



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.

There are separate sinks for handwashing and washing up.

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

Appropriate refrigeration equipment will be available, kept clean and used appropriately.

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 and only in-date food will be used.

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 with a separate clean kitchen cloth or paper towel 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, into the main bin.

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 and dry them with a disposable paper towel (not a tea towel).
2. Staff will ensure that surfaces, utensils and equipment 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 dried with a clean, dry kitchen cloth or paper towel.
6. Uneaten food will be discarded and surfaces wiped down with an antibacterial cleanser and a kitchen cloth.
7. 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.

Food Provided

All snacks and food provided will be healthy, balanced and nutritious *and <if on school premises>* in line with the School Food Standards (see Appendix A).

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 KidsClub when registering their child with the setting. Individual dietary needs must be noted daily on the Special Needs List. This list will be regularly reviewed and be kept up to date.

Allergen Information

We have a legal responsibility to know which allergenic ingredients are present in the food we provide and to provide allergen information about the ingredients in the food which is prepared.

Appendix B is the list of the 14 major allergens.

When preparing any food, we will think carefully and read any labels about the ingredients within the recipe, to check if any allergens are present. We will put plans in place to ensure that any child with an allergy is not give any food/drink they are allergic to. Depending on the severity of the child's allergy, this may involve not serving these allergenic foods on the day(s) the child attends. In cases of severe allergies, this may involve excluding the use of these allergens altogether, even when the child is not present. This procedure is to avoid any possible cross contamination or exposure to the allergen.

It is also important that parents keep us informed if their child develops any allergies or food intolerances during their time at the setting.



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.

Emergency Health Information

In the event of any local or national health emergency, we will follow Government guidelines and will make sure all personal hygiene and cleaning routines are managed in line with this.



APPENDIX A

Food and Kitchen Hygiene Guidance

The Food Safety Act 1990 requires that everyone who handles or prepares food for public consumption is responsible for food hygiene and safety. The Act sets the standards for the safe handling and preparation of food to avoid the incidence of food poisoning. It does this through raising awareness and promoting good practice, specifically through training for food handlers and registration of premises.

The food provided at the setting should be low or medium risk foods, but there are still hazards to be aware of and controls to be put in practice.

The Food Safety Act 1990 states that if you sell or give away food at the premises, you are required to comply with the following requirements:

Food Hygiene Awareness and Training

All staff and volunteers involved in the preparation and handling of food, including cookery activities, must receive appropriate supervision and instruction/training in food hygiene. This needs to be in line with the level of what they are doing and enable them to handle food safely. Ideally this will be done by completing a food hygiene course, either in person or online, but if this is not possible then it can be done in-house by a member of staff who has completed a course. There should always be at least one person in a supervisory role who holds an up-to-date food hygiene certificate.

Local Authority Food Safety Officers do carry out spot checks at settings to make sure that they comply with food safety and hygiene.

Hazards and Controls

In relation to operating a childcare setting, the hazards to safety and quality of food are likely to be limited to the following:

- Microbiological contamination (even if food products used by settings are not be susceptible to food poisoning organisms, spoilage organisms may grow if shelf life is not observed).
- Physical contamination (from dirt, debris etc).
- Physical damage (to the product or packaging).

Hazards can occur at any stage - from shopping to serving the food.



The controls that settings are required to implement to minimise the above hazards are summarised by the following headings:

- Structure, equipment and facilities.
- Food hygiene awareness and training.
- Food handling.
- Personal handling.
- Temperature control.
- Stock rotation.
- Cleaning.
- Waste.

School Food Standards

If the provision is run by a school, or run on school premises, then any food or drink provided must meet the School Food Standards. For more information go to:

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

<http://www.legislation.gov.uk/uksi/2014/1603/contents/made>

APPENDIX B

The 14 major allergens

This list will be used to ensure that children are not given any foods containing an identified allergen.

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

Nuts	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.
Peanuts	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.
Sesame seeds	This can be found in bread, breadsticks, humus, sesame oil and tahini (sesame paste).
Soya	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.
Sulphur dioxide	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.

Further Information

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses#:~:text=The%2014%20allergens%20are%3A%20celery,and%20sulphites%20are%20at%20a>

<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>