

## **Guidelines for making available wholesome nutritious food in Canteens of Kendriya Vidyalayas.**

It is found that the facilities of canteen in Kendriya Vidyalayas were not being utilized judiciously and carefully. Certain complaints' were received pertaining to quality of food items and spurious activities being carried out in some of the Vidyalaya canteens. This has become a health hazard and menace for the school atmosphere. The recent case of KV Muzzaferpur has become an eye opener, when complaint regarding illegal activities in the name of running school canteen was registered with proof. Therefore, it is pertinent to draw definite guidelines for establishing and running the Vidyalaya Canteens effectively in the interest of students.

### **Guidelines to manage School Canteen**

#### **1. Healthy Lifestyle:**

A healthy lifestyle is cornerstone of good health, physical fitness, energy, and reduced risk for disease. It is based on the choices one makes about his or her daily habits. Good nutrition, daily exercise and adequate sleep are the foundations for continuing health lifestyle. A healthy lifestyle includes diet based on balance, variety and moderation coupled with regular physical activity commensurate with one's age, gender and body constitution.

Canteen in the school should not be treated as commercial outlet, as they carry a social responsibility towards inculcating healthy eating behaviors. It should be based on the following:

- Non standardized food that are sold in the canteens should be minimized/avoided. Food that is brought by children from home should also be taken into consideration.
- A 'school Health Team' comprising of teachers, parents, students and school canteen operators will co-ordinate, implement and monitor the availability of quality and nutritious food and issue clearance certificate.
- Certification from the authorities of regional office at the time of annual inspection will be issued and will be part of school supervision
- Schools should also promote nutrition education and awareness among children through various tools such as talks, quiz, activities in the morning assembly, poster making etc.
- To categorize the foods the school canteens should evolve strategies like :
  - a. Most common Healthy Food for School Students (HFSS) - Food to be taken as green category- Vegetable and legumes, fruits, grain (cereal/pulses), preferably whole gram or high in fiber, curd, paneer etc.
  - b. Food that should be eaten sparingly as yellow category – baked vegetable based snacks, ice creams, milk-based ices and dairy desserts etc.
  - c. Foods of red category – chips, fried foods, potato fries, and confectionary items, ready to eat noodles, pizza, and burger etc. consumption be minimized.
  - d. The school health team should ensure that at least 80 % of the food available in schools should be of **GREEN CATEGORY**.

## **2. Food Safety, Hygiene and Sanitation -**

Food Safety, Hygiene and Sanitation are fundamental to ensure human health and safety. Issues relating to hygiene, sanitation and safety have raised concern about the safety of the health of school children.

### **Building design of school canteen:**

#### **A. Location**

- Food preparation and serving area should be located in such a way that there is no food safety risk from objectionable odors, smoke, dust or other such contaminants.
- It should not be located near toilets.

#### **B. Roads and areas used by wheeled traffic**

- Areas for wheeled traffic, in and around food preparation and serving area, should be constructed in such a manner that it doesn't pose a risk to food safety

#### **C. School Canteen Building and Facilities**

- Building should be well constructed and well maintained
- Designed to permit easy and adequate cleaning
- Prevent the entrance and harboring of pests
- Prevent entry of environmental contaminants such as smoke, dust, etc
- Floors, Walls and ceilings, where appropriate, should be easy to clean and disinfect, and prevent accumulation of dust.
- Windows and other openings should be fitted with insect-proof screens.
- Doors should have smooth, non-absorbent surfaces and, be self-closing.

- Adequate provisions for drainage and cleaning shall be made in school canteens.

### **3. Hygienic Requirement: Utensils/Equipment**

#### **Equipment and Utensils:**

- All equipment and utensils which may come in contact with food should be made of material which is resistant to corrosion and is capable of withstanding repeated cleaning, and disinfection.
- All equipment and utensils should be designed and constructed to prevent hygienic hazards and permit easy and thorough cleaning and disinfection.

#### **Equipment and utensil storage**

- Portable equipment such as spoons, beaters, pots and pans, etc. should be protected from contamination.

#### **Refrigeration**

- In case canteens use raw materials or serve foods (milk and milk product, cooked food items- fruit & vegetables) require low temperature storage, canteen should have adequate facilities for the same.
- All refrigerated spaces should be equipped with temperature measurement devices.

## **4. Hygienic Requirement: Preparation Steps**

### **Raw Material Requirements**

- Raw materials or ingredients should be inspected by school health team prior to use in canteens. No raw material or ingredient or ingredient should be accepted if it is decomposed or contains insects or extraneous substances.
- Raw materials and ingredients stored on the premises of the establishment should be maintained under conditions that will prevent spoilage, protect against contamination and minimize damage.
- Frozen products should be received at temperature below -18°C and fresh /chilled products too should be received at temperature below 5°C and must be refrigerated after reception till usage. Refrigerators should not be overstuffed to ensure proper circulation of the air inside.

### **Storage**

- Raw and cooked food must be separated during storage and preparation.
- All raw foods which require refrigeration should be stored under appropriate refrigerated conditions.
- Appropriate stock rotation mechanisms must be used.
- Food must be kept hot at >60°C or cold at <10°C during prolonged periods of service and where food is presented as a buffet.

## **Water Supply**

- An ample supply of clean drinking water, in compliance with the IS-10500 quality Standard, under adequate pressured and of suitable temperature should be available with adequate facilities for its storage, where necessary.
- If required, a system to ensure supply of hot potable water should be available.
- Ice shall be made from potable water and should be handled and stored so as to protect it from contamination.

## **Cooking process**

- The time and temperature of cooking should be sufficient to ensure the destruction of non-spore forming pathogenic micro-organism.
- The quality of oil or fat should regularly be checked by school health team for odor, taste and smoking color, and if necessary, change. Repeated use of oil for frying should be avoided.

## **Safe Handling of Cooked Food**

- Canteens staff must be trained in the food hygiene practices, before hiring.
- Good practices of personal hygiene must be followed e.g. daily bath, hand sanitation and the protective uniform (including hair cover, gloves, Kitchen friendly shoes) etc
- Before serving food, ensure that the serving plates, bowls, glasses and spoons are clean and dry.

- Periodical assessment/audit of the cooked food handling practices must be performed and shared with School Health Team.
- Regular microbiological analysis should be carried out for the cooked food, salad and drinking water in a FSSAI approved laboratory.

### **Personal Cleanliness**

- a) Canteens staff must maintain a high degree of personal cleanliness, trimmed nails, (where appropriate) wear suitable protective clothing, head covering & hand covering.
- b) In-case of cuts and wounds, canteen staff may be permitted to continue working, with suitable cover/ waterproof dressings.
- c) Canteens staff must wash their hands with soap where personal cleanliness may affect food safety, for example:
  - At the start of food handling activities.
  - Immediately after using the toilet.
  - After handling raw food or any contaminates material (used utensils, waste materials).

### **Health Status**

- a) Personnel known, or believed, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, shall not be allowed to enter into any food handling area.
- b) Arrangements shall be made to get the canteen operators/food handlers in school canteens to be medically examined regularly to ensure that they are free from any infectious contagious and other communicable diseases.

## Personal Behavior

- a) People engaged in food handling activities should refrain from behavior which could result in contamination of food, for example:
  - Smoking; spitting; chewing or eating or sneezing or coughing over unprotected food.
  - Putting fingers on hair, nose, mouth during cooking or serving food.
- b) Personal effects such as jewelry, watches, pins or other items should not be worn or brought into food handling areas.
- c) Prevent cross contamination- before starting the job of cutting or cooking, ensure all utensils, knife, chopping boards should be thoroughly cleaned. Separate chopping boards and knives for raw fruit/vegetables/ and ready-to-eat food should be used.
- d) All types of chemicals i.e. cleaning, sanitation and insecticides etc. must be stored away from raw materials and finished foods and should be stored under control with lock and key.

## Pest Management

- a) Animals and insects, potential risks to health, should be excluded from canteen buildings
  - Rat: responsible for plague, Q fever, leptospirosis
  - Pigeon: responsible for salmonellosis, psittacosis
  - Housefly: carrier of pathogenic bacteria
  - Weevils: carrier of pathogenic bacteria
  - Cockroach: carrier of Pathogens
- b) There should be an effective control of pests. Canteen and surrounding areas should be examined for evidence of infestation



- Ensure doors are closed, when not in use
  - Use proper netting/air curtain/PVC strip with 25% overlapping
  - Do not give food & space for roosting
  - Keep area clean. Do not leave any open foodstuff.
  - Maintain clean drainage, and treat gutters periodically.
- c) Pest control treatments with chemical or biological agents should only be undertaken under direct supervision of trained personnel.
- d) Insecticides should only be used if other measures cannot be used effectively. Before pesticides are applied, all food, equipment and utensils should be safeguarded from contamination.
- e) After application, contaminated equipment and utensils should be thoroughly cleaned to remove residues prior to being used again.

## **Waste Management**

- a) Containers for inedible material and waste should be covered, leak proof, constructed of metal or other suitable material which should be easy to clean. Collection of waste material should not spread it to other areas.
- b) There should be two types of containers for disposing the waste material – (i) Green Color for Wet organic waste material, (ii) Blue Color for dry waste material.
- c) Facilities for storage of waste and inedible material - Where required, schools should also have facilities for the storage of waste/inedible material prior to removal from the canteen. These should be designed to prevent access by pests.
- d) Waste disposal - Schools should have an efficient waste disposal system which should at all times be maintained in good order and

repair. All waste pipers should be properly trapped and lead to a drain.

## **Training**

- a) Training of canteen staff is an essential foundation pillar for the success of food safety management systems and it needs to be supported by the school health team.
- b) School health team should identify and train a senior person as the food safety leader who should be capable of understanding this area.
- c) Food safety team leader should be instrumental in inculcating awareness among canteen staff and students.

## **MANAGEMENT COMMITTEE:**

**Management Committee should comprise of seven to ten following members:**

1. The Principal – 01
2. The Teachers – PGT/TGT & PRT = 1+1
3. The School Council – Headboy & Headgirl + 2 members
4. Parents – VMC Member – 01 (Male/Female) + 01 (any parent )

## **Role of the Committee**

It is the role of the chosen management body to ensure the policies and procedures for running the canteen are implemented. The school Canteen Management committee will decide the type of food to be prepared in canteens, quality of ingredients and raw materials used in them. The record of the Raw material purchased should be maintained and well documented while meeting the criteria for food quality, safety as approved. Awareness in schools through the celebration of events

like nutrition week, healthy snacking day, healthy tiffin competition and nutritious recipe competition-cum-nutrition discussion session for parents can be recommended.

### **Inspection**

Display of the food items with quality assurance be prepared in the canteen. Frequent Surprise Inspection to be conducted and report of the findings as per the above guidelines should be submitted in the Vidyalaya management committee meeting.

### **Inspection Report**

Random verification of the food prepared in the canteen to be tasted as per the checklist by the members of the committee. It should be as per the guidelines norms mentioned for the preparation of food items. Strict compliance in this regard to be ensured and Measures to be taken thereafter for quality improvement. Remark on condition of canteens (wherever applicable) in the Vidyalayas will be mentioned in the Vidyalaya Plan by the annual inspection team leader from Regional Office.

### **B. PENALTY ON VIOLATION**

- The canteen management committee will have right to cancel the contract given to lessee (canteen vendor) on gross violation of guidelines.
- Penalty of Rs. 1000/- may also be imposed on violation of guidelines
- The amount collected from penalty imposed shall be deposited in VVN account of concerned Vidyalaya.

### **C. LABELING RECOMMENDATIONS OF FSSAI**

- Water Testing Report from water board of the concerned state be displayed
- Registration letter for running Canteen in School . A copy of it be made available.
- Nutrition facts labeling should include declaration of total fat, Trans fat, saturated fat, sugar, carbohydrates, proteins, salt/sodium.
- Serving size, number of serving size per pack
- Total calorie count on basis of which RDA(popularly called the Recommended Daily Allowance.ie the estimated amount of a nutrient (or calories) per day considered necessary for the maintenance of good health) is calculated;
- For front-of-packed food should have labeling, nutrition facts that provide information in a simpler, easy way should be mandatory.
- Menu labeling for non-packaged food items such as burgers and pizzas should be practiced on point-of-purchase labeling boards, or on paper wraps or boxes.

### Checklist for Utensils and Other Equipment

Date :					
Sl.No	Activity/Focus Point	Yes	No	Corrective Action	Remarks
1	Sufficient stainless steel utensils and other wares required for cooking available in proper condition				
2	Food contact surface does not contaminate food with off smell or odour				
3	Food contract surface are smooth for cleaning and without any pits, corrosion or foreign matter and is not absorbing moisture				
4	Equipment allow complete cleaning and draining of water with no water/food residues holding				
5	Equipment are identified for the usage to prevent cross contamination, i.e., Containers used for raw material, processed food and waste etc.				
6	Separate storage space identified for clean and unclean utensils and protected from contamination				
7	Refrigerators are maintained clean and stuffed not in excess with proper segregation to prevent contamination				
8	Storing of raw material refrigerator must be separate from processed foods				
9	Equipments have the desired covers for prevention of any unintended contamination of foreign matter, hair, dirt, etc.				
10	Crack wares are not in use				
11	Total hygiene in cooking and with no flies, cockroaches etc. found				

### Checklist for Raw Materials Management

Date :					
Sl.No	Activity/Focus Point	Yes	No	Corrective Action	Remarks
1	Approved & listed Raw Material is used in the kitchen				
2	Raw material purchase system is documented with the criteria for food quality and safety as approved				
3	Raw material purchase excludes spoilage, pest infestation, fungus or objectionable odours and dirt				
4	Processed material purchase from identified vendors (ideally approved vendors)				
5	Raw Material Storage in proper condition – Perishable products at <10 C; Segregation between raw and processed foods. Animal origin products <5 C (milk, etc). Frozen Material at 18 C				
6	Inventory Control exists with identified expiry/use before date. No Excess material found.				
7	Individual raw material is properly stored. Containers with proper covers and labels.				
8	No infectious/objectionable material stored in the kitchen.				
9	Disposal mechanism exists with two types of garbage system i.e wet and dry.				
10	Temp. Monitoring of equipment storing materials done on daily basis				

### Checklist for Water and Leafy vegetables

Date :					
Sl.No	Activity/Focus Point	Yes	No	Corrective Action	Remarks
1	Clean/potable water availability for Drinking, Washing and Cleaning as per IS-10500				
2	Hot water available for washing utensils				
3	Water taps in proper repaired conditions				
4	Water used for other requirements in segregated lines, no cross connection.				
5	Ice is prepared from clean potable water ONLY  Ice is not purchased from open market				
6	Drinking Water cooler, dispensers are maintained clean and under proper cover with no entry points for pests or dirt.  Date of cleaning the water is displayed on the water cooler.				
7	Leafy vegetables are washed in clean drinking water and all visible soil is removed.				
8	Leafy vegetables are peeled off and dipped in chlorine water as prescribed before chopping.				
9	Separate containers, knives are used for Leafy vegetables after peeling off/washing.				
10	Chopped Leafy vegetables are not kept in open for long				

### Checklist for Handling of Cooked Food

Date :

Sl.No	Activity/Focus Point	Yes	No	Corrective Action	Remarks
1	Persons serving food are trained in Hygiene and Food Safety.				
2	Persons fill the containers with prepared foods.				
3	Canteen persons following Personal Hygiene practices – No sneezing, no jewelry, trimmed hair, nails etc.				
4	Separate Serving spoons for individual cooked items				
5	Serving plates, spoons etc. are clean and dry kept at neat and cleans surface.				
6	Proper segregation of cooked food from raw fruits and leafy vegetables				
7	Cooked Food kept at hot temperature (> 60 C) and salad, yoghurt, ice creams etc. to be at < 10 C before serving as applicable.				
8	The cooked food containers, are properly covered with separate spoons for each container.				
9	Spilled foods is removed carefully				
10	Leftover food is disposed of as waste immediately				



### Checklist for Monitoring and Controls

Date :					
Sl.No	Activity/Focus Point	Yes	No	Corrective Action	Remarks
1	The hygiene management system is in coordination with Food Safety Committee and a Registration letter for running Canteen is available				
2	Proper guidance and training given ,for Food Safety and Hygiene.				
3	Raw Material Quality and Food Safety checks are conducted before at the time of purchase, delivery and usage.				
4	Regular inspection and assessment is done by the Food Safety Committee for Hygiene controls in the kitchen and related areas like washrooms. Checki8ng dates by the committee with signature is also dispalyed				
5	Periodical Hygiene monitoring and checks are conducted for the people running the canteen by Hygiene/Food Safety Committee.				
6	Periodical checks on the cooked food and water quality are conducted.				
7	Members of the hygiene/food committee will have quarterly meetings to review and record the condition of the canteen prior to VMC meeting in the Vidyalaya.				
8	All the reviews of records/documents and inspection results of food quality and safety will be presented in the Vidyalaya Management Committee meeting.				
9	Suggestions given by VMC are recorded and follow up taking place				
10	Certificate issued by regional office for the condition and quality of canteen is maintained				

Dated: 14.3.2019

