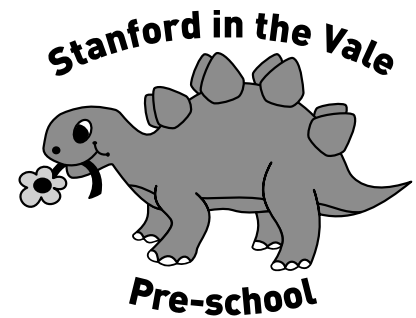


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



3.1.4 - FOOD HYGIENE POLICY

(Including procedure for reporting food poisoning)

Reviewed January 2015

Policy statement

In Stanford Pre-school we provide a snack that includes both fruit and a carbohydrate, and store lunchboxes children have brought in from home.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. We are registered as a food provider with the local authority Environmental Health Department.

Procedures

- The Pre-school Manager understands the principles of Hazard Analysis and Critical Control Point (**HACCP**) as it applies to the Pre-school, and ensures that all staff adhere requirements. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow guidelines of Safer Food, Better Business.
- The manager holds an in-date Food Hygiene Certificate and she ensures that all other staff understand food hygiene requirements as they apply to Pre-school.
- As part of snack preparation the kitchen is checked to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Parents are asked to provide cool packs in their child's lunchboxes.
- Food preparation areas are cleaned before use as well as after use.
- The half-sink is used for hand washing and a bowl provided for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery, etc. are clean and stored appropriately.
- Waste food is disposed of appropriately.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules;

- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment such as blenders, etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- We notify Ofsted of any food poisoning affecting two or more children looked after on the premises as soon as is reasonably practical and within 14 days of the incident. We understand that to failure to do so is an offence.

This policy was amended at a meeting of the Pre-school held on 12th January 2015 and signed by Mrs Karin Williams-Cuss.

Signed on behalf of the Pre-school