appropriately installed with sufficient ventilation

- Safe Administration of Medications Policy is upheld

### *Staff*

- Keep refrigerators in a clean and orderly state at all times
- Notify staff if any operational or cleanliness issues, including spillages, are noted
- Apply a 'common sense' approach where simple and easily remedied issues are noted
- Not over-fill any of the refrigerators

### *Caretakers*

- Conduct daily checks on cleanliness
- Conduct weekly checks on the temperature of both refrigerator and freezer units above
- Conduct a thorough clean at the end of each term, based on a 6 term year

### **Uses**

The refrigerators serve three main purposes, as follows:

1. Safe and hygienic storage of food items
2. Safe storage of certain prescription medications
3. Appropriate storage of certain first-aid items, most notably cold-compresses

All staff are expected to show consideration for others when storing food. Sufficient space is available for packed lunches but it is also recognised that the majority of food brought into school in the morning can be safely consumed at lunchtimes.

In relation to medication, safe storage guidance is issued by the pharmacist. It is imperative that this guidance is followed. Staff will also refer any medication requests back to the Head Teacher to ensure they are in-line with the Safe Administration of Medications Policy.

Cold compresses need to be stored in the freezer compartment of each refrigerator. They should be removed from the outer sleeves that are usually stored on top of each refrigerator at Gedney and in the first-aid cupboard at Lutton. Any use of the cold-compress should be recorded using the federation's accident reporting forms. Parental notification is also a requirement.

## **Maintenance**

Given the important duties that a refrigerator fulfils, maintenance checks should be regular and duly recorded. All refrigerators will be subject to an annual electrical check for safety, a weekly temperature check, including the freezer units, and a daily cleanliness check. Record keeping is the responsibility of both caretakers and all records will be subject to regular checks by governors.

Only reputable and registered contractors will be allowed to conduct annual electrical safety checks. Both schools are currently contracted to Mouchel, through Vinci Initial.

## **Health and Safety Requirements**

Food safety and the administration of medication legislation ensures that all schools with a refrigerator are fully aware of the requirements for their safe operation. The key aspects of legislation, with supporting guidance that are relevant are as follows:

- If you provide food for children, even if it is just a drink and a biscuit, then you are considered to be a food business under food safety law, and as such, you have a particular responsibility to ensure that food is safe to eat
- The optimum operating temperature for a refrigerator is 5 degrees Celsius
- The optimum operating temperature for a freezer is minus eighteen degrees Celsius
- As food is provided by an outside contractor, it is not necessary for the temperature of the refrigerator to be recorded on a daily basis
- Raw foods must be stored at the bottom of the refrigerator so that dirt and juices do not drip onto foods stored below
- When cooking, it is recognised good practice for eggs to be stored in the refrigerator
- Food must be decanted from a can into another container prior to being put into the refrigerator
- An overloaded refrigerator will affect the safe operating temperature causing it to rise above the accepted minimum of eight degrees Celsius
- Refrigerators need to be disinfected at least once per term, based on a six term year
- Hot foods must never be placed into the refrigerator as this will increase the temperature above the minimum requirement of eight degrees Celsius. Condensation will also be produced.

- Some medication needs to be refrigerated and it is safe to store this alongside food provided it is placed inside an airtight container and clearly labelled
- There should be restricted access to any refrigerator that contains medicines
- Where medication is administered, two members of staff must be in attendance with the relevant forms being signed and the medication returned to the refrigerator in the aforementioned airtight container

## **Record Keeping**

All refrigerator checks will be recorded by the caretakers at both schools.

### *Daily Check: Cleanliness*

- There is no formal requirement to record outcomes but where issues of cleanliness have been noted e.g. a spillage, the staff member can either attempt to remedy this themselves or refer on to the caretakers at each respective school

### *Weekly Temperature Check*

- Date
- Time
- Temperature of main refrigerator
- Temperature of freezer compartment
- Signature

### *Annual Check for Electrical Safety*

- Contractors from Vinci Initial will produce a summary report for all electrical appliance that have been tested with a copy being passed back to LCC

## **Staff Training**

The majority of staff will require no specific training for the safe use and operation of refrigerators. Some staff, however, will be required to attend refresher training every three years. The main focus for training pertains to food safety and hygiene and the Senior Midday Supervisor will be responsible for arranging this on behalf of the team of Midday Supervisors.

## **Procurement**

It is the Head Teacher, under the auspices of the Finance Committee, who will be responsible for the procurement of all refrigerators. They should only be purchased from reputable and registered providers, reflecting the core principles of best value.

## Location

There are 4 refrigerators, spread evenly between the two schools. Their location and designation is as follows:

<b>Gedney Church End</b>		<b>Lutton St. Nicholas</b>	
<b>Location</b>	<b>Designation</b>	<b>Location</b>	<b>Designation</b>
Staff room	Food, medication	Staff room	Food, medication
Class One	Fruit, cold-compresses	Stock room	Currently not in use

**Luke Whitney – 22.04.15**

**Date ratified by Governing Body:** \_\_\_\_\_

**Review date:** \_\_\_\_\_