



## **Zebras Out of School Club**

### **Food and Kitchen Hygiene Policy**

#### **AIM:**

Zebras recognises that whilst we do not supply full meals to the children using our scheme, we still have a responsibility to make our staff and the children using the scheme, aware of potential hazards arising from food and drink preparation. This policy has been written in order to limit or avoid the hazards that could occur with food handling. The following controls will be taken by staff and volunteers who handle food at the setting:

#### **Structure, equipment and facilities**

The hall, tables and chairs used should be clean and in good repair, so as not to harbour bacteria and dirt.

The setting will use the food preparation tables on the hall to prepare food items only (cleaned before use with anti-bacterial spray). Fruit/vegetables/salad must be washed in the sink area provided. A washing-up bowl (kept for this purpose) and sink drainer, must be used to wash up utensils, crockery and cutlery. The sink area, taps, draining board, washing-up bowl and chopping boards will be cleaned and sanitised before the session starts.

Metal cupboards 2 & 3 (back storage area), will be used to store all equipment in a clean and organised way.

A fridge will be available during holiday club sessions. During afterschool sessions, a fridge can be used in the staffroom (if necessary).

## **Food Hygiene Awareness and Training**

Staff and volunteers who handle food at this setting, will attend training in food hygiene, including how to store, prepare, cook and serve food safely and hygienically. All staff and volunteers who handle food must know about basic food hygiene and to understand how food poisoning can occur. At least one member of staff will have a basic Food Hygiene Certificate and then pass on their knowledge to others.

## **Food Handling**

All food will be prepared in the food preparation area of the setting. Whilst food is being prepared in this area, no other activities should occur in the same area. If children are to be involved, the procedure for cooking activities with children will be followed (see below).

Food should be obtained from a reputable source. Ensure that packaging is clean and intact.

Perishable food should be stored in a fridge or cool bag, before and after use.

Non-perishable food will be kept in a clean storage tub. Utensils are stored in a clean storage box with lid (to avoid contamination after being washed).

All fruit and vegetables will be washed prior to preparation.

## **Personal Hygiene**

Hands must be washed immediately prior to preparing food and dried with a disposable paper towel (or hand drier), not a tea towel, using the sink specified for hand washing.

Children must wash their hands prior to eating and must sit in the area that has been cleaned and prepared for the food to be eaten from.

## **Temperature Control**

All perishable food (milk, spreads) must be kept in a fridge or cool bag. The fridge must have a thermometer showing the temperature of the interior. A daily recording of this temperature must be made.

Food must be kept between 0-5\*

## **Stock Rotation**

Ensure stock is rotated to prevent spoilage beyond the product shelf life. Use by dates must be recorded. Each Friday, the contents of the fridge and storage cupboard must be checked and anything past the 'use-by' date discarded.

## **Cleaning**

Ensure that surfaces and utensils are clean before use. Wipe down work surfaces (where food is to be prepared) and tables (where food is to be eaten) with a kitchen cloth and antibacterial cleaner. Cleaning cloths must not be used anywhere else in the play setting e.g. to clean up after an art activity.

Utensils, plates and cups etc are washed up straight after use (using hot water and detergent followed by rinsing) and immediately dried using a clean tea towel. All surfaces must be wiped down with antibacterial cleanser after use.

## **Waste**

Uneaten food must be discarded immediately. Bins will be sited away from food area, emptied daily and rubbish taken to outside bins.

## **Procedure for Cooking Activities with Children**

Can be considered a high-risk activity and as such, should be subject to a risk assessment process. Staff that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

1. Children and staff will wash their hands immediately prior to starting the cooking activity and dry them with a disposable paper towel.
2. Children and staff will wear 'cooking aprons' during food activities. These aprons need to be different to the creative activity aprons and stored separately in a clean container.
3. Staff will ensure that surfaces and utensils are clean before use. Wipe down work surfaces (where food is to be prepared) with a kitchen cloth and anti-bacterial cleaner. Utensils to be stored in a clean lidded container to avoid contamination after being washed.
4. Staff will supervise children throughout the activity.
5. Children will always be supervised when using sharp cutting implements or when near oven/hotplate.

6. Cooking utensils are washed straight after use (with hot water and detergent followed by rinsing) and dried immediately. Uneaten food to be discarded and surface wiped with anti-bacterial cleaner.
7. Any food to be saved until parents/carers collect their children, to be stored appropriately, in the fridge.

## **Special Dietary Requirements**

Parents/carers will be asked to list and 'dietary needs' when registering. Any snacks provided will take into account children's dietary needs (listed in staff file & food prep box). This list must be kept up-to-date.

## **Drinking Water**

Drinking water will always be available in a container (accessible to children), such as a jug with lid.

## **Registration**

In accordance with The Food Premises (Registration) Regulations, this setting is registered with the local authorities food safety team.

Lyn Collins

(Manager/Co-ordinator)

March 2016