

St Matthew's Pre- School Policy

4.2 Food hygiene

(Including procedure for reporting food poisoning)

Policy statement

We provide and/or serve food for children at the snack bar. Parents provide lunch which can be heated if necessary and then served by staff

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. The hall management is responsible for the hygiene of the kitchen.

Procedures

- All staff who supervise the snack bar and at lunch time have a Food Hygiene Certificate.
- The Pre-School use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is used before the use by date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous, and non-porous tables that are used are covered with a table cloth.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of hygienically.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules; children must wash their hands first.
 - are kept away from hot surfaces and hot water.
 - do not have unsupervised access to electrical equipment such as blenders, popcorn makers etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after at Pre- School will also be notified to Ofsted as soon as is reasonably practicable, and always within 14 days of the incident.

This policy was adopted at a meeting of

St Matthew's Pre –School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
