

Parkland Pre-School Food Hygiene Policy and Procedures

Legal Framework

The Food Safety and Hygiene Regulations 2013

Further guidance

Safer Food Better Business (Food Standards Agency) www.food.gov.uk/foodindustry

Policy statement

Parkland Pre-school provide and/or serve food for children on the following basis:

- Snack
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Procedures

- The manager, Sarah Duckett, is the person responsible for ensuring training is delivered to all staff who are involved with food preparation and serving food. Staff preparing and serving food understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to the setting. This is set out in Safer Food Better 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 follow the guidelines of Safer Food Better Business.
- The daily check sheet ensures fridge temperatures are checked using a digital thermometer.
- 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.
- Packed lunches are stored on a lunch trolley in the reception area and parents are advised to place cool blocks into lunch bags during warmer weather.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- Hand washing using liquid soap/gel takes place before food is prepared or eaten by adults and children
 - All surfaces are clean and non-porous.
 - All utensils, crockery etc are cleaned using the appropriate wash (number 4) in the dishwasher and stored appropriately.
 - 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
 - do not have unsupervised access to electrical equipment such as the microwave etc.

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 manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.