

FOOD SAFETY POLICY

INTRODUCTION

Ballarat Associated Schools Inc. (hereinafter referred to as 'BAS') is committed to providing a safe environment for all Member Schools, participants, supporters and the broader community. This including taking reasonable steps to ensure all food served at BAS activities is safe for consumption.

All Member Schools must ensure that they have a robust and effective policy in place that is compliant with food safety and food handling regulations and requirements.

DEFINITIONS

<i>Food Safety</i>	is ensuring food provided by the School is fit for human consumption
<i>Food Standards Australia New Zealand (FSANZ)-</i>	is the bi-national Government agency with the responsibility to develop and administer the Australia New Zealand Food Standards Code (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand.
<i>The Committee</i>	means the Board of Ballarat Associated Schools Inc. Board which has been appointed in accordance with the Rules.
<i>Sports Co-ordinator</i>	means the employee of the Member School who oversees and/or manages sport for the Member School.

DETAIL:

Part 1- BAS

1. BAS does not serve food or drinks as part of BAS activities.
2. BAS may authorise the Host School to independently manage and organise the serving of food and drinks.
3. BAS may, where necessary organise food and drinks for staff and officials. In these circumstances BAS will ensure the following:
 - 3.1 That they have taken reasonable steps to ensure food safety.
 - 3.2 That they do not handle the food unnecessarily.
 - 3.3 That any providers that they engage have relevant certificates and where appropriate permits.

Part 2- Member Schools

1. All Member Schools must ensure they have a robust policy in place which outlines the following:
 - 1.1 A designated food safety supervisor who is responsible for the regulatory requirements of the School.
 - 1.2 The experience and training undertaken by food handlers.
 - 1.3 The practicalities of food safety within the school environment.
 - 1.4 Risk mitigation strategies for handling and preparing high risk foods.
 - 1.5 How any allergens are managed and communicated.
 - 1.6 The procedures in place for accepting food deliveries.
 - 1.7 The procedures in place for storing, processing and disposing of food.
 - 1.8 The process for adhering to the requirements of the Ballarat City Council.



- 1.9 The management and compliance of any permit required.
- 2 All Member Schools are required to ensure they have an area-based risk assessment in place for serving food and/or drinks at any BAS activity.

Part 3- Implementation

1. This policy is implemented through a combination of the following strategies:
 - 1.1 Member training, education and information.
 - 1.2 Member Schools annually signing their member agreement.
 - 1.3 Effective communication with all stakeholders
 - 1.4 Initiating corrective action where appropriate.

Part 4- Audit & Review

1. BAS is committed to continuous review and improvement of all of its operations, including this policy.
2. It is the responsibility of the Committee to regularly monitor and annually review the effectiveness of the policy in practice.
3. As part of the review process it is the responsibility of the Member School to ensure the Sports Co-ordinator (or equivalent) is actively involved in reviewing this policy.

Part 5- Breach

1. Any breach of this policy will be taken seriously and immediately followed up by BAS.
2. Any breach of this policy may lead to action being taken, for serious breaches, this may include but is not limited to termination of membership.

<i>Food Safety Policy</i>	<i>Person Responsible: BAS Committee</i>	<i>Approved by: BAS Committee</i>
<i>Date of Approval: 29 October 2025</i>	<i>Last Review: 6 August 2025</i>	<i>Next Review: Term 3 2026</i>