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## Food, cleaning and hygiene procedures

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

- snacks
- meals

We maintain the highest possible food hygiene around the purchase, storage, preparation and serving of food. We are registered as a food provider with the local authority Environmental Health department with a 5 star rating.

### Procedures

- All staff follow the guidelines of safer food, better business.
- All staff involved in the preparation and handling of food have received training in food hygiene.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- Cleaning rotas must be completed and supervised by the food and hygiene coordinator.
- We use reliable suppliers for the food we purchase.
- Food is stored at the correct temperature and is checked to ensure it is in date and not subject to contamination by pests, rodents or moulds.

### *Fridge temperature*

- Fridge temperature should be recorded each day.
- It is essential that the temperature is within the range 1 to 6. If the temperature is not within this range the fridge must be adjusted and checked two hours later and the food removed and stored in another fridge.

### *Freezer temperature*

- Freezer temperature must be recorded each day am & pm.
- It is essential that the minimum temperature is  $-18$ . If not, the freezer must be adjusted and checked two hours later and the food removed and stored in another freezer.
- Food preparation areas are cleaned before as well as after use.
- We recycle waste as much as possible; we have a compost bin for peelings and a recycling bin for plastics etc.
- There are separate facilities for handwashing and for washing up.
- All surfaces are clean and non-porous.

- All utensils, crockery etc are cleaned and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- We store a minimum of cleaning products in the building to ensure children's safety and to minimise fire hazards.
- Children do not have access to the kitchen at any time.
- When children take part in cookery activities, they
  - are always supervised
  - understand the importance of handwashing and simple hygiene rules
  - are kept safe from hot surfaces and hot water and
  - do not have unsupervised access to electrical equipment, such as blenders etc.

### **Reporting of food poisoning**

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

When children and/or adults have been diagnosed by a GP or a 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 EHD 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 are notified to Ofsted as soon as reasonably possible and within 14 days of the incident.

### **Cleanliness of the building**

The space is shared with other hall users who are expected to clean after themselves but the preschool staff have a responsibility to ensure their particular allocated area is clean and safe for the children to use each morning when they are setting up before the session.

The Preschool should be cleaned daily, including disinfecting toilets, hand basins, dining areas and table or surface areas which children touch; sweeping and cleaning floors and removing all rubbish.

Changing tables should be disinfected after each nappy is removed. Soiled nappies must always be disposed of in the container provided and disposable gloves used.

Tea towels should be used once only and placed in bag ready for collection from washer.

Soiled clothes should be rinsed in the laundry room and sealed in a plastic bag or washed before returning to families.

### **Personal hygiene**

We seek information from the Health Protection Agency to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine in each room that the staff sign off at the end of each day.

Staff and children must wash their hands after using the toilet and before meals. The toilet area has a high standard of hygiene, including handwashing and drying facilities and disposable facilities for nappies.

Staff must wash their hands before preparing or serving food. Staff preparing food must have an up-to-date food and hygiene certificate.

We implement good hygiene practices by:

- cleaning tables between activities
- cleaning and checking toilets regularly
- wearing protective clothing (such as aprons and disposable gloves) as appropriate
- having spare clothes available for the children if necessary
- providing tissues

### **Kitchen**

Cleanliness and hygiene in all aspects must be closely observed, for example checking temperatures of the fridge and freezer, and dates of food whether tinned or fresh.

This policy was adapted in May 2023 and will be reviewed in 2024

