



HEALTH AND SAFETY POLICY

5. FOOD SAFETY

Policy Statement

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

- Snacks.
- Packed lunches.
- Cooking activities.

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.

Procedures

- The Pre-School Supervisor understands the principles of Hazard Analysis and Critical Control Point (**HACCP**) as it applies to our business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff involved in preparing and handling food receive training in food hygiene.
- At least one member of staff has an in-date Level 2 Food Safety in Catering Certificate.
- All permanent pre-school staff will undertake Level 1 Food Safety in Catering training as soon as practical.
- The person responsible for daily food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- All food we purchase must be brought to pre-school in sealed packages which are in date.
- We take account of the Food Standard Agency (FSA) requirement to check whether the snacks we prepare or cooking activities we undertake contain any of the 14 listed allergens below:
Cereals containing gluten, crustaceans, molluscs, soya, milk, celery, mustard, sesame, sulphur dioxide, eggs, fish, lupin, peanuts and other nuts.



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- We take account of the Food Standard Agency (FSA) requirement to inform parents that the snacks we provide or cooking activities we undertake may contain the 14 allergens listed above.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- We regularly check our drinking water supply.
- Parents are asked to prepare their child's packed lunch freshly on the day of the Lunch Club session to ensure maximum freshness and to comply with food hygiene regulations.
- Parents are asked to ensure that their child's packed lunch box contains a refreezable ice pack to keep food cool.
- Packed lunches are stored inside the building once the morning session has started. Unrefrigerated food is served to children within 4 hours of arrival at pre-school.
- Hands are washed under running water with soap before food is handled.
- A disposable apron is worn and hair tied back when preparing food.
- Food is never sneezed or coughed over.
- Food preparation areas are cleaned before use as well as after use.
- Fruit and vegetables are thoroughly washed before use.
- We ensure that any circular shaped food such as grapes and sausages are cut into halves or quarters.
- Separate chopping boards are used in the preparation of food.
- There are separate facilities for handwashing and for washing up.
- All surfaces are clean and non-porous.
- Different cleaning cloths are used for the kitchen and toilet areas.
- All utensils, crockery etc are clean and stored appropriately. Cracked or chipped china will not be used.
- Tea towels are kept scrupulously clean and washed after each session.
- 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



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- do not have unsupervised access to electrical equipment such as blenders etc.
- Children are supervised whilst eating.

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 Pre-School Supervisor will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises the setting will also be notified to Ofsted as soon as is reasonably practicable, and always within 14 days of the incident

Please also refer to our separate policies: Accident & Incident Policy, Entry & Exit Procedure and Emergency Evacuation Procedure.