



CANTEEN POLICY

Harvest Private School

Document Control

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Prepared By	Health and Safety Officer
Applicable To	Students, Staff, Parents, Canteen Operators, Contractors and Visitors

1. Introduction

Harvest Private School recognizes the important role that healthy nutrition plays in supporting student growth, wellbeing, learning, and academic achievement. The school is committed to providing a safe, hygienic, and healthy canteen service that promotes balanced eating habits and complies with UAE food safety regulations and Ministry of Education requirements.

The school canteen shall operate in a manner that supports student health, food safety, environmental sustainability, and positive nutritional practices.



2. Purpose

The purpose of this policy is to:

- Promote healthy eating habits among students.
- Ensure food and beverages sold on campus are safe and nutritious.
- Maintain high standards of food hygiene and sanitation.
- Prevent foodborne illnesses and contamination.
- Comply with UAE food safety regulations and Ministry of Education guidelines.
- Support students with dietary, medical, and allergy-related requirements.
- Establish clear responsibilities for canteen management and operation.

3. Scope

This policy applies to:

- All students.
- Teaching and administrative staff.
- Parents and guardians.
- Canteen operators and employees.
- Contractors and food suppliers.
- Visitors purchasing food from the school canteen.

The policy applies to:

- School canteen facilities.
- Food preparation areas.
- Food storage areas.
- Food serving areas.
- School events involving food and beverages.
- External food vendors operating on behalf of the school.



4. Definitions

Canteen

Any facility within the school that prepares, stores, serves, or sells food and beverages.

Food Handler

Any person involved in preparing, handling, serving, transporting, or storing food.

Food Safety

Measures implemented to ensure food is safe for consumption.

Food Allergy

An adverse immune response to specific foods.

Cross-Contamination

The transfer of harmful microorganisms or allergens from one food item or surface to another.

Healthy Food

Food that contributes positively to nutritional health and complies with approved nutritional standards.

5. Legal and Regulatory Framework

The school canteen shall comply with:

- UAE Food Safety Regulations.
- Ministry of Education Guidelines.
- Municipality Food Control Requirements.
- Public Health Regulations.
- Civil Defense Requirements.
- Occupational Health and Safety Regulations.
- School Health and Safety Policy.



6. Policy Statement

Harvest Private School is committed to operating a canteen that:

- Provides safe and nutritious food.
- Encourages healthy eating habits.
- Protects students from food-related health risks.
- Maintains the highest standards of cleanliness and hygiene.
- Accommodates medical and dietary requirements where possible.
- Promotes student wellbeing and healthy lifestyle choices.

7. Objectives

The school aims to:

- Promote healthy nutrition.
- Reduce access to unhealthy food options.
- Maintain food safety compliance.
- Prevent foodborne illness.
- Support student health and wellbeing.
- Ensure a clean and safe food service environment.
- Encourage healthy food choices among students.

8. Roles and Responsibilities

School Principal

The Principal shall:

- Ensure implementation of this policy.
- Approve canteen operations.
- Ensure compliance with regulatory requirements.
- Review canteen performance.



Health and Safety Officer

The Health and Safety Officer shall:

- Conduct inspections.
- Monitor food safety compliance.
- Investigate food-related incidents.
- Conduct risk assessments.
- Coordinate with regulatory authorities when required.

School Nurse

The School Nurse shall:

- Maintain records of students with food allergies.
- Provide advice regarding dietary restrictions.
- Respond to food-related medical emergencies.

Canteen Manager

The Canteen Manager shall:

- Ensure food safety compliance.
- Supervise food handlers.
- Maintain hygiene standards.
- Manage food storage procedures.
- Ensure food quality and freshness.

Food Handlers

Food handlers shall:

- Follow hygiene procedures.
- Wear appropriate protective clothing.
- Maintain valid health certifications where required.
- Report illness immediately.

Students

Students shall:

- Follow canteen rules.
- Maintain cleanliness.
- Respect food service staff.
- Report concerns regarding food quality or safety.

9. Food Safety Requirements

The canteen shall ensure:

- Food is sourced from approved suppliers.
- Food is stored at safe temperatures.
- Expiry dates are monitored.
- Food preparation follows food safety standards.
- Contamination risks are minimized.
- Food handling procedures are documented.

10. Food Hygiene Standards

All food handlers shall:

- Wash hands regularly.
- Wear clean uniforms.
- Use protective equipment when required.
- Avoid handling food when ill.
- Maintain personal hygiene at all times.

The canteen shall maintain:

- Clean food preparation surfaces.
- Sanitized equipment.
- Pest control measures.
- Adequate waste disposal systems.



11. Healthy Eating Requirements

The school shall encourage:

Permitted Food Options

- Fresh fruits and vegetables.
- Whole grains.
- Low-fat dairy products.
- Lean protein sources.
- Healthy sandwiches and meals.
- Water and healthy beverages.

Restricted Food Options

The sale of the following may be restricted or prohibited:

- Energy drinks.
- Excessively sugary drinks.
- High-fat fried foods.
- Excessively salty snacks.
- Foods not compliant with Ministry guidelines.

12. Food Allergies and Special Dietary Requirements

The school shall:

- Maintain allergy records.
- Inform relevant staff of severe allergies.
- Implement reasonable precautions to reduce allergen exposure.
- Encourage parents to provide updated medical information.

Emergency procedures shall be available for severe allergic reactions.



13. Food Storage Requirements

Food shall be:

- Stored according to manufacturer instructions.
- Protected from contamination.
- Properly labeled.
- Stored at appropriate temperatures.
- Rotated using First-In, First-Out (FIFO) principles.

14. Water Safety

The school shall ensure:

- Safe drinking water is available.
- Water dispensers are regularly maintained.
- Water quality is monitored as required.

15. Cleaning and Sanitation

Cleaning schedules shall be established for:

- Food preparation areas.
- Serving counters.
- Refrigerators and freezers.
- Dining areas.
- Equipment and utensils.

Cleaning records shall be maintained.



16. Waste Management

The canteen shall:

- Dispose of food waste safely.
- Segregate waste where appropriate.
- Maintain covered waste bins.
- Remove waste regularly.
- Prevent pest infestations.

17. Health and Safety in the Canteen

Risk assessments shall be conducted for:

- Food preparation.
- Hot surfaces.
- Sharp utensils.
- Electrical equipment.
- Slips, trips, and falls.
- Fire hazards.

Appropriate control measures shall be implemented.

18. Emergency Procedures

The canteen shall maintain procedures for:

- Fire emergencies.
- Gas leaks.
- Food contamination incidents.
- Power failures.
- Medical emergencies.
- Severe allergic reactions.

All staff shall be familiar with emergency procedures.



19. Inspections and Monitoring

The school shall conduct:

- Daily hygiene checks.
- Monthly inspections.
- Food safety audits.
- Contractor performance reviews.
- Compliance monitoring.

Corrective actions shall be implemented where required.

20. Training and Awareness

Canteen staff shall receive training in:

- Food hygiene.
- Food safety.
- Allergy awareness.
- Emergency procedures.
- Personal hygiene.
- Safe food handling.

Students shall receive healthy eating awareness education where appropriate.

21. Incident Reporting

All food safety incidents shall be:

- Reported immediately.
- Investigated promptly.
- Recorded appropriately.
- Reviewed for corrective action.

Parents shall be informed when incidents involve students.

22. Contractor and Supplier Management

The school shall ensure:

- Suppliers are approved and licensed.
- Food deliveries are inspected.
- Supplier performance is monitored.
- Contractors comply with school requirements.

23. Non-Compliance

Failure to comply with this policy may result in:

- Corrective actions.
- Additional training.
- Suspension of canteen operations where necessary.
- Contract review or termination.
- Regulatory reporting if required.

24. Continuous Improvement

The school is committed to:

- Monitoring canteen performance.
- Reviewing food offerings.
- Improving food safety standards.
- Supporting healthy lifestyle initiatives.
- Implementing stakeholder feedback.



25. Related Policies

- Health and Safety Policy
- Risk Assessment Policy
- Food Allergy Management Procedure
- Child Protection Policy
- Emergency Management Policy
- Contractor Management Policy
- School Wellbeing Policy

26. References

- UAE Food Safety Regulations
- Ministry of Education Guidelines
- Municipality Food Safety Requirements
- Public Health Regulations
- Civil Defense Requirements
- School Health and Safety Standards

27. Revision History

Version	Date of Issue	Review Date	Next Review Date	Updated By
1.0	August 2026	August 2027	August 2028	School Administration