

## **FOOD HYGIENE POLICY**

### **(Including procedure for reporting food poisoning)**

At St Paul's Nursery we provide/ serve food for children for

- snacks
- packed lunch
- baking/cooking learning-based, seasonal activities.

We maintain the highest possible food hygiene with regard to purchase, storage, preparation and serving food: taking all reasonable effort to ensure food safety as a "food handler".

We operate in accordance with the EU policies

- Food Safety Act 1990
- General Food Regulations EC 178/2002
- Food Hygiene (HACCP) Regulations Act 2006
- The Food Safety Hygiene Regulation 2013
- The Food Law Code of Practice 2015

We also have a separate policy for Forest School Food Hygiene in accordance with The Wildlife Trust's recommendations (see Forest School appendix)

### **Procedures:**

All staff involved in preparing and handling food receive training in food hygiene (as part of induction)  
We acknowledge best practice is for staff to complete a level 2 food hygiene training course and update every 3 years.

All staff are aware that as food handlers, there are requirements regarding cleanliness, Storing, preparing and displaying food safely, and being aware of symptoms of potential food poisoning.

Food is stored at the correct temperature and the fridge is checked and recorded daily on the Health and Safety Check List.

Milk stored in the fridge is rotated and the sell-by-date is checked. The contents of the fridge are duly checked for mould or contamination.

All stored food is in the kitchen area and is checked diligently for contamination by pests, such as insects and rodents.

Packed lunches are stored on a trolley and parents are advised to supply an ice pack in their child's lunch box.

Allergies and intolerances are recorded, checked and double checked.

The food preparation areas are cleaned before and after use.

Cleaning cloths are colour coded to avoid cross contamination. They are dispensed with frequently.

*This policy sets out the approach of the St Paul's Church Nursery School for all staff, volunteers, parents and guardians*

All surfaces are clean and non-porous.

All utensils, crockery etc. are cleaned and stored appropriately.

Waste food is disposed of daily.

Cleaning materials and other dangerous materials are stored out of children's reach or in locked cupboards.

When children help prepare food, (at snack time, when cooking, measuring, weighing etc.) good practices regarding hygiene are encouraged:

- Children are supervised at all times
- Children understand the importance of hand-washing and simple hygiene rules.
- Children are kept away from hot surfaces and hot water etc.

All staff are aware that if they are concerned by a health issue, they will report it to their supervisor (Head), showing Due diligence.

### **Report of food poisoning**

Food poisoning can occur for a number of reasons. Not all cases of sickness and diarrhea are as a result of food poisoning and are not all 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 Head will alert the Chair of Committee, and contact Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

If the food poisoning is identified as a notifiable disease under the Public Health (Infectious diseases) regulations 1988, the setting will report the matter to Ofsted, if affecting two or more children as soon as is reasonably practicable but within 14 days.

### **Useful contacts**

Environmental Health: [contactus.dh.gov.uk](http://contactus.dh.gov.uk)  
Food standards Agency - [helpline@food.gov.uk](mailto:helpline@food.gov.uk)  
020 7276 8829 (9.30-16.00)

Health Protection Agency – [enquiries@phe.gov.uk](mailto:enquiries@phe.gov.uk)  
020 7654 8000 – main switchboard  
020 8200 4400 – Infectious diseases

PHE Surrey and Sussex Health Protection Team (South East)  
County Hall  
Chart Way  
Horsham  
RH12 1XA

St. Paul's Church, St. Paul's Road West  
Dorking, Surrey, RH4 2HT  
Telephone: 01306 743378  
Email: [info@stpaulsnursery.org.uk](mailto:info@stpaulsnursery.org.uk)



[PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net)

0344 225 3861 option 3

[www.gov.uk](http://www.gov.uk) – Guidance on Notifiable Diseases and causative organisms (NOIDS): how to report

[www.safefood.eu](http://www.safefood.eu) - for childcare providers and parents.

Producing and sharing allergen information document - [please see Added Resources and Information Folder](#)

**This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.**

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_