**Sunnyside Primary School:**

**Food Policy**



July 2019

**Sunnyside Primary Food Policy (2019)**

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# 1. Purpose and Scope

## 1.1 PURPOSE

To minimise the risk of food-borne illness in Sunnyside Primary, as far as reasonably practicable, by ensuring that all food handling and preparation is done hygienically and in accordance with statutory requirements and relevant official guidelines.

## 1.2 SCOPE

Anyone in Sunnyside Primary involved in or having responsibility for the ordering, handling, preparation and serving of food for consumption by others.

Guidance for this policy has been sought from REHIS, NHS Forth Valley and FoodStandards.gov.scot.

# 2 RESPONSIBILITIES

## 2.1 Management Team

* To ensure the implementation of this Policy throughout Sunnyside Primary School.
* To take corrective action in the event of any persistent non-compliance brought to their attention.
* To ensure group or activity co-ordinators have a sufficient level of training.
* REHIS Food Hygiene or equivalent level 2 hygiene certificate.
* Familiarity with protocols enclosed and are confident and competent in these.
* To ensure Clackmannanshire Environmental Health Officer is notified of any suspected outbreak of food-borne illness.

## 2.2 Group/Activity Co-ordinator:

1. a) To oversee the practical implementation of this Policy and measures to prevent cross-contamination.
2. b) To ensure that food for consumption in the school is obtained from approved suppliers.
3. c) To maintain records as required by the Policy.
4. d) To ensure that all new co-workers/volunteers, who may handle or prepare food, are instructed in the use of schedules and in measures for prevention of cross-contamination, as a part of their initial induction.
5. e) To delegate food handling and preparation and monitoring/recording duties as they see fit, paying due regard to the level of co-worker instruction and training required to perform particular duties competently and in accordance with regulations.
6. f) To ensure the implementation of any necessary corrective actions, including ensuring the repair of malfunctioning equipment.
7. g) To ensure that co-workers/volunteers handling and preparing food are instructed or trained appropriate to the level of duties they are required to undertake and in accordance with relevant regulations, liaising with the management where necessary.
8. h) To ensure that any relevant co-worker/volunteer illnesses are dealt with according to the Clacks Council Fitness to Work Protocols.
9. i) To notify immediately any suspected outbreak of food-borne illness to the Management Team.
10. j) To notify the Management Team of any persistent non-compliance with this Policy which cannot be resolved by the co-ordinator.
11. k) To assist any Health and Safety Officer in annual review of compliance with this Policy.

## 2.3 Co-workers preparing foods.

1. a) To be thoroughly familiar with the schedules in Appendices on prevention of cross-contamination and to handle and prepare food strictly in accordance with the principles and practices set out in them.
2. b) To perform specified checks and monitoring and to record the results on the relevant forms.
3. c) To report any problems, malfunction of equipment, or suggestions for improvement of procedures to the Group/Activity Co-ordinator.
4. d) To report any gastro-enteric illness they contract, in accordance with Clackmannanshire Council Protocols.

## 2.4 Volunteers.

1. To adhere to instructions given by supervisory staff member/group leader.
2. To maintain personal hygiene in accordance with the policies and guidance set out in this document.

# 3 POLICY STATEMENT

Sunnyside Primary is acutely aware of the rapidity with which food-borne illness can spread in a communal setting, and of the potential severity of such an outbreak, if strict hygiene is not observed in the preparation and handling of food. It is therefore the policy of Sunnyside Primary to ensure that all food handling and preparation on its premises are carried out in accordance with recognised hygiene protocols. To this end, Sunnyside has based its food hygiene policy broadly on the internationally accepted principles of Hazard Analysis at Critical Control Points (HACCP).

This document sets out the overall food hygiene framework within which all food handling practices in Sunnyside Primary School must operate. Thus for each step in the food handling chain, from purchasing and receipt, through storage, preparation and cooking to serving for consumption.

* • identify the main hazards;
* • outline control measures and specify critical limits (eg maximum fridge temperatures);
* • specify requirements for monitoring and verification of controls/critical limits;
* • specify requirements for corrective action in the event of unsatisfactory situations;
* • specify necessary records.

# 4. Food Types:

### Cooked/Ready to Eat:

These foods are delivered already cooked/ready to eat. They require careful handling as they may not receive any reheating to destroy bacteria.

Cooked/Ready to Eat foods include:

* Cooked meats and poultry, smoked/cured fish, oysters, dairy products, e.g. soft cheeses
* Prepared salads and dressing, e.g. coleslaw, potato salad
* Any pre-cooked dishes, e.g. quiche, cooked chicken, which may be served cold or reheated

### Cook – Cold Serve:

These are foods which are cooked. After cooking they will be cooled and served cold.

‘Cook—Cold Serve’ foods include:

• Roast beef

• Chickens (for salads/sandwich fillings)

### Cooked to Eat Hot:

These are foods that are cooked and served shortly after cooking.

‘Cooked to Eat Hot’ foods include:

• A variety of dishes including chicken, beef, fish

### Cook-Reheat:

These are foods that are cooked in advance, and that will be reheated at a later stage and served hot. After cooking they will be cooled and placed in cold storage.

‘Cook—Reheat’ foods include:

* Potential reheated foods at home.

# 5. Steps of food handling and controls:

## 1. Purchase/Delivery of food stuffs.

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| **Hazards –** **What can go wrong?** | **CONTROLS/CRITICAL LIMITS** **What can I do about it?** | **MONITORING/** **VERIFICATION** **How can I check?** | **CORRECTIVE ACTION** **What if it’s not right?** |
| **Contamination of cooked/ready** **to eat food with food poisoning** **bacteria.** **Growth of food poisoning bacteria.****Contamination of ready to eat fruit and vegetables with food poisoning bacteria (e.g. from soil)** | **Buy from a reputable supplier – licenced grocer/supermarket.****Make sure high risk food is** **protected by proper** **packaging/containers.** **Make sure delivery transport** **delivers chilled food below 5°C** **or frozen as required within two hours of leaving fridge/freezer and place in cold storage** **immediately on arrival** **Date and label food to ensure stock rotation** **Store below 5°C.****Trim and wash thoroughly before consumption and store appropriately (i.e. root vegetables below fruits, wash salad and keep in fridge.)** | **Record supplier details.** **Visit and inspect supplier.** **Check packaging/containers and condition of food for signs of damage and contamination.** **Check frozen food is not defrosting.** **Check delivery for date coding.** **Measure the air temperature by** **• placing a thermometer** **probe inside the unit** **• looking at the temperature of the display gauge.****Look at food** | **Consider using a different** **supplier.** **Reject food which is not** **protected/is in damaged or dirty packaging or visibly** **contaminated.** **Reject chilled food if** **temperature is above 8oC or if** **frozen food is showing signs of** **defrosting.** **Reject food if ‘use by’ date has** **Passed** **Check the operation of the fridge and adjust if necessary.** **If a temperature of less than 5°C cannot be achieved, call engineer.****Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination.****Wash more thoroughly** |

## 2. Refrigeration of cooked/ready to eat food stuffs.

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Growth of food poisoning** **bacteria.** **Contamination of cooked/ready to eat food with food poisoning** **bacteria.**  | **Store below 5°C.** **Rotate stock to make sure foods are not kept too long. Make sure high risk food is date-coded, including food which is cooked** **on the premises.** **Store raw/cooked/ready to eat** **food:** **• cooked/ready-to-eat above raw food or in a separate part of the** **fridge** **• in colour coded covered containers**  | **Measure the air temperature by** **• placing a thermometer** **probe inside the unit** **• looking at the temperature** **of the display gauge.** **Date codes examined by person who prepares meals** **Regularly check how food** **is stored.**  | **Check the operation of the fridge and adjust if necessary.** **If a temperature of less than 5°C cannot be achieved, call engineer.** **Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination.** **Throw out food once its date code has passed.** **Throw out cooked/ready to eat** **food if it may have been** **contaminated.**  |

## 3. Handling of Raw/Cooked/ Ready to eat food:

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| **HAZARDS** **What can go wrong?**  | **CONTROL/CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Growth of food poisoning** **bacteria.** **Contamination of cooked/ready-to-eat food with food poisoning bacteria** **Cross-contamination of cooked/ready-to-eat food with food poisoning bacteria from raw food** | **Time the food spends outside the fridge should be as short as possible (less than 2 hours recommended).** **Use small quantities of food** **at a time. Fill up supplies** **from the fridge.** **Thaw frozen cooked food** **in the fridge.** **Handle food as little as possible** **Use a bowl or colander to wash food** **Use tongs where appropriate** **Wash hands before handling cooked/ready-to-eat food using a recommended technique** **Make sure wash hand basin is provided with warm water, soap and clean towels.****Use clean equipment and utensils** **If cooked and raw foods are being prepared at the same time use separate areas of work surface for each.****Use clearly colour coded equipment (e.g. chopping boards, tongs, containers) for raw and cooked/ready-to-eat food** **Use disposable gloves and aprons for raw food preparation** **After preparation of raw food put equipment through a dishwasher cycle or clean and disinfect** **Two stage cleaning of worktop, sink and equipment after preparation of raw food:** **1) wash with detergent** **2) disinfect using recommended disinfectant** **Use colour coded cloths for cleaning raw and cooked/ready-to-eat food preparation areas** **Wash hands after handling raw food using a recommended technique** | **Check the times.** **Look at staff/volunteer practices while** **they are handling food.** **Check where frozen** **cooked food is defrosted** **Look at staff/volunteer practices while they handle food** **Check supplies at wash hand basin** **Check that utensils are clean** **Look at staff/volunteer practices while they prepare raw food** **Check that colour coded equipment is properly used** **Check that disposable gloves and aprons are available in the kitchen** **Check cleaning/disinfection of equipment as ongoing supervision of practice** **Check that colour coded cloths are used** **Check this is done** | **Return food to fridge.** **Throw out food if temperature** **has risen significantly for too** **long. (Contact EHO for advice** **if necessary.)** **More supervision/better** **training/re-training of staff/volunteer.** **Return food to fridge.** **More supervision/better training/re-training of staff/volunteer** **Replace supplies** **Clean equipment. Repair/replace equipment that cannot be properly cleaned** **Better training** **Better training** **Better training** **Better training** |

## 4. Cooking

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Survival of food poisoning** **bacteria.**  | **Make sure centre of food is** **heated to 75oC or hotter.** **OR** **If it is not practical to use** **thermometer every time either:** **• specify correct cooking time/oven temperature** **• look at the food (e.g. cook** **until juices run clear).** **• follow manufacturers** **instructions** **Make sure that frozen foods,** **especially poultry and large** **joints, are thoroughly defrosted** **before cooking - unless** **manufacturer states** **otherwise.**  | **Probe** **Check that the time/** **temperature combination is** **correct by probing the food** **regularly.** **Check operation of equipment** **from time to time.** **Check that foods are fully** **defrosted.**  | **Continue cooking** **Continue cooking until** **time/temperature combination is** **achieved.** **Change time/temperature** **combination.** **Repair/replace equipment.** **Thaw for a longer period.**  |

## 5. Cooling

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Possible growth of any food** **poisoning bacteria which survive** **cooking.** **Contamination of cooked food** **with food poisoning bacteria.**  | **Reduce the temperature of** **cooked food to below 5°C as** **quickly as possible** **Within 90 minutes place cooked** **food in storage fridge** **Cool in a clean area away from** **raw food or other sources of** **contamination.** **Make sure food handlers observe good standard of personal hygiene in order to avoid contamination.**  | **Probe thermometer** **Look at where and how food is** **cooled.** **Look at staff/volunteer practices**  | **Improve cooling** **procedures/facilities.** **For example:** **1. Place in large shallow** **container;** **2. Place in a clean, well** **ventilated area** **More supervision/better** **training/retraining of staff/volunteer.** **Throw out any cooked food if it** **may have been contaminated.** **Improve training and instruction.**  |

## 6. Reheating

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Survival of food poisoning** **bacteria as a result of** **inadequate reheating of the** **food.** **Contamination of cooked food** **with food poisoning bacteria from probe thermometer.**  | **Make sure centre of food is** **heated to 82°C or hotter.** **NOTE:** **It is recommended that the finished dish is reheated only once.** **Make sure that frozen high risk** **foods are thoroughly defrosted before reheating - unless manufacturer states otherwise.** **Clean and disinfect probe prior to use by washing and disinfecting** **(see Table 3: Two stage cleaning)**  | **Check that the time/** **temperature combination** **is correct by probing the food.** **Use probe thermometer every time food is reheated.** **Check that the food is** **fully defrosted.** **Check probe has been** **properly cleaned and** **disinfected.**  | **Continue reheating until 82°C is achieved (or other suitable** **time/temperature combination).** **Check reading of probe thermometer once a term in iced and boiling water. Replace probe if reading is outside the range -1°C to +1°C and 99°C to 101°C** **Thaw for a longer period.** **Clean and disinfect probe.** **More supervision and better** **training or retraining of staff/volunteer.**  |

## 7. Foreign Object Contamination

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Receipt of food contaminated with** **foreign objects, chemicals or pests.** **Contamination of food within** **premises by foreign objects, e.g.** **metal nuts, bolts, ceramic pieces,** **wood splinters, rust, paint** **Glass** **Staples, plastic and other packaging materials.** **Stones, soil, slugs, etc.** **Pest droppings, insects** **Contamination from personnel,** **e.g. hair, buttons, jewellery.** **Contamination of food with chemicals e.g. cleaning chemicals and pesticides.** | **Buy from an approved supplier.****Make sure food is free from** **contamination by foreign objects,** **chemicals or pests.** **Maintain structure and** **equipment properly.** **Limit use of glass items, particularly** **for storage and during preparation.** **Remove and dispose of wrappings carefully** **Wash vegetables thoroughly.** **Make sure premises are** **pest-proof.** **Store food in pest-proof** **containers.** **Keep windows closed** **Liaise with authority regarding pest control** **company.** **Make sure staff/volunteer wear suitable** **clean clothing** **Tie hair back or wear hat** **Limit jewellery to plain rings** **Store chemicals in properly** **labelled containers.** | **Visit and inspect supplier where appropriate.****Maintain list of approved suppliers.** **Check food.** **Check structure and equipment are in good condition.** **Check that glass items are not** **used where possible. Where glass** **items are used, make sure they** **are in good condition.** **Check staff/volunteer practices.** **Check staff/volunteer practices.** **Check premises are pest-proof** **and free from pests.** **Check staff/volunteer practices.** **Check clothing worn by staff/volunteer** **Check storage of chemicals.** | **Consider using a different supplier.** **Reject food which may have been** **contaminated with any foreign** **objects/chemicals or pests.** **Repair/replace structure and** **equipment.** **Replace glass items with those** **made from plastic/stainless steel or other suitable materials.** **Remove damaged glass items.** **Improve procedures. Better** **supervision/training/retraining of** **staff/volunteer.** **Rewash vegetables.** **Improve premises and pest control measures.** **More supervision/better/training/** **re-training of staff/volunteer.****Discard any contaminated food.** **Provide suitable storage area for****cleaning materials.****Discard any food which may have****been contaminated in the premises.** |

## 8. Allergies and contamination

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| **HAZARDS** **What can go wrong?**  | **CONTROL/** **CRITICAL LIMITS** **What can I do about it?**  | **MONITORING/** **VERIFICATION** **How can I check?**  | **CORRECTIVE ACTION** **What if it’s not right?**  |
| **Contamination of food by potential allergen.** | **No nut products to be used on site.****Know which incoming products contain allergins and derivatives by checking supplier labelling.** **Make sure all foods containing** **allergins are properly** **labelled during storage,** **preparation and use.** **Store all unwrapped foods** **separate from foods** **in covered containers.** **Clean all equipment, utensils,** **thermometer probes & work** **surfaces immediately after use** **for foods.** **Use colour coded containers** **and equipment for foods.** **Wash hands thoroughly after** **handling foods.** **Prevent cross contamination during cooking by:** **• using deep saucepans to** **prevent splashing.** **• cooking at a different** **time.** **• using non-nut based cooking** **oil.** | **Check labels or accompanying** **documents.** **Check labelling.** **Check storage.** **Check cleaning procedures.** **Check equipment.** **Check staff practices.****Check cooking procedures** | **DO NOT CONSIDER FOODS AS** **BEING NUT FREE IF THERE IS** **ANY UNCERTAINTY.** **IF IDENTITY OF FOODS IS** **UNCERTAIN, USE FOR NON** **ALLERGIC PEOPLE ONLY.** **Improve staff awareness/training.** **Amend procedures.**  |

# Appendix 1: Storage of refrigerated food visual guide.



# Appendix 2: Fridge/Freezer Temperature Records

All records to be recorded using ⁰C and to 1 decimal place. I.e. 4.1 ⁰C FRIDGE NAME/LOCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Appendix 3: Reheating Record.

All food must be reheated to a minimum of 82⁰C. Record checks of reheated food below:

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# Appendix 4: Approved Suppliers:

As of June 2019, local licensed commercial food resellers and suppliers are:

* Lidl Supermarket.
* Asda Supermarket
* Tesco Supermarket
* Aldi Supermarket
* Iceland Supermarket
* Mix Fruits, Alloa
* Little Greens, Alloa
* The Gate Foodbank