

Balmalloch Nursery Class



Food Storage and Food Preparation Policy

responsi **B**ility

gr**A**ttitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

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Food Storage and Preparation Policy

Rationale

This policy has been devised to comply with Health and Safety legislation and practice. It is essential this policy is put into practice and all staff act consistently when following procedures outlined within.

FOOD STORAGE

- The fridge must be cleaned every week.
- The fridge temperature should be checked on a daily basis.
- The temperature should be between 1C - 5C.
- The fridge temperature must be recorded both A.M. and P.M. session.
- The fridge must be kept clean at all times, with particular attention paid to the seal around the door.
- Food should be stored in date order, with old milk brought forward and new milk stored behind. Open milk should be thrown away after 3 days if not used. Cartons should be unpacked out of the plastic wrapper.
- All fruit and vegetables must be removed from bags as this causes the goods to sweat.
- Vegetables should be stored at the bottom of the fridge and fruit placed in the fruit basket except for grapes/strawberries which should be kept in the fridge.
- All food, particularly cheese, should be wrapped in cling film or stored in a dated food bag.
- The freezer temperature should be checked on a daily basis.
- The temperature should be -18C or below.
- The freezer temperature must be recorded both A.M. and P.M. session.
- Items such as bread, pancakes and bagels should be stored in the food cupboard with an appropriate label.
- A common-sense approach to using food and storing food should be followed, (i.e.) food waste.
- Once a food item has been opened; this should be labelled with the date it was opened and who it was opened by.
- Once food has been opened, staff should read the guidance on the packaging which will state how long the food can be kept once opened.

FOOD PREPARATION

- Staff must be familiar with any specific dietary requirements and allergies. These are posted in the first aid cupboard with child's name and photograph.
- All surfaces at snack, including the table, worktop and sink area should be kept clear, clean and hygienic at all times.
- Antibacterial spray/toucan should be used before and after preparing food.
- Staff must wash their hands before preparing food.
- Aprons and gloves must be worn at all times when preparing foods.
- A brush, mop and a small brush and pan must be available at all times in case of spillages.
- Paper towels and blue roll should be kept fully stocked.
- No metal items prone to rust should be put in the dishwasher.
- Fruit and vegetables should be washed under running water before serving to the children.
- Children should wash their hands for 20 seconds, before snack, ensuring the use of soap.

COOKER

The following procedures must be followed:

- The cooker should never be left unattended.
- Each time the cooker is used there should be a safety discussion with the children.
- The cooker must be cleaned after each use.
- Oven gloves must be worn by staff.
- Fire extinguishers are located in each playroom and are serviced annually by Chubb.
- A fire blanket is located next to the cooker.
- Microwave must be cleaned after each use.

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