

# Health and Hygiene policy.

*This policy will be reviewed on an annual basis*

## Statement of intent

Our setting believes that the health and hygiene of children and staff is extremely important.

## Aim

We aim to have procedures in place with vigorous checks to ensure children and staff are not exposed to food poisoning or cross-contamination or bacteria which will cause them or staff harm.

The person responsible for food safety matters is Leanne Jackman carries out the necessary checks.

## Methods:

### Training: All food handlers are trained in safe food handling practices.

All food handlers are trained in safe food handling practices. All members of staff undertake an outside qualification. Refresher training is undertaken every 3 years. New or bank members of staff are supervised by a qualified member of staff. See the core training folder for a current list. We are a nut free setting therefore do not serve products containing nuts and ensure children's lunchboxes do not contain nuts. If on the rare occasion a child comes to the setting with nuts the item is removed from the child lunchbox and the parent is informed.

### Cold Storage: Fridge temperatures are regularly checked

The Fridge temperature is regularly checked. The temperature of the refrigerator is checked every working morning when it contains food, to ensure it stores food at 8°C or below. This is recorded on the fridge monitoring form. If it is found that the fridge is not storing food at the correct temperature corrective action is taken and any food which has been stored above 8°C for more than 4 hours, will be thrown away.

Chilled food purchases for Pippins or Kidz Star Club are transported and placed in the fridge within 1 hour of purchase.

### Safe Food Storage: To prevent cross contamination, labelling and dates.

All food is stored to prevent risk of contamination ready to eat foods and all open food is kept covered. Food is not stored in open tins it is placed into different containers. Use-by dates on food are checked daily when the business is operating and the oldest food is always used first. Milk is rotated to oldest in the door, newest at the back of the fridge. Staff carry out regular routine checks once a week to make sure there are no pests present in food rooms to ensure that food is not contaminated. If pests are found we will contact the Environmental Health Department, Ofsted, EYA, EYC immediately for advice.

### Allergies:

When a parent or carer notifies us that their child has a specific food allergy this is added to our list situated in each room (caterpillar, butterfly and rocket room), inside the kitchen cupboard door and in the rucksack for trips and outings. We will ensure that we will make all reasonable checks that the food or drink they are given does not contain the food they are allergic to (known as an allergen). This includes checking all ingredients of food packages. A label is marked with the allergen.

From 25.10.2016 our setting will be known as a "No Nut Setting" to ensure children are not put at undue risk as they may not yet have had their allergies identified.

**Cooking: Food is thoroughly cooked and we check before serving.**

We do not cook food on the premises however we do re-heat food parents/carers have sent in. This food is thoroughly reheated to a temperature of 75°C or above the temperature is probed to ensure it has met the core temperature of 75°C. The food is recorded on the re-heating of food form.

**Personal Hygiene: Cleanliness & other risks of contamination.**

All food handlers wash their hands thoroughly to make sure they are clean before handling any food including the preparation of food and drink. They do not wear jewellery that is likely to contaminate food. Staff with long hair ensure it is tied back.

**Staff Fitness to work: illness and risk of illness.**

All food handlers are told to notify their manager or deputy if they are suffering from sickness, diarrhoea, septic wounds and cuts.

All staff are not allowed to return to work until they have been symptom free for 48 hours. All food handlers are also notified that they must cover all cuts with a blue water proof dressing.

In addition, all staff who handle food and who work around open food must always wash and dry their hands thoroughly before handling food or surfaces likely to come into contact with food, especially after going to the toilet. This is because it is possible to be infected but not have symptoms.

**Cleaning: Clean and Disinfected.**

All food contact surfaces and hand contact surfaces are cleaned and disinfected prior to use each day. The food safe disinfectant we use is Tesco's/Daisy/Dettol antibacterial spray. We ensure that the manufacturer's instructions for contact times and dilution rates are adhered to. Any spillages of food which may cause cross contamination are cleaned up immediately with the use of the food safe disinfectant. All staff are aware of cleaning they must do to prevent cross contamination.

Member of staff Name in full \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson)

\_\_\_\_\_  
Chairperson *[Signature]*  
21/10/21

Commenced 2014 - Revised 20.10.2021