



FOOD HANDLING AND SAFETY

It is the responsibility of the Management Team and employees at all levels to implement this policy respecting the letter of the law regarding the Food Safety Act 1990.

All persons handling food will be required to have received approved practical hygiene training i.e. Food Handlers Certificate - in accordance with current legislation. All staff involved in food handling will undertake Food Hygiene Training every three years whilst in employment.

The Club facility provided for food supplies/provision must be kept in a clean and good state of repair, free from contamination by; dirt, vermin, insects or odours. Deep cleaning will take place on a weekly basis.

Any surfaces or equipment that comes into contact with food must be kept clean and free from any danger of contamination. To ensure this, the following will be observed under the supervision of the manager: -

- (a) Hand washing by food handlers will be done prior, if necessary during, and following food preparation in the designated hand washing sink.
- (b) A clean apron for the sole use of food preparation should be worn during food handling activities.
- (c) A first aid kit will be provided and will contain waterproof dressings, coloured blue.
- (d) A non-smoking policy will be maintained during food preparation.
- (e) Cooking implements should be kept clean and in proper working order.
- (f) All food preparation and storage appliances, i.e. fridge, freezer, cooker and hob will be cleaned thoroughly on a daily basis
- (g) All surfaces will be cleaned and sanitised prior and following food preparation.
- (h) All children will be kept free of the kitchen area unless they are taking part in supervised cooking or receiving first aid.



- (1) Playgroup apparatus, medicines, and hazardous substances should be separated from the food preparation and storage areas.

Arrangements will be made for all waste and refuse to be removed from the area regularly and be disposed of to the designated secure containers in the playground.

Any food found to be contaminated with mould, infestation, foreign objects or be the cause of food poisoning, should be disposed of and if necessary reported to the named Health and Safety Officer within the Club.

In the case of an outbreak of gastroenteritis (sickness and/or diarrhoea) within the Club - the City of York Council Public Protection Unit should be notified on 01904 551525. A Full list of all communicable diseases and their incubation times are available on the club door.

The Club recognises that prior to and after school, children will have a need for some form of refreshment and nourishment. It is the aim of the Club to provide a nutritious and balanced snack before and after school, similar to what would be found in the home environment. Toast, cereal, pancakes, water and milk will be offered in the morning and small snacks in the afternoon with milk and water to drink. Fresh drinking water will be available at all times.

Parents are notified of the daily snack provision on the Display Board at the front of the building, in club on the notice board and via the club's Facebook page.

The Club recognises that they have a duty to protect children from consuming known allergens. Parents/carers with children who have specific dietary requirements should discuss with the manager their child's needs and the allergens they need to avoid, as well as completing a safe food agreement. All specialist dietary foods will be stored separately to avoid contamination with allergens. All food will be checked for allergens and these will be noted on the weekly menu (always taking into account different brands may include different allergens.) All staff will be made aware of children with special dietary requirements and a list of these children will be available in the kitchen at all times. This list will be updated as children join or leave the setting.



This policy was reviewed at a meeting of	Poppy Rd OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager