**Food Hygiene Policy –Fairview Nursery**

**PERSONAL HYGIENE HOUSE RULES**

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|  | Describe: Control Measures and Critical Limits (where applicable)  Monitoring including frequency |
| **Hand washing** | Hands are to be washed thoroughly:  •before starting lunch/ baking session.  •before handling food.  •after handling raw foods (eggs, unwashed raw vegetables or food waste)  •after using the toilet.  •after blowing your nose.  •after cleaning. |
| **Protecting food** | Staff handling food should not spit, sneeze or cough over food. |
| **Dressings** | Cuts and sores; covered with a disposable glove. |
| **Appropriate, clean clothing** | All staff handling food must wear a disposable plastic apron. |
| **Minimising physical contamination** | Hair tied back.  Jewellery should be kept to a minimum when preparing and handling food. |
| **Rules on :**   * Reporting illness * Exclusion * Return to Work | * Staff handling food must, by law, report illness which pose a risk to food safety, such as skin, nose, throat, stomach or bowel trouble or if they have any infected wounds. * They must be excluded from food handling until they have fully recovered. * Staff should not return to work until they have been free of vomiting/diarrhoea for 48 hours. |

**CLEANING HOUSE RULES - CLEANING SCHEDULE**

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| Items and areas to be cleaned | Frequency of cleaning | Method of cleaning  (including dilution of chemical required) |
| **Food contact surfaces**  Work Surfaces  Chopping Boards | After each  use | Remove food debris.  Double clean;  • Wash with hot water and detergent  • Spray with sanitiser  Use a disposable drying cloth or ideally air dry. |
| **Food contact equipment**  Plates /cups  Containers  Forks and knifes  Serving utensil  Pots/Pans  Scales | After each  use | Remove food debris.  Put into dishwasher or wash with hot water and detergent.  Use a disposable drying cloth or ideally air dry. |
| **Non-food contact areas/items**  Cupboards  Shelves  Waste Bins | When necessary | Remove loose debris.  Double clean;  • Wipe/wash with hot water and detergent  • Spray with sanitiser |
| **Equipment**  Refrigerators  Freezers  Microwave Oven | When necessary | Remove loose debris.  Double clean;  • Wipe/wash with hot water and detergent  • Spray with sanitiser |

**TRAINING HOUSE RULES**

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|  | Describe: Control Measures and Critical Limits (where applicable)  Monitoring including frequency |
| New staff handling food | verbal instruction on basic hygiene principles appropriate to  the duties they are expected to carry out  • Personal hygiene - especially the importance of hand washing  • Reporting illness  Safe handling of food - storage and the importance of temperature control |
| Staff handling unwrapped high risk food | Food hygiene course  •Legal requirements food poisoning and bacteria  •Preventing food poisoning  •Food safety and contamination |
| Management/ supervision (if appropriate) | Senior management team |
| Monitoring/checking and any other records appropriate to the Training House Rules | Records checked weekly – monitoring done continually and any action required carried out by ECP. |

**TEMPERATURE CONTROL HOUSE RULES**

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| Process Step | Temperature Control Measure and Critical Limits | Monitoring Method, Frequency, Record Used |
| INCOMING STOCK | Chilled food from school kitchen transported by trolley and then stored in fridge at 5°C or below. | Check daily. |
| STORAGE | Store chilled food at 5°C or below  • Yoghurt  • Milk  • Margarine  • Eggs | Fridges checked daily.  Temperature recorded. |
| PREPARATION | Keep yoghurt, milk/ready - to eat food within the refrigerator until it is required at 5°C or below. | Check daily. |

**HOUSEKEEPING HOUSE RULES**

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|  | Describe: Control Measures and Critical Limits (where applicable)  Monitoring including frequency |
| Maintenance / Layout | |
| Premises structure | Food preparation area checked daily.  Faults reported to the HT or Janitor. |
| Equipment | Equipment check when used.  Faults reported to the HT or Janitor. |
| Food preparation area | Food preparation area checked daily.  Faults reported HT or Janitor |
| Pest Control | |
| Pest proofing of premises | Building kept in good condition.  Faults reported to the HT or Janitor |
| Checking and inspection | Food area checked regularly for signs of pests such as rodent droppings, smear marks, insect egg cases and dead insects.  Report HT or Janitor. |
| Pest control contractor (if applicable) | Report to HT or Janitor.  Pest control – PKC. |
| Waste Control | |
| Waste in food rooms | Food waste is placed into a container and removed daily. |
| Food waste for collection | Sent to a central area – staff room |

**STOCK CONTROL HOUSE RULES**

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|  | Describe: Control Measures and Critical Limits (where applicable)  Monitoring including frequency |
| Delivery | From the kitchen or food bought in – visual checks  • Check use by/ best before dates on yoghurts/milk.  • Check the packaging for signs of damage |
| Storage and labelling | Food stored in labelled containers, with used by/ best before dates |
| Stock rotation | Stock should be rotated on a first-in-first-out basis.  Food must not be used after the ‘use by’ date has expired.  Dried foods which have been opened should be stored in containers and should not be topped up with new stock. |
| Food protection | Food being held hot, or transported from the kitchen must be protected from contamination. |
| Food allergies | Staff are aware of any food allergies and this information is in the pupils eating and drinking profiles. |

**For more information, please see Fairview Nursery Infection control policy – folder in the nursery. 2019**