

# The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy No 45-01

## Food Hygiene Policy

This policy defines the precautions to be taken, and the arrangements in place, to ensure that food hygiene standards in the nursery conform to the highest standards in accordance with the requirements of current food safety legislation:

1. Staff recruitment and training:
  - Policy no 12-01 details the processes to be followed for the recruitment and selection of staff. For staff to be employed in the kitchen each candidate will be required to complete a "declaration of health and medical fitness" form. Satisfactory declaration is pre-requisite for employment in a food handling or catering capacity.
  - The basic elements of food hygiene are incorporated into the induction training programme for all staff. Thereafter, specific training plans will detail the specialist food hygiene training required for all staff employed in a catering or food handling capacity.
  - Any staff member employed in a catering or food handling capacity returning to work after a prolonged absence due to sickness, injury or holiday (more than 7 consecutive working days) will be required to complete a 'return to work questionnaire' form. The nursery manager reserves the right to refuse to allow the member of staff back to work in a food handling or catering capacity when the return to work questionnaire indicates that member of staff may present a significant risk to hygiene.

2. General rules of food hygiene:

Each staff member will be made aware of the '10 golden rules of food hygiene' which are:

- Rule 1 – Always wash your hands before handling food and after using the toilet.
- Rule 2 – Tell your employer at once of any skin, nose or throat or bowel trouble.
- Rule 3 – Ensure that cuts and sores are covered with waterproof dressings.
- Rule 4 - Keep yourself clean & clean clothing. Never cough or sneeze over food.
- Rule 5 – Do no smoke in a food room; it is illegal and dangerous.
- Rule 6 - Clean as you go; keep all equipment and surfaces clean.
- Rule 7 – Prepare raw and cooked foods in separate areas. Keep food covered and either refrigerator or piping hot.
- Rule 8 – Keep your hands off food as far as possible,
- Rule 9 - Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting food in it.
- Rule 10 – Tell your supervisor if you cannot follow the rules.

Signed by \_\_\_\_\_ Date \_\_\_\_\_ Review Date \_\_\_\_\_

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Maintenance of personal health and hygiene:

The following additional rules will be enforced as a follow up to the declaration of health and medical fitness and return to work questionnaire, ref. 1.1 & 1.3 above respectively:

- Ensure that your GP knows that you are a food handler if you see him/ her for any reason.
- From time to time you may suffer from vomiting/ diarrhoea. In such instances you should not be at work. If you are already at work you must see your supervisor immediately. If any members of your immediate family have an attack of vomiting/ diarrhoea you must let your supervisor know. Under certain circumstances you maybe asked to go off duty and to produce a specimen of faeces before returning to work; this is purely a safeguard to protect both your own health and that of the people who eat the food that you handle.
- Following on from the 10 golden rules of food hygiene (2.1 above), hands should be washed frequently with hot water and soap:
  - Immediately before starting work
  - After visiting the toilet, or using an handkerchief
  - After handling poultry, meat and raw fish
  - After handling refuse and kitchen waste, and after cleaning procedures.
- Persons involved in handling food must limit the wearing of jewellery to plain gold rings; bracelets, necklaces and earrings should not be worn unless covered by your protective clothing. Nail varnish must not be worn.
- Your personal protective clothing must always be worn on duty and the only in the confines of the kitchen areas. Protective clothing must be changed and laundered regularly.
- Shoes must be comfortable and fit well. They should be sturdy and slip free as possible. The following types of footwear are not suitable:
  - High heels
  - Sandals, plimsoles, trainers
  - Fashion shoes and shoes without adequate fastening.

### 3. Summary of safe working procedures:

The kitchen area should be divided into 3 sections for ease of handling and food control:

- food preparation
- cooking
- serving
- Cross contamination between raw and cooked meats must be prevented by the use of separately designated and segregated work areas, cutting boards and utensils.

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- Where possible separate slicers must be used for raw and cooked meats. Where one slicer is used food must be prepared in batches and the slicer sterilised after each batch.
  - Adequate cooking and quick cooling of joints and other meat dishes which are not used immediately after cooking (reference policy 45-02). The size of joints should be restricted to permit this and a maximum of 3kg is recommended.
  - Proper defrosting times should be observed for all frozen foods, particularly poultry which is prone to harbouring pathogens. A specific area of the kitchen should be designated for defrosting food under hygienic conditions without risk of cross-contamination.
  - The use of drying tools for kitchen utensils should be avoided; drying by evaporation (such as in automatic dishwasher) is acceptable.
  - Where drinking glasses are dried by evaporation they should be stored on a drying rack to allow air circulation in and around the glasses.
  - Cleaning of kitchen surfaces must be carried out in accordance with the principles of policy no 42-03.
  - All food products should be purchased from reputable suppliers.
4. Risk Assessment: The nursery provides cooked/ prepared food for the children. It is therefore classed as catering establishment and as such is subject to the provisions and requirements of the food safety (general food hygiene) regulations, 1995.

It is therefore policy at the nursery to undertake a full/ hazard assessment of the critical control points affecting food hygiene in accordance with these regulations. These assessments are performed on an annual basis and are reviewed as appropriate.

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