



# Food Preparation and Storage

## Policy

Dunscore Pre-school Centre recognises the importance of hygiene and food safety in the preparation and storage of food. Healthy snacks are offered to children during each session (see healthy eating policy) but we do not provide meals. Packed lunches are provided by parents for trips and outings and transition to primary school days.

All staff complete regular food hygiene training and follow guidance in the Food Hygiene Handbook. Dunscore Pre-School Centre complies with any advice given by the local Environmental Health Officer. The following procedures and guidelines are adhered to so that the risk of any health problems associated with the preparation and storage of food is minimised.

## Procedures

- The fridge/freezer temperature is checked daily and recorded. Food items in the fridge should be stored between 1-4 degrees Celsius. The dial is altered to maintain safe storage when necessary and recorded. There is a notice on the fridge door with instructions for safe food storage.
- The fridge/freezer is cleaned weekly and immediately/by the end of the session, should a food spillage occur.
- Dates on food items must be checked regularly and always prior to use. Out of date foods must be disposed of immediately.
- Food is stored in clean, air tight and rodent proof containers which are cleaned in the dishwasher after use, and at least termly.
- Food stored in containers must be kept in the original packaging if possible. Use-by/best before date, the date the item was opened and the number of days it is allowed to be consumed after opening/disposal date must be clearly displayed on any opened food packaging or containers.
- Food packaging must be checked so that food is stored appropriately prior to and after opening (fridge/freezer/store cupboard).
- Store cupboards and kitchen appliances are cleaned regularly, after use or termly as appropriate.
- All items used in the storage, preparation and serving of food are washed in the dishwasher using appropriate cleaning products and steam dried after use. If they are still wet they are air dried or dried using kitchen paper towel.
- Food is cooked following a recipe or instructions to ensure it is cooked properly and that the centre of the food has reached the correct food-safe temperature.
- Shell eggs are not used uncooked or lightly cooked.
- Shells will be disposed of safely and not used for play.
- Children are not allowed to lick raw cake mix.
- Eggs must be kept in a plastic egg box and in a separate area of the fridge away from other foods.
- Parents who are providing packed lunches for trips or transition days are reminded that they will not be stored in a fridge and will require an insulated bag with ice blocks, especially if their child's lunch includes dairy/poultry/fish or meat products.
- Children are not allowed to share packed lunches.
- Staff must notify the manager or senior playleader if they are feeling unwell so that another member of staff can prepare food that day.
- No raw meat, fish or poultry is stored or cooked at Dunscore Pre-school Centre.
- Food spillages are cleaned immediately where possible and no later than the end of the session.
- The following guidelines for food preparation and storage are displayed in the kitchen area and all current staff were involved in their creation.
- New staff are trained to implement these guidelines.

## Daily Food Preparation Details

1. The fridge temperature is checked daily and recorded. The correct temperature range of 1-4 degrees Celsius must be adhered to and the dial should be altered when necessary and recorded as per instructions on the fridge.
2. Hair should be tied back and an apron worn.
3. Hands must be washed and dried thoroughly following hand washing guidance. Any cuts, grazes or sores should be covered with waterproof dressings or blue food handling plasters and covered with food handling gloves.
4. Surfaces should be cleaned using antibacterial spray and the correct cloth (see notice above sinks).
5. Correct boards (see notice next to boards) and utensils should be prepared for use.
6. Check dates of all food and drinks prior to use.
7. When preparing food, appropriate safe sizes should be cut for pre-school children, for example, fingers of cheese, grapes cut in half lengthways or if large, cut into quarters.
8. After preparation, cover and refrigerate until snack time.
9. Dispose of packaging and peelings in outside bin.
10. Re-wash hands.
11. Clean surfaces.
12. Ensure that sharp knives are returned to the correct cupboard, out of reach of children.
13. All items used in the storage, preparation and serving of food are washed in the dishwasher using appropriate cleaning products and steam dried after use. If they are still wet they are air dried or dried using kitchen paper towel.

### *Policy adopted at Committee Meeting of Dunscore Pre-school on:*

(date)

(signed)

(Chair)

### *This policy was reviewed by the committee on:*

Date

Signed :

Designation