



## Health, Hygiene and Food Safety policy.

*This policy will be reviewed on an annual basis*

### Statement of intent

Our club 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 **Airida Curtis** who 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 club to ensure children are not put at undue risk as they may not yet have had their allergies identified. Therefore, we do not serve products containing nuts.

#### 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 **5°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 disposed of.

Chilled food purchases for 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 decanted into containers. Use-by dates on food are checked daily when the business is operating and the oldest food is always used first and milk is rotated efficiently.

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, we inform Yvonne Impey and she adds this to our list situated in the kitchen. 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.

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

We do not cook food on the premises however we do heat food using a microwave for foods such as porridge, pre-cooked pizza, potatoes etc.

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

All food handlers wash their hands thoroughly to make sure they are clean before handling any food. They follow our dress code policy with regard to jewellery to prevent harbouring bacteria which could contaminate food. Staff with long hair ensure it is tied back.

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

All food handlers are asked to notify management if they are suffering from sickness, diarrhoea or any septic wounds and cuts.

All staff are not allowed to return to work until they have been symptom free for 48 hours following sickness and diarrhoea. All food handlers are also notified that they must cover all cuts with a blue water proof dressing available from the First Aid box in the kitchen.

All staff who handle food and who work around open food must always wash and dry their hands thoroughly.

**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 Soclean (Gompels) and 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 the 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 Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. chair etc.)

Chair

Commenced 2014 - Reviewed 16.10.2025