



LITTLE ACORNS PRE-SCHOOL

POLICIES

FOOD HYGIENE POLICY

(Including procedure for reporting food poisoning)

POLICY STATEMENT

In our setting we provide and/or serve food for children on the following basis:

- Snacks

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

We are registered as a food provider with the local authority Environmental Health Department.

PROCEDURES

- The person in charge and the person responsible for food preparation understands and adheres to the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. 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*.
- All staff involved with food preparation have an in-date Food Hygiene Certificate.
- The manager carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*).
- We use reliable suppliers for the food we purchase.
- Food is stored below 8°C or served above 63°C and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

- Packed lunches are stored in a cool place.
- Food preparation areas are cleaned and disinfected before use as well as after use.
- There are separate facilities for hand-washing and for washing up
- All surfaces are clean and non-porous
- All utensils, crockery etc are clean 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
 - do not have unsupervised access to electrical equipment such as blenders etc

Signed.....

UPDATED: NOVEMBER 2010
REVIEW DATE: NOVEMBER 2012
REVIEWED: SEPTEMBER 2013
UPDATED: FEBRUARY 2015
REVIEWED: FEBRUARY 2017
REVIEW DATE: FEBRUARY 2019