



Food Safety Policy

Date: November 2023

Review: November 2025

Policy intention

Finch Nest Preschool is committed to ensuring that safe and healthy practices around the storage, preparation and service of food is maintained throughout the setting. Our procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. This policy outlines expectations and procedures on Personal Hygiene, Identification and Handling of High Risk Foods, Temperature Control, Cleaning and Cross Contamination.

Personal Hygiene

- All staff and visitors must not smoke whilst on site;
- Food handlers, including children, should wash their hands regularly, especially:
 - After visiting the toilet
 - When entering the kitchen area
 - Between handling raw and cooked food
 - After eating, coughing, sneezing and blowing nose etc.
 - After handling waste food or refuse
 - After handling cleaning materials
 - After outdoor learning activities
 - When returning to the setting after a break or a visit off site
- Food should not be tested by sticking fingers into food or by eating off of cooking utensils
- Any cuts, spots and sores on hands should be covered with a blue waterproof dressing
- Avoid wearing jewellery when handling and preparing food
- Clean protective clothing, such as aprons and gloves, should be worn at all times
- No outdoor equipment or outdoor clothing should be brought into a food preparation area
- Long hair should be tied back
- Staff should avoid touching their hair and face, where possible. Staff should wash their hands after touching their hair and/or face when preparing food.
- Staff should report any symptoms of poisoning i.e. diarrhoea, vomiting, fever etc. to a senior member of staff. Staff who are feeling unwell will not continue to prepare food until well again.

Identification and Handling of High Risk Foods

- All staff involved in food handling will undergo training in food hygiene (Level 2)
- All staff have the responsibility to ensure that the fridge/freezer temperatures are checked on a daily basis and recorded, keeping food stored out of the danger zone of 5 degrees to 63 degrees Celsius.
- A hazard analysis should be carried out on the each of the following high risk foods:
 - All cooked meat and poultry
 - Cooked meat products, including gravy
 - Milk, cream, butter, custard and dairy products
 - Cooked eggs and products made from eggs

- Cooked rice
- Staff handling these items will be aware of the potential hazards and prepare safely to prevent ill health and cross contamination

Temperature Control

All foods are stored accordingly to safe food handling practices and at the correct temperatures to prevent the growth and multiplication of food poisoning organisms, to reduce food spoilage and to maintain food quality. Fridge and freezer temperatures are checked and recorded daily to ensure the correct temperature is maintained. Thermometer probes are calibrated via the use of melting ice water and boiling water.

Cleaning

- The Senior Leadership of Finch Nest Preschool will devise a cleaning schedule that should be followed by all members of staff. The schedule will include:
 - What is cleaned (including equipment and surfaces)
 - How often it should be cleaned
 - Method of cleaning
- Cleaning of fridges and freezers and bins will be included in the schedule
- All staff will be aware of the importance of keeping a food preparation area clean and tidy
- Cleaning of food preparation areas will be documented and checked
- Items stored in fridges and freezers will be checked daily for freshness, checking that items are not past their use by or best before date
- Food waste is to be disposed of daily and a new, clean waste bag being installed in the bin
- Glass equipment and items should be avoided, if possible. Should glass become broken in a food preparation area, the glass is to be collected using a dustpan and brush immediately. The broken glass must be placed into a cardboard box, sealed and labelled. This must not be disposed of with general waste.

Cross Contamination

- All staff will be familiar with cross contamination and will ensure that all controls are in place to avoid:
 - Ready to eat food coming into contact with raw food
 - Ready to eat food being prepared on surfaces that are unclean or have been used in the preparation of other foods
 - Poor hygiene practices
 - Pests
 - Allergens not being separated at all times of storage, preparation and serving