Safer Food Policy

All staff members who prepare food will have food hygiene training before touching any food here. Before working with food:

* Always wash hands
* Wear clean clothes
* Wear an apron if handling unwrapped food
* Not work with food if person has had diarrhoea or vomiting within 48 hours
* Take off jewellery
* Tie back long hair – wash hands after doing this

Probe meat before serving, temperature should be 74 degrees Celsius or 165 degrees Fahrenheit.

When working with food:

* No smoking
* No eating or drinking
* Avoid touching your face or hair
* Avoid coughing or sneezing near food
* Cover cuts with brightly coloured waterproof dressing

When to wash hands:

* Before touching or handling any food, especially ready-to-eat food
* After going to the toilet
* After every break
* After touching raw meat, poultry, fish, eggs or unwashed vegetables
* After touching a cut or changing a dressing
* After touching or emptying bins
* After any cleaning
* After touching phones, light switches, door handles and money

To avoid cross contamination be especially careful when handling:

* Raw meat and poultry
* Fish
* Eggs
* Unwashed vegetables

We will keep salad items in the salad drawer and raw meat on the raw meat shelf at the bottom of the fridge and ensure no other food is placed in either area.

When working with these foods, we must clean as we go along, disinfecting any spills and cleaning equipment before using on any other foods. Prepare these foods separately from any others.

* When defrosting food, we must place them on the kitchen surface out of the reach of children and place on something which will safely catch all the liquid as it defrosts with packaging removed and a cover placed over. Once defrosted, the food can be placed on a clean plate, placed in the appropriate place in the fridge to be used when needed, covered with tin foil, cling film or stored in sealed container. Pre-planning and defrosting in a fridge is best practice. We will try to separate the food into smaller portions. Once defrosted, we use it within 24 hours.
* The front garden bins must be checked at least bi-weekly and both gardens checked for pests. Kitchen cupboards and the fridge must be cleaned thoroughly at least once a week and also checked for signs of pests.
* The extractor fan must be cleaned regularly and checked they are free from grease and dirt.
* Structural damage to the kitchen must be repaired as soon as possible i.e. Damp/chipped plaster, broken tiles, holes in the wall or windows etc.
* Chopping boards must be replaced once scratched, pitted or scored.
* Repair or replace any equipment or utensils that are damaged or have loose parts.
* Throw away any cracked or chipped dishes or tableware.
* Make sure cooking and chilling equipment is well maintained and working properly.
* Temperature probes should be checked regularly to make sure readings are accurate.

We should always have available:

* Coloured catering plasters
* Clean apron
* Liquid Hand soap
* Paper hand towels
* Strainers for plugholes
* Bin bags
* All necessary cleaning products
* Keep a safer food diary

Regular procedures:

* Check dates on food
* Daily cleaning
* Deep cleaning
* Check temperature probe is working
* Temperatures of fridge and freezer
* Check for signs of pests
* External bin check
* Opening and closing checks

We must follow recommended procedures for checking hot food, defrosting frozen food, chilling ready-to-eat food and cooling hot food.

We will display a list on the wall detailing children’s food allergies and preferences.

We will keep an allergy grid analysing the ingredients of the meals we prepare.

When using a temperature probe, we will ensure:

* It is cleaned before and after with washing up liquid
* Place the probe in the deepest area of the food
* Hold it for at least 6 seconds
* If food is not at least 74 degrees Celsius we will continue to cook or heat the food
* Regular accuracy of the probe can be checked by putting it in iced water for a reading of -1 degrees to 1 degrees and in boiling water for a reading of 99-101 degrees.

We will always check if children have any food allergies and keep a written record of these. We will then check all ingredients of food we prepare to ensure it is free of that food (include oil, dressings etc, and if not, an alternative will be provided.) The food that causes the allergy will need to be prepared and cooked separately to the food that child will eat.

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