



Kitchen and Food Safety Policy

Policy Statement:

The nursery ensures that the kitchen and food preparation facilities are safe and hygienic. A high standard of food hygiene and safety is maintained throughout all process steps.

The process steps are:

- Purchase, receipt/delivery, collect
- Storage
- Preparation • Cooking
- Hot holding
- Cooling
- Reheating
- Service

The nursery is a registered food provider with the Local Authority Environmental Health Department and will receive regular inspections of the food preparation areas. After inspection, a star rating will be issued that reflects the standard. The chef refers to the 'Safer Food Better Business' document regularly ensuring the nursery continuously reflects on its practice.

The chef will understand the principles of Hazard Analysis and Critical Control Point (HACCP) which is set out in the Safer Food Better Business document.

The chef will have regular training on food safety and all certificates awarded will be displayed in the food preparation area, along with posters and other signage appropriate to the area. Posters and signs will ensure that the chef, all staff members, students and volunteers using the area follow the same basic rules when preparing food.

When using the food preparation area, staff will use the right equipment i.e. correct chopping board.

The chef will never let any more than 2 members of staff in the kitchen at any one time as overcrowding can be dangerous.

Children's medication can be stored in the fridge providing it is stored safely and clearly labelled with the child's name.

The chef completes basic opening and closing checks on the kitchen daily.

The chef will record the fridge temperature daily.

The chef monitors the temperature of high risk foods on completion of cooking process and records in the log book.

Personal Hygiene:

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene house rules are not applied, food may be exposed to the risk of contamination.

Below is a list of rules all staff will follow within the setting:

Personal Cleanliness

- Hands will be washed thoroughly before starting any work in the food preparation area, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning and after blowing their nose.
- Hair will be tied back and or covered with a protective hat.
- Food handlers will not spit, sneeze or cough over food.
- Food handlers will not smoke in food preparation areas.
- Cuts and sores will be covered with protective dressing.
- Jewellery will be kept to a minimum when preparing and handling food.

Clothing

- All staff working in the food area will wear clean and suitable clothing.

- Clothing must be kept clean and should be changed and laundered regularly in order to protect the food they are preparing.

Reporting illness or exclusion:

Staff, students and volunteers within the setting that may handle food or enter the food preparation area, will have a duty to report any illnesses that they have, have had or may have been in contact with that may present a hazard to food safety. They will be excluded from food handling until they have fully recovered.

All staff will also report if anyone in their household is suffering from diarrhoea, stomach upset or vomiting. This disclosure may result in them being excluded from performing duties in the food preparation area for a short period of time.

If any child or adult using the setting has been diagnosed with food poisoning by a GP and it seems possible that the source of the outbreak is the setting, the manager will contact the Environmental Health Department and the Health Protection Agency and will comply with any investigation.

Legal Framework:

The Food Safety Act 1990

The general food law regulation (EC) 178/2002

The general food regulations 2004

Regulation (EC) 852/2004 of the European parliament and of the council on the hygiene food stuffs

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>

