**Food Safety Management Policy**

St Augustine of Canterbury Preschool recognises the importance of food safety and therefore all staff adhere to the following procedure:-

**Before working with food, all staff:-**

* Are fit to work i.e. Adhere to the 48 hour ruling re returning to work following sickness or diarrhoea
* Tie long hair up
* Take off jewellery-apart from wedding rings
* Wear a clean apron
* Wash hands

**Staff must also wash hands after**:-

* Going to the toilet
* Changing or supervising children’s toileting
* Touching a cut or changing a dressing
* Touching raw meat, poultry, fish, eggs or unwashed vegetables
* Emptying/cleaning bins
* Handling animals

**Staff must ensure correct cloths are used for purpose:-**

* Hot items-Oven glove or t-towel
* Spills- Kitchen roll
* Washing dishes-Yellow J-cloth
* Cleaning surfaces, cutting boards-Green J-cloth
* Toilet seats- Disposable cloths

J cloths and t-towels are taken away and washed at the end of every day.

**Storing food:-**

* Food is stored as per manufacturer’s instructions and used before” best before “or” used by date”. Dates are checked before use.
* Fridge temperature is checked to be below 5 degrees C daily and temperature recorded
* All food stored in fridge is covered
* We don’t use frozen or defrosted foods
* We do not use raw meat, fish and poultry
* Eggs are stored below raw fruit and veg, which are stored below ready to eat foods.

**Preparation of food:-**

* Chopping boards and utensils must be clean before use and cleaned between and after tasks
* We do not use raw meat, fish, shell fish
* Vegetables are peeled
* Fruit and vegetables are thoroughly washed before use

**Allergies:-**

* Food must be checked for allergens and checked against the Allergy list in the kitchen before preparing with/for children.

**Cooking:-**

* We follow manufacturer’s instructions when cooking food
* We ensure food is piping hot when it comes out of the oven and cooked through
* We ensure food is cooled quickly and covered
* We do not reheat food

**To protect against Physical and chemical contaminations we:-**

* Store chemicals in cleaners cupboard outside of the building
* Food including cooling food is kept covered
* Surfaces are cleaned after use
* Damaged cooking equipment is disposed of immediately
* We have a no glass rule in the kitchen
* Premises is checked daily for pests

**Cleaning:-**

* Manufacturer’s instructions are followed when using cleaning chemicals
* Work surfaces and equipment are thoroughly washed between tasks
* Sink, taps and door handles are cleaned daily
* Fridge is emptied and cleaned every term
* Spills are cleaned immediately
* Clean cloths are used to wipe surfaces before preparing ready to eat food
* See also cleaning schedule

**Managing food waste:-**

* Left over fruit and vegetables and peelings go into the wormery immediately
* Children take back home food left from lunch in their lunch boxes

This procedure was adopted/ reviewed at a meeting held on................................................................

Signed on behalf of Preschool by.............................................................................................................

Position......................................................................................................................................................

Signed on behalf of preschool staff by......................................................................................................

Position......................................................................................................................................................

The policy will be reviewed on..................................................................................................................