



# APPLE BLOSSOM KINDERGARTEN

## FOOD HYGIENE POLICY

### Apple Blossom Kindergarten/Manchester Steiner Ltd.

The food hygiene policy is designed to support food safety and food hygiene across the kindergarten and parent and child groups of Manchester Steiner School Project including Apple Blossom Kindergarten and Beautiful Beginnings Parent and Child Group.

#### Health and Safety

We recognise that compliance with health and safety is fundamental to any food activity.

Key points to note include: -

- All parents must complete annual permission slips in order for students to eat food in kindergarten. Any medical considerations and/ or allergies will be taken in to account during school.
- Food delivery out of the food specialist area must be delivered to the same standards employed in specialist food areas.
- Risk assessment / hazard cards in close proximity to equipment to warn users of potential hazards.
- All electrical goods must be PAT tested.
- Sharp knives will be counted before use and after use. They will be put away in a secure cupboard out of the reach of children.
- Hot equipment should be placed away from easy access until it has cooled down and then securely put away.
- After using the hobs pans of COLD water should be placed on the tops until the hob has cooled down.

#### Management of Food Safety

- When staff work in a food preparation area a basic food hygiene certificate must be held by at least one member of staff. All food preparation will be monitored and reviewed by the kindergarten teacher.
- Food Hygiene qualifications will be monitored by the kindergarten teacher.
- Staff should adhere to HACCP and COSHH guidelines.
- Staff should be trained in emergency procedures and shut-off gas/ electricity when in the kindergarten.
- Food must be served on appropriate crockery with no sign of wear or damage.
- Electrical appliances are protected by circuit breakers in all non specialist rooms.

## **Personal Hygiene**

- Ensure that all staff wear appropriate protective clothing at all times when preparing food.
- Ensure that all pupils/children helping with food preparation/food delivery adhere to the above standard.
- Food should be consumed in the room in which it was prepared wherever possible.
- Sensible foot wear should be worn, no open sandals.
- One plain band wedding ring.
- Small sleeper earrings or studs may be worn.
- Any other items of jewellery that cannot be removed must be covered with a blue plaster or blue gloves should be worn.
- The wearing of false nails, nail extensions and or nail varnish is not permitted.
- The minimum expectation is that hair will be tied back irrespective of gender and no grips or clips should be worn.

**As a matter of policy, hands should be washed in anti- bacterial soap and should take place before preparing food and after:**

- Going to the toilet.
- Handling waste/ carrying out cleaning.
- Blowing the nose or touching other parts of the body likely to harbour bacteria eg nose, mouth, hair, ears.
- Anyone suffering bouts of sickness and/ or diarrhoea should be clear for 48 hours before working with food.

## **Pupils with Medical Conditions**

- Liaise with Kindergarten Teacher – List of allergies available.
- Consult with a Dietician, if necessary.

## **Food Preparation**

- Food should be prepared in a suitable environment with every endeavour to reproduce a kitchen environment.
- All work surfaces should be washed down and then cleaned with an anti- bacterial agent before commencing food preparation.
- All spills should be wiped up immediately.
- Prepare raw and cooked foods in separate areas.
- Keep food covered.
- Perishable food must be stored at the correct temperature below 5°C in a refrigerator when not being used.
- Dried foods should be stored in airtight containers, clearly labelled and the use by date present.
- Ingredients brought in by pupil's should be checked for appropriate 'Use By Dates.'
- Food should be kept covered at all times.
- Ensure waste is disposed of properly and out of the reach of children.

- Keep a lid on the dustbin and wash hands after using it.
- All fresh fruit and vegetables should be washed thoroughly before use.
- The water supply used for washing up should be 60°C.
- Tea towels will be kept clean and stored in a dust-free place. Clean dish cloths and tea towels must be used for each food session.
- After each session tea towels and dish cloths will be washed.
- All aprons will be wiped down with an anti-bacterial product or washed after use.

### **Equipment Failure**

- Report all equipment failure to the office as soon as it is discovered.
- Equipment inventories must be kept of all equipment stored in the non-food specialist areas.

### **First Aid**

- A First Aider should be consulted in the first instance. See appropriate list in classroom.
- Ensure that the kitchen first aid box is kept fully stocked.
- Complete accident forms and file in the office.

### **Signage**

- Display the appropriate First Aid, COSHH, CLEAPPS and Emergency notices.

### **Budget**

- The budget holder will be responsible for making expenditure from the specialist budget.
- Funding for food initiatives outside of the specialist food area will need to be sought from the school bursar and other sources of funding will have to be discussed.

### **Every Child Matters**

Pupils are given a clear and safe working environment to work in, they are encouraged to feel safe, speak up and care for their environment. ECM criteria is fully accessed during lessons and taken back into the working environment at home. All pupils are encouraged to make a positive contribution by helping in the preparation of food.

Written by Clare Mavahalli - January 2016

Signed by:

Reviewed: December 2018

Signature of reviewer:

Date of next review: January 2020