



Food hygiene Policy and Procedures.

Policy statement

We provide and/or serve food for children on the following basis:

- Snacks.
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department. *(Local authorities will advise on whether individual providers are required to register.)*

Procedures

Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business for Caterers, Safe Methods. The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

- All our staff follow the Safe methods identified in Safer Food, Better Business. Special reference is made to the sections covering:
 - Personal hygiene
 - Washable cloths
 - Handwashing
 - Cleaning effectively
 - Food allergens
 - Chilled foods
 - Ready to eat foods
 - Separating foods
 - Foods that need extra care
 - Training for staff.
- All our staff who are involved in the preparation and handling of food have received training in food hygiene in line with the advice in See Safer Food, Better Business.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen/s to ensure standards are met consistently. (See Safer Food, Better Business). This will

include daily cleaning tasks and monitoring of refrigeration equipment throughout the day to ensure that standards are maintained.

- We use reliable suppliers for the food we purchase (currently Asda/ Tesco).
- Food is stored at correct temperatures e.g. perishable foods are kept refrigerated to below 8°C prior to serving, and is checked to ensure it is in-date, within the 'use by' time scale (packaging marked with opening date) and not subject to contamination such as mould.
- Stored foodstuffs are rotated so that the oldest are always used first.
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before and after each use using a food safe disinfectant and other specified cleaning products. Colour coded washable cloths are always washed at 60 degrees or above between uses.
- There are separate facilities for hand-washing and for washing-up. Hand washing and drying using liquid soap and disposable paper towels from dispensers is carried out prior to any handling of food stuffs and repeated if staff touch anything not forming a part of the food hygiene process e.g. if a child hands them a toy.
- Staff are not required to wear gloves for food preparation or handling because:
 - Gloves in themselves do not provide any greater guarantee of infection control
 - Gloves for children are associated with 'dirty' activities e.g. nappy changing and we are committed to presenting positive messages about food to the children.
- All surfaces are clean and non-porous and wiped before and after use.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand-washing and simple hygiene rules;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment, such as blenders etc.

Infection Control:

Any instances of sickness or diarrhoea are immediately cleaned using appropriate disinfection fluids and disposable cloths. Staff will always wear disposable gloves and aprons for this process to protect themselves and avoid cross contamination.

Fitness to work:

- If staff are absent from work for reasons of sickness and diarrhoea they are excluded from the premises for a minimum of 48 hours from the last episode. Staff are reminded at their return to work meeting after such episodes of the importance and procedure for personal hygiene.

Reporting of food poisoning:

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within our setting, the Headteacher or their appointed deputy will contact the Health Protection Agency (tel: 0300 303 8162) to report the outbreak and will comply with any subsequent investigation carried out by EH or HPA.
- We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

Legal framework

- Regulation (EC) 853/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs
- Food Safety and Hygiene (England) Regulations 2013

Further guidance

- Safer Food Better Business
<https://www.food.gov.uk/business-guidance/safer-food-better-business>

Signed:

Chair of Governors:

Review schedule: Every 3 years.

Next review: November 2027