

# White Rock Pre-School

## Food Hygiene Policy

As an establishment we only utilise what are considered low risk foods and in accordance with recommendations at least one member of staff will undergo appropriate training. Basic food hygiene principles will be included as part of the induction process.

### **Safe chilled food:**

1. Fridge must keep food at or below 8 °c and the temperature must be checked daily.
2. All chilled food will be stored at the required temperature on the labels.
3. Chilled foods will be placed in refrigerator within 15 minutes of arrival on the premises.
4. Foods requiring chilling will be placed in refrigerator immediately following cooling to room temperature.
5. Food will be left in refrigerator until ready to serve.
6. Any fault with the refrigerator will be reported to the manager or the chair of committee.
7. Food which has been in danger zone (8°C – 63°C) for an unknown time will be destroyed. If food has been in danger zone (8°C – 63°C) for less than 4 hours, then it will be transferred to another refrigerator if possible. If this is not possible it will be destroyed.

### **Safe stock control:**

1. Food will not be used after its “use by” date.
2. Food will be re-labelled with its existing “use by” date if removed from original packaging.
3. Food will be used within 3 days once original packaging is opened or within “use by” date if shorter.
4. All staff involved in food preparation are responsible for checking “use-by” dates of food.
5. Any out dated food will be destroyed.
6. Children's food and drinks which are brought from home must be labelled in a sealed container. They will not be given to any child other than the child who brought it. Pre-school do not take responsibility for the health and hygiene standard of the container and its contents.

## **Effective hygiene**

### **Personal hygiene**

1. All staff will wash hands before handling food and will handle food as little as possible. They will use clean, sanitised equipment/tools e.g. knives, spoons etc.
2. Staff will maintain high standards of personal hygiene at all times, ensuring that outdoor clothes are not worn whilst preparing food, and any wounds are covered by a waterproof plaster.
3. People suffering from suspected food poisoning and other infections will not handle food.

4. Visitors to the food area will comply with personal hygiene standards.
5. Hot drinks are to be consumed, by staff and visitors, only in the kitchen area.
6. Pre-school bin will be kept away from open food. This will be emptied regularly.

#### **Premises and Equipment:**

1. Cleaning will be carried out thoroughly and staff will use clean equipment and utensils.
2. Staff will comply with the cleaning schedule and cleaning methods.
3. Staff will clean and disinfect food surfaces before use.
4. Suitable cleaning equipment and materials will be provided, and we will use and dilute sanitisers, disinfectants and other cleaners according to manufacturer's instructions.
5. Surfaces will be checked for good repair and any defects reported to the manager and committee chair.
6. Food and hand contact surfaces will be cleaned and disinfected regularly as appropriate.
7. Separate areas will be used for stacking clean and dirty equipment in the wash up area.
8. No paint pots or glue pots will be left on or near the sink, and no washing up of paint pots or glue pots will be allowed whilst food is being prepared.
9. Cloths will be colour coded according to their usage. And this will be displayed in the food preparation area and must be adhered to.
  
10. The bin will always have a polythene bag lining it and will be emptied at regular intervals and at times when the bag is full. This will then be tied up securely and immediately disposed of in the outside dustbins.

#### **Safe pest control:**

Every effort will be made to keep external and internal areas clean and tidy and any signs of pests will be reported to the Community Centre who are responsible for the grounds.

#### **Safe storage and preparation:**

1. We will not use food with damaged packaging
2. Packaging will be removed carefully.
3. Cleaning equipment and chemicals will be stored away from food, and out of children's access.
4. Defective cleaning equipment will be thrown away.
5. Cleaning cloths will be rinsed after use in bleach solution or replaced.
6. Cleaning equipment will be kept clean and no major cleaning operations will be carried out when open food is present.
7. Open food, food crockery and containers will not be kept near the floor.
8. We will purchase pre-washed foods where practicable.
9. All appropriate vegetable and fruit products will be washed before preparation.

#### **Checks:**

1. The member of staff on snack duty will carry out checks on, food and drink, and surfaces..

2. The supervisor will carry out random checks to ensure staff are following procedures.

4. 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 the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.