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**LEAFLET 16 TO
PART 3 TO SHEF MANUAL**

SCHOOL KITCHENS

1. The Catering Contractor is responsible for SHEF Management with regard to personnel, training, food preparation and associated practices in the kitchen area. It is also responsible for using the equipment provided correctly and for reporting any malfunction of the equipment to the School for whom it serves. Any hazard caused by broken or inappropriate equipment should be highlighted by the contractors risk assessment/fault reporting procedures.
2. SCE is responsible for the maintenance of the Plant, Equipment and fabric of the kitchen and this must be inspected in the same way as all other areas of the school are inspected see leaflet 11. The SCE Catering Advisor makes regular visits to all SCE kitchen areas and inspects them as part of his visit programme, but the ultimate responsibility for the fabric of the kitchen still remains with the Head Teacher.
3. When inspecting kitchens special note should be made of the following:
 - a. Condition of decoration – Condensation can cause dirty walls, flaky paint etc.
 - b. Condition of floor – Spills causing slippery surfaces, trip hazards, grates that aren't flush to the floor etc
 - c. Condition of storerooms – Shelving is secure, temperature is acceptable.
 - d. General cleanliness – no evidence of cobwebs, dust, mouse or rat droppings etc.
 - e. All signs are in place and in good condition.
 - f. Condition of Waste Disposal Area – Bins not located directly next to kitchen entrance/exit door. Area is kept tidy and all bins securely closed.
 - g. First Aid Box is correctly located and signed.
 - h. Fire Appliances are correctly located and signed.