Tachbrook Nursery School
Food Hygiene for Lunch Time & Cooking

Updated: September 2022
Agreed by Governors February 2023

This policy should be read and followed by all staff including Meal Supervisors and teaching staff.

All staff are responsible for

- Keeping themselves clean
- Keeping the school environment clean
- Preventing contamination
- Reporting Illness to the Headteacher by 0730
- Providing a safe, clean and enjoyable environment when having lunch with children
- Promoting healthy eating habits
- Encouraging and supporting children to eat a well-balanced diet

Further Responsibilities' for staff:

- If you notice something isn't clean, make it your duty to clean/ disinfect it
- You must immediately report any defects to the Headteacher

The School is responsible for:

- Ensuring premises is equipped and operated in ways to prevent illness & injury
- Providing adequate washing facilities for personal hygiene
- Ensuring cross contamination is prevented
- Providing appropriate training for staff
- Providing accurate allergen information

Allergies & Anaphylactic Shock

All staff should check the allergens table before cooking or serving food.

- Children who have lunch will have a blue sticker or their lunch card with their allergy/ intolerance clearly written on their name card
- All staff must use separate utensils to serve food

- If cooking use separate equipment to prepare food

Meal Supervisors should

- Check if any children have any allergies using the allergy chart
- Ensure children are served their correct meal and there is no cross contamination between foods
- Wash hands before serving food
- Arrive at 1115 and set up the room ready for lunch
- Ensure the floor is clean and any debris spillages mopped or cleaned away
- Tablecloths are laid on tables and surfaces used to store food
- Ensure cutlery is laid using the handles
- A bucket of soapy water is at each table to soak dirty cutlery
- Cups are held by the exterior
- Plates are scrapped using a rubber spatula into a lunch tin
- The table is cleared of all main course tins and wiped before serving dessert
- Ensure children do not use each other's cutlery
- Any cutlery that is not used on the table is put in the washing machine

Food Storage

Use by dates: foods should be thrown away as soon as they reach their use by date.
Best before dates: are low risk foods, but generally should be thrown away with in a few months after their best before date.

Safe Food Storage

- Dry foods must be dry and well ventilated, and foods should be stored in sealed plastic storage boxes.
- Shelves should be cleaned regularly

Food Preparation

- Frozen food once thawed should be used immediately
- Eat food as soon as possible after cooking
- Do not use same spoon to taste food
- Only reheat food once
- Cover food when not being eaten

Note: Food should be cooled within 90 minutes of cooking and stored in fridge or freezer.

Food Service

Hand Hygiene

- Staff must not handle food if they have skin infections, infected wounds, sores or diarrhoea
- Before handling food wash hands
- Always wash hands after coughs, sneezing or using a tissue
- Finger nails should be kept clean
- Wash hands after using the toilet, handling rubbish

Washing Hands

- Wash hands thoroughly under warm water with soap
- Dry hands using a disposable towel

Further Hygiene Considerations

- Do not lick your fingers
- Do not wipe your nose
- Do not taste foods with your fingers
- Do not bite nails
- Do not eat sweets or chewing gum while serving food
- Do not blow on cutlery to clean it
- Wear gloves if you have a mild skin irritation
- Broken or chipped equipment should be thrown away
- Hold cups by their outside
- Hold utensils by their handle
- Children should not touch food
- Do not use spoons for different foods (cross contamination)

Pest Control

- Make sure food is stored correctly: please store food in sealed containers in the cupboard or fridge
- All surfaces must be kept clean: tablecloths and aprons to be cleaned at the end of every session using disinfectant.
- Wash aprons and tablecloths regularly using the washing machine
- Meal supervisors should wear disposable aprons

Waste Management

- Food waste should be disposed of in kitchen bin using a bin liner and disposed of daily.
- Bins are cleaned regularly using disinfectant spray
- Wash hands after handling waste

Cleaning

To ensure work surfaces and equipment are clean and safe to prepare food on, hot water or a chemical disinfectant needs to be used.

Safe Cleaning

- Use the mop in the blue room to clean food/ drink spills. Water should be changed after use.
- Use green J-cloths to clean food
- Use red J-cloths to clean children's washroom
- Use separate table cloths for lunch tables and cooking- clean after every use with disinfectant and wash regularly using the washing machine
- All cutlery & plates must be washed using the dishwasher after every lunch service
- Clean as you go attitude, put main course dishes away before starting dessert
- Clean down table after spills
- Keep sink clear and clean
- Ensure children do not use each other's utensil's, cups etc

Cleaning Food Storage Cupboards & the Fridge

- Floors are cleaned daily and after any spillage and kept free of debris
- Fridge & Oven are cleaned weekly
- Handles in kitchen cleaned daily
- Dishwasher- items to be placed in the dishwasher should be scraped at the table, rinsed and placed in the washer.

Pest Control

- All staff to look out for signs of pest infestation
- Report any suspicions or evidence of pests to the Headteacher
- The school will get professional cleaners in to eradicate the risk

Detecting pests: staff should look out for bodies, droppings, nest, holes, runs, chewed paper, an unpleasant smell.

Good Housekeeping

All staff should:

- Cover food
- Clean as you go
- Store food correctly in pest proof container's
- Keep premise's and rubbish areas clean & tidy
- Store your own food in the fridge or a sealed container in the cupboard clearly labelled with your name on it.
- No opened food should be left out on surfaces to prevent cross contamination, allergens and pest control

Cooking at Tachbrook:

- Check if children have any allergies before cooking with children
- Take steps to prevent cross contamination if a child does has an allergy e.g. use separate dishes, utensils etc.
- Food must come from a reputable supplier
- Staff will not cook raw meat with children
- Clean shelves regularly
- Ensure food past its sell by date is thrown away
- Replace new stock behind old stock
- Generally we do not freeze foods unless making ice cream or lollies. Once food is defrosted this must be eaten within 24 hours or thrown away.

This policy should be read in conjunction with the following polices:

- Health & Safety Policy
- Routines & Organisation of the Day
- Child Protection & Safeguarding