

Doing Food Right at School/Work: Serving Food at School or Work

Hire/Contract Licensed Catering

Example: Graduation banquets, trustee dinners, Catered Lunch, etc

Requirements

I. FOODSAFE

Confirm the cater/company has FoodSafe Level 1 certified person to oversee.

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD SAFETY PLAN

Caterer/company to provide the Food Safety Plan by FoodSafe certified person. Assigned host to comply with it.

IV. Business Insurance

Confirmation of \$2 Million Insurance Yes No

V. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

Commercial Ready-to-Eat Food (Hot or Cold)

Example: Hot dog, sushi, pizza party, etc

Requirements

I. FOODSAFE

School or PAC has FoodSafe Level 1 certified person to oversee.

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD SAFETY PLAN

Follow template.
Includes: transport, hygiene, service, keep hot food hot and cold food cold.

IV. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

V. RISK REDUCTION

Contract to cover VSB Risk Reduction

Fundraising Food Activity

Example: burgers at festivals, pancake breakfast, pizza slice sale, bake sales, etc

Requirements

I. FOODSAFE

Host (PAC or School) must have 1 FoodSafe Level 1 certified person to oversee.

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD-SAFETY PLAN

FoodSafe certified person customizes a food Safety Plan. Follow template.

IV. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

V. RISK REDUCTION

Contract to cover VSB Risk Reduction

Home-Made Food

Example: Parent/PAC/staff /students bring in home-made food for others, etc

Requirements

I. FOODSAFE

For staff: Consume at own risk.
For students: FoodSafe Level 1 food service template to be followed.

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD-SAFETY PLAN

FoodSafe certified person customizes a food Safety Plan. Follow template.

IV. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

V. RISK REDUCTION

Commercial Ready-to-Eat Food (Room Temp)

Example: muffins for staff meeting, etc

Requirements

I. FOODSAFE

- Not required at school/site.
- Procure from approved or business with more than one outlet; ideally in single serving portions.
- If serving necessary: FoodSafe Level I required

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD-SAFETY PLAN

- Follow template
- Hygiene
 - Transport
 - Service immediately
 - Throw out left-overs

IV. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

V. RISK REDUCTION

Classroom Cooking

Example: Non-Home Ec class /student cooking activity

Requirements

I. FOODSAFE

School must have 1 FoodSafe Level 1 certified person at the school will oversee.

II. HEALTHY FOOD POLICY

Student: Complies: Yes No
Staff: N/A

III. FOOD SAFETY PLAN

FoodSafe person completes template

IV. FOOD COMMUNICATIONS PLAN

Administrator creates plan based on template

V. RISK REDUCTION



2022/23 Serving Food at School Event Food Safety Plan Template

Event Date: _____ *One-time Event* or *Ongoing Event*

Who is the Sponsor: _____

Who is providing the food: _____

Who holds the Food Safe Level 1 Certificate? _____

How to Set Up Your Food Safety Plan

Step #1: Identify your Potentially Hazardous Foods (PHFs)

Low Risk – e.g., Cookie, Muffin, other Baked Pastries

High Risk PHF – e.g., Beef Stew, Chicken Curry, Sushi.

Why high risk? Pathogens in the raw meat/seafood, Cross-Contamination during steps and Temperature not met during Storage/Cooking/Transporting

Will you be serving any High Risk PHFs at your school event? If so, what are they?

Answer:

Step #2 Identify your Critical Steps: Cooking, Transporting, Hot/Cold Holding

Will the PHFs involves the above Critical Steps?

Answer:

Step #3: Identify your Critical Limits Control or Procedures to Control the Hazards

Cooking – **Food Temperature** Above 74 °C for at least 15 sec

Cold Holding – **Food Temperature** Below 4 °C

Hot Holding/Transport – **Food Temperature** Above 60 °C

What are the Critical Limits that involves in your Critical Steps?

Answer:

School Name: _____

Administrator Signature: _____

Date: _____

Step #4: Check the Critical Limits

For those critical steps that involves temperature of PHFs, measure the actual internal temperature of the food (whether cooking, transport, or hot/cold holding)

Who will be responsible for checking the Critical Limits and to ensure the limits are met?

Answer:

Step #5: Identify Procedures to Handle Control Problems

Adjusting a thermostat in the cooler to get the proper temperature

Recooking or reheating food again to get to the proper temperature (one-time only)

What are your Procedures if Critical Limits are not met?

Answer:

Step #6: Identify Procedures/Ways to Reduce Risks

Minimize the number of people serving the food

Using protective equipment or serving tools

Limit the serving time (e.g., within 2 hours)

Leftovers to be discarded

If in doubt, throw it out!!!

What steps will you be taking to Reduce Risks?

Answer:

Resources:

Food Safe Level 1

A person certified in Food Safe Level 1 will have the knowledge and skills to prepare a Food Safe Plan:

www.vch.ca/your-environment/food-safety/

Food Operating Permit

A Food Operating Permit from Vancouver Coastal Health is required when a school food event includes the general public. For

example: School Fairs, Sports Tournaments: www.vch.ca/documents/temporary-event-coordinators-planning-guide.pdf

Provincial Guidelines for the Sale of Food & Beverages in BC Schools

Healthy Eating Guidelines, Provincial Dietetic services and education support information available from the Provincial Healthy Living

Website: www.healthyeatingatschool.ca/

VSB Policy EF

Healthy Living: www.vsb.bc.ca/district-policy/ef-healthy-living

Food Allergies & Special Diets

VSB does not provide an allergy-free food environment at school or cater to special diets. For information on the prevention and management of anaphylaxis refer to VSB Administrative Procedures Manual:

https://www.vsb.bc.ca/District/Departments/Office_of_the_Superintendent/Administrative-Procedures-Manual/Administrative%20Procedures%20Manual%20Library/Section%20300/AP_317_Anaphylaxis.pdf?web=1

Key Allergens

CFIA Food Allergy Fact Sheets: www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/food-allergies/eng/1332442914456/1332442980290

School Name: _____

Administrator Signature: _____

Date: _____



2022/23 Serving Food at School Event Food Communications Plan Template

1. Information of the person to draft and send out the Communication in the event of Food Recall, Food Poison, etc. Ideally Administrator.

Name: _____

Contact Information: _____

2. Draft message/notification to affected parents/staff should include the following information:

- Food item of concern: _____
- Date of delivery or served: _____
- Recommended course of action – including monitoring students for 48 hours for signs of illness.
 - a. In case of medical emergency, call 911 and transport the student to the nearest medical facility
 - b. Prevent further consumption of the product if it is still available
 - c. Note symptoms and details of suspect food.
 - d. Notify those who may have consumed or still may have food product
 - e. Other corrective action(s) being taken

3. Name a contact person to answer questions and concerns. Ideally the teacher sponsor or Administrator:

Name: _____

School Name: _____ Administrator Signature: _____

Date: _____