



Off the Page Ltd.

Health and Safety Notes

History Off the Page days when food and/or drink is served:

Notes for adult supervisors:

Preparation:

- Any food preparation must be done by adults at lunchtime in the staff room or other suitable area. School safety guidelines should be followed.
- After the food has been prepared it should be covered with paper cloths, provided by HOP.
- Before putting out the pewter and wooden plates on Tudor and Castles days, they must be wiped with an anti-bacterial cloth. These will be provided by HOP.

Serving:

- Where food is served, on all except the Castles and the Tudor days, children will be given a paper serviette instead of a plate on which to put their food. These will be provided by HOP.
- Plates will be lined with paper serviettes which HOP will provide.

Clearing up:

- After the banquet on Tudor and Castles days, the plates should be wiped of crumbs and placed back in the labelled boxes.
- After the goblets are washed they must be wiped with the paper towels, provided by HOP. Tea towels should not be used.

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