

## Scalloway preschool

### Food Safety Policy

#### Purpose of Policy

Scalloway Preschool is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. This is in order that the setting complies with The Children (Scotland) Act 1995, The Care Standards Act 2000 and Food Hygiene 1995.

#### Who is Responsible?

It is the responsibility of the manager to ensure that all members of staff are fully trained in Food Hygiene and that all members of staff understand and implement the policy.

It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.

#### How will this policy be implemented?

Detailed procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. The policy, and the methods of implementation will be continuously monitored and the policy will be reviewed at least annually.

#### Temperature Control

It is the policy of Scalloway Preschool to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained. It is our policy to check and record fridge temperatures on a daily basis to ensure that the correct temperature is maintained.

### Food Safety Policy - Hygiene Standards

#### Purpose of Policy

The purpose of this section of the food hygiene policy is to ensure that the personal hygiene procedure for Scalloway Preschool is followed and that people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others.

#### Who is Responsible?

All members of staff have a responsibility to ensure that they follow the personal hygiene procedure for Scalloway Preschool and that they themselves maintain a high level of personal hygiene.

All members of staff have a responsibility to ensure that the children in the setting maintain a high level of personal hygiene whilst in the setting and especially if they are to be involved in food handling.

#### How will the Policy be implemented?

All staff and visitors must adhere to Scalloway Preschool no smoking policy. Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the snack area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities, e.g. sports, trips or collections

- In addition, all members of staff must wash their hands thoroughly when returning to the setting after a break.
- Fingernails should be kept short and clean for all food handlers
- When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in or eating off cooking utensils. This is particularly relevant when children are involved in cooking activities.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing. Staff should check children's hands before they participate in activities involving food.
- Separate aprons should be provided for children where they are involved in cooking activities; these aprons are separate from those the children wear when participating in arts and crafts activities. Staff should ensure that these aprons are washed after each cooking activity.
- No outdoor equipment or clothing should be brought into the food preparation area and all protective clothing should be removed when leaving the premises.
- When preparing food, staff should avoid touching their hair and face, where possible, hair should be tied back. Members of staff should wash their hands after touching their hair and face. Members of staff should report any symptoms of poisoning, i.e. diarrhoea, vomiting, fever, etc, affecting either themselves, or the children, to a manager. Staff with symptoms of food poisoning should refer to the controlling infections policy for exclusion guidelines. Staff should under no circumstances continue to prepare food if they are feeling unwell. Under no circumstances should a child be involved in food handling activities if they are feeling unwell.

### **Food Handling Policy - Identification and Handling of High Risk Foods**

#### **Purpose of Policy**

The purpose of this policy is to enable members of staff to identify high risk foods that may be used within Scalloway Preschool and to identify the controls required to ensure that these foods remain safe for consumption by children and members of staff.

#### **Who is Responsible?**

It is the responsibility of the manager to ensure that any high risk foods have been identified and adequate control measures have been identified and applied. The manager is also responsible for ensuring that all members of staff involved in food handling have been appropriately trained. All members of staff have a responsibility to ensure that they apply the identified controls to high risk foods; all members of staff also have a responsibility to ensure that the temperature of the fridge/freezer is monitored and recorded and remain within specified limits.

#### **How will this section of the policy be implemented?**

All members of staff involved in food handling will undergo appropriate training in accordance with the Food Safety regulations 1995, and this will be documented for their training record and all certificates will be kept in staff files. It is the policy of Scalloway Preschool to give all members of staff the opportunity to attend food hygiene training as part of their core introductory training programme.

A hazard analysis should be carried out for 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

Once the hazards have been identified, the steps needed to control and minimise any risk should be taken.

#### **Temperature controls:**

All members of staff have a responsibility to ensure that the fridge/freezer temperatures are checked on a daily basis to ensure that any food that requires to be refrigerated or frozen is

being stored appropriately. The results of these checks should be noted on the temperature control log, which is kept next to the refrigerator.

### **Food Safety Policy - Cleaning of Food Preparation Areas**

#### **Purpose of Policy**

The purpose of this section of the food safety policy is to ensure that all areas of Scalloway Preschool, that are used for food preparation are kept clean and tidy in order to minimise food related risks and hazards.

#### **Who is Responsible?**

**It is the responsibility of the manager to ensure that the cleaning schedule for food preparation areas is accessible and available to all members of staff.**

It is the responsibility of the member of staff preparing the food to ensure that the food preparation area is clean and tidy according to setting policy.

#### **How is this policy to be implemented?**

The manager of Scalloway Preschool will devise a cleaning schedule that should be followed by all members of staff, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy

The cleaning schedule should be kept on the wall of the food preparation area and the member of staff cleaning the areas should follow the schedule while preparing daily snack.

#### **Fridges and Freezers**

All members of staff have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once per month following the same guidelines for fridges.

### **Food Safety Policy - Cross Contamination**

#### **Purpose of Policy**

The purpose of this section of the food safety policy is to ensure that cross contamination of foods does not occur in Scalloway Preschool.

#### **Who is Responsible?**

The manager has a responsibility to ensure that cross contamination controls are documented and that all members of staff are aware of them.

All members of staff have a responsibility to ensure the correct implementation of cross contamination controls.

#### **How is the policy to be implemented?**

Cross contamination of food can occur in the following ways:

- By ready to eat food coming into contact with raw food.

- By ready to eat food being prepared on surfaces which are unclean or have been used in the preparation of other food
- Through poor hygiene practices
- By pests

All staff should be familiar with the cross contamination - risks and controls and should ensure that they refer back to their training regarding general food hygiene and cross contamination.