



## **Food and Kitchen Hygiene Policy and Procedure**

### **Aim**

To ensure that good food hygiene practices and legal requirements are followed and met in our setting by staff, volunteers and children.

At School's Out Henleaze we provide and serve food for children's snacks.

We maintain the highest possible hygiene standards with regards to the purchase, storage, preparation and storing of food and will follow procedures as set out below.

In accordance with The Food Premises (Registration) Regulations this setting is registered with the local authority's food safety team.

### **Procedure**

#### **Structure, Equipment and Facilities**

All rooms, tables and chairs used will be clean and in good repair, so as not to harbour bacteria and dirt.

Infant School: We will use the Dining Hall and sink in the kitchen for food preparation and washing of food items only. Where possible a separate sink will be used for hand washing and can be found in the school kitchen.

Junior School: We will use the school kitchen where possible to prepare food, wash up food items, and hand-washing. The Dining Hall will also be used if appropriate, and cleaned accordingly.

St Peter's: We will use the kitchen where possible for all food preparation and cleaning. The Main Room will also be used if appropriate, and cleaned accordingly.

The cupboards used to store all equipment will be kept in a clean and organised way.

Appropriate refrigeration equipment will be available and used.

Any broken or faulty kitchen equipment will be reported immediately to the Manager.



## **Food Hygiene Awareness and Training**

All staff and volunteers who are involved in the preparation and handling of food at this setting, including cookery activities, will receive appropriate supervision and training in food hygiene.

## **Food Handling**

All food will be prepared in the areas listed under Structure, Equipment and Facilities. If children are to be involved, the procedure for cooking activities with children will be followed (see below).

Food will be obtained from a reputable source. We will ensure that packaging is clean and intact.

Non-perishable food will be kept in a separate container/cupboard from general play equipment and resources.

Utensils will be stored in a clean container or cupboard to avoid contamination after being washed.

All fruit and vegetables will be thoroughly washed immediately prior to preparation.

## **Personal Hygiene**

Hands will be washed immediately prior to preparing food, using the sink specified for hand washing. Children will wash their hands immediately prior to eating and will sit at the area that has been cleaned and prepared for the food to be eaten from.

Staff will keep themselves clean and let their Manager know of any illness or infections. Hair will be tied back and clothes will be clean when handling and preparing food. Wounds will be covered and jewellery will be restricted.

## **Temperature Control**

All perishable food e.g. milk, bread, fruit, vegetables and spreads will be kept in the refrigerator which is kept between 0-5 degrees. The fridge has a thermometer showing the temperature of the interior, and a daily record is kept of this.



## **Stock Rotation**

Stock will be rotated to prevent spoilage beyond the product shelf life.

Use-by dates will be monitored.

Once a week the contents of the refrigerator will be checked and anything past the use-by date discarded.

## **Cleaning**

We will ensure that surfaces and utensils are clean before use. We will wipe down work surfaces (where food is to be prepared) and tables (where food is to be eaten), with a kitchen cloth and an antibacterial surface cleanser. (Cloths used to clean in the kitchen **must not** be used anywhere else in the play setting, e.g., to clean up after an art activity). Surfaces will be immediately dried to maintain dry conditions.

Utensils, plates and cups etc. will be washed up straight after use (with hot water and anti-bacterial detergent followed by rinsing) and immediately dried with a clean cloth.

All surfaces will be wiped down with antibacterial cleanser and a kitchen cloth after use.

Re-usable cloths will be thoroughly washed and dried in between tasks and not just when they look dirty.

## **Waste**

Uneaten food will be discarded immediately.

Bins will be emptied regularly and rubbish taken to the bins.

## **Procedure for cooking activities with children**

1. Children and staff will wash and dry their hands immediately prior to starting the cooking activity.
2. Staff will ensure that surfaces and utensils are clean before use. They will wipe down work surfaces (where food is to be prepared) with a kitchen cloth and an antibacterial surface cleanser. Surfaces will then be immediately dried to maintain dry conditions. Utensils will be stored in a clean container in a cupboard in the kitchen to avoid contamination after being washed.
3. A member of staff will supervise children throughout the cooking activity.



4. Children will not have unsupervised access to sharp cutting implements or the area where the oven is located. If sharp cutting implements are to be used, a risk assessment must be completed.
5. Cooking utensils etc. will be washed up straight after use (with hot water and detergent followed by rinsing) and dried immediately. Uneaten food will be discarded and surfaces wiped down with an antibacterial cleanser and a kitchen cloth.
6. Any food that is to be saved until parents/carers collect their children will be stored appropriately, in the kitchen, which is inaccessible to the children.

### **Special Dietary Requirements**

Any snacks provided will take into account children's dietary needs. Parents/carers will be asked to complete the "dietary needs" section on libacura when registering their child with the setting. Individual dietary needs must be noted daily on the Special Needs List. This list must be kept up to date.

### **Drinking Water**

Drinking water will always be available and accessible. It will be stored in an appropriate container.

### **Packed Lunch**

We do not provide lunch for the children at holiday club and instead parents/carers will be asked to provide a packed lunch.

Lunch will be taken within four hours of the opening time. If lunch is taken later than four hours from opening time, packed lunches (labelled with the child's name) will be stored in a fridge.

Parents/carers will be advised to pack the lunch container with an "ice pack" and to be careful to avoid using dairy or poultry products during hot weather. Advice regarding other food products to put in/avoid, will be given

### **Allergen information**

From December 2014, the EU Food Information for Consumers Regulation (EU FIC) comes into force. This essentially means there is a change in the way that we provide information to the consumer (or in this case the parents of the consumers).

There is now a legal responsibility to provide allergen information about the ingredients in the food which is prepared. It is also the settings responsibility to know which allergenic ingredients are present in the food which they provide for the children in their care.

Below is the list of the 14 major allergens; This list will be used to ensure that children are not given any foods containing an identified allergen.

<b>Celery</b>	This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes.
<b>Cereals containing gluten</b>	This includes wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour.
<b>Crustaceans</b>	This includes crabs, lobster, prawns and scampi. It is often found in shrimp paste used in Thai curries or salads.
<b>Eggs</b>	This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.
<b>Fish</b>	This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.
<b>Lupin</b>	This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.
<b>Milk</b>	This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces.
<b>Molluscs</b>	This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.
<b>Mustard</b>	This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups.

<b>Nuts</b>	This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. (These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries.
<b>Peanuts</b>	This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.
<b>Sesame seeds</b>	This can be found in bread, breadsticks, humus, sesame oil and tahini (sesame paste).
<b>Soya</b>	This can be found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products.
<b>Sulphur dioxide</b>	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.

When preparing any dish we will think carefully and read any labels about the ingredients within the recipe, to check if any allergens are present. Children with an identified allergy will not be given foods where an allergen is present. We will also give the food to any other children at the setting on that day to avoid any potential cross contamination or exposure to the allergen.

It is also important that the parent, keep the setting informed if their child develops any allergies or food intolerance during their time at the setting