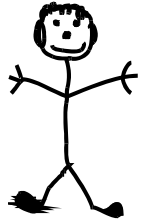


# FIRST STEP PLAYGROUP



## Policies and Procedures

### 3. Suitable premises, environment and equipment

#### Health and safety

#### 3.5 Food hygiene

(Including procedure for reporting food poisoning)

#### Policy statement

In First Step Playgroup we provide 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.

#### Procedures

- The person in charge and the person responsible for food preparation understands 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*.
- At least one person has an in-date Food Hygiene Certificate and has a regular slot during staff meetings to inform /update others.
- Food storage cabinet and fridge are cleaned and checked weekly.
- Fridge temperature is checked daily
- We use reliable suppliers for the food we purchase.
- 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.
- Un-refrigerated food is served to children within 4 hours of preparation.
- Food preparation areas are cleaned 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 surfaces used for serving and preparing food are cleaned with non-toxic kitchen sanitiser.
- The use of disposable gloves and aprons is encouraged for the adults involved in food preparation.
- Raw meat is never handled by our setting.
- 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.

### *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.

### **Legal Framework**

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

16<sup>th</sup> September 2016

Date to be reviewed

September 2017

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory (e.g. chair/owner)

Playgroup Director

### **3.5 Food hygiene**