

New Monkland

Primary School

**Food Storage & Preparation**

**Policy**

Written:

:

June

2021

Review: August 2022



# Rational

This policy has been devised to comply with Health and Safety legislation and

practice and taking into account the latest safety advice in relation to Covid-19. . It is essential this policy is put into practice and all staff act consistently when following procedures outlined within.

# Food Storage

* Fridges to be cleaned every week and this is logged by a staff member and recorded in the relevant folder.
* Fridge temperatures should be checked on a daily basis. The temperature should be 5° or under. This is logged on a form and stored in the same folder as cleaning form.
* Fridges must be kept clean at all times, with particular attention paid to the seal area around the door.
* Dates on milk cartons to be checked and use oldest dates first. Milk to be taken out fridge just before use.
* All fruit and vegetables must be removed from their plastic bags, as the goods will sweat.
* Vegetables should be stored at the bottom of the fridge and fruit in the baskets.
* Items such as bread, pancakes and bagels, and so on should be stored appropriately with attention paid to sell-by dates.
* A common sense approach to using food and storing food should be followed, i.e. do not leave out too many items that could go to waste.
* Sell-by dates regularly checked on all food packages.
* Open packages will be dated and consumed as soon as possible.
* All food waste to be disposed of into food bin and emptied daily.

# Food Preparation

* Staff must ensure that they have washed their hands following NHS and Covid-19 recommendations before handling or preparing food.
* Staff must be familiar with any specific dietary requirements and/ or allergies. A record of these is contained in a notebook in the snack area.
* All surfaces at snack, including the table, worktop and sink area, should be kept clean and hygienic at all times.
* Bacterial spray should be used before and after each session.
* Detox wipes/ Antibacterial spray bottles should be clearly labelled and instructions followed by the cleaning supervisor.
* Aprons must be worn at all times during food preparation.
* A brush, mop and small brush and pan should also be available at all times as spillages should be cleaned immediately.
* Paper towels and paper rolls must 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 being offered to the children. Sink is clearly labelled.
* Children should wash their hands before eating or working with food.
* All hot food must be tested with a food probe and have reached the required safe temperature - 75° - as highlighted in the Food Hygiene Handbook. The food must be cooked to the manufacturer’s requirements and be eaten within 20 minutes of cooking.
* Coloured chopping boards should be used in line with guidance displayed in the kitchen area.

**The following procedures must be followed when using the cooker, microwave and induction hob within school kitchen area.**

Due to Covid-19 restrictions, the use of the school cooking kitchen is not permitted.

* The cooker /I.H. / Microwave should only be used if there is more than one adult in the playroom.
* The cooker /I.H. / Microwave should never be left unattended.
* The cooker should have a visible warning sign (words/ images) to highlight ‘Hot’ and ‘Danger’.
* Each time the cooker /I.H. / Microwave is in use safety issues must be highlighted and discussed with children.
* The area surrounding the cooker should be sectioned off with no children working/ playing near the cooker.
* The cooker /I.H. / Microwave must be cleaned before and after use.
* Oven gloves must be worn by staff.
* Staff should ensure no wires are hanging near the cooker /I.H. / Microwave.
* Fire extinguishers are located in each playroom. This is serviced annually by Chubb.
* A fire blanket is located next to cooking areas.
* The oven only should be used. No rings should be used due to the high temperature and necessary cooling down period. (playroom)
* Microwave will be used following guidelines on food packages.
* All cooking utensils will be checked regularly for any defects and replaced accordingly.

# Food Standards Agency Guidance: www. Food.gov.uk/foodindustry/regulation

**UNCRC Links**

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.