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Contact our Access Line on 08452777778 if you want this document translated into Chinese, Urdu, Hindi, Punjabi or Gaelic or in large print, audio or Braille.

Food Safety Policy



Environmental &
Consumer Protection



FOOD SAFETY POLICY

From the 1st January 2006, there is a legal requirement to document procedures to ensure the food you serve is safe to eat.

This booklet provides guidance to playgroups, out of school clubs and any other organisation providing low risk, ready to eat snacks, e.g. cheese and crackers, sliced fruit, and must be adapted to individual circumstances. The booklet is not intended for organisations that prepare and cook meals.

Food handlers must read the Food Safety Policy and sign to say they understand its content. A supervisor must check monthly that the Food Safety Policy is being adhered to and record the outcome in the Food Safety Diary.

Safe Food Diary

On each operational day, record the following:

Temperature of fridges.

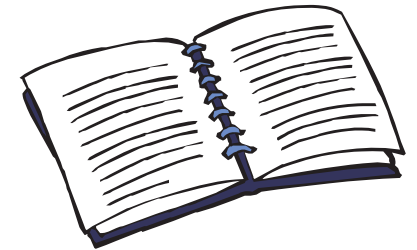
Menu (and any alternatives e.g. for children with food allergies).

Food handlers on that day.

On a monthly basis, record the following:

Outcome of maintenance check.

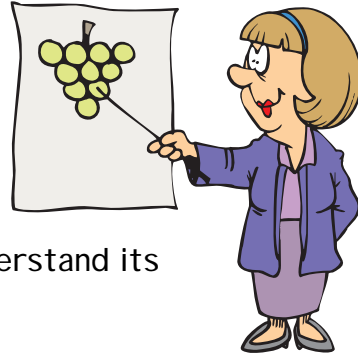
Outcome of supervisory check.



Training

Hazard: Contamination of food from poorly trained staff, e.g. hair, poor handwashing.

All persons handling food will read this document and sign to say that they understand its content.

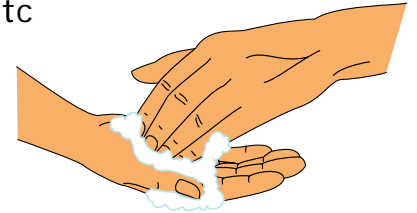


Personal Hygiene

Hazard: Contamination of food from poor personal hygiene, e.g. hair, bacteria from hands.

Wash hands:

- after toilet
- on entering/re-entering food area
- after handling food
- after coughing, sneezing, etc
- after handling waste
- after handling chemicals



Short, clean nails – no varnish

Cover cuts, sores (coloured plaster)

No hand or loose jewellery except wedding band

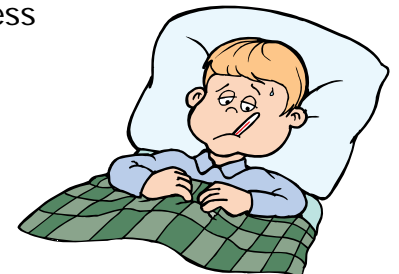
Tie back long hair

Clean apron

Report any illness to the supervisor, in particular, any skin, nose, throat, stomach or bowel trouble or infected wounds.

Exclude until 48 hrs after illness

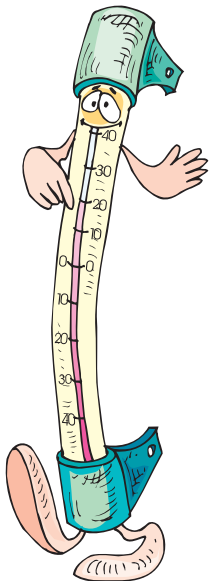
Soap and paper towels at sink



Temperature Control

Hazard: Multiplication of harmful bacteria when perishable foods are stored out with refrigeration.

Perishable foods will be stored in the refrigerator at a temperature of 0-8°C. The temperature of the fridge will be recorded on a daily basis in the Safe Food Diary.

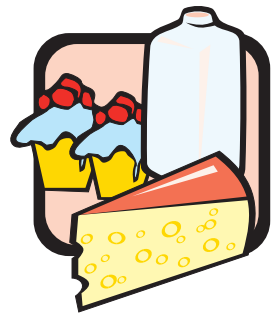


Pest Control

Hazard: Contamination of food from insects, mouse droppings, etc.



While carrying out checks for maintenance and cleaning, checks will be carried out for the detection of pests.



Stock Control

Hazard: Decomposition of food

Incoming food will be checked to ensure that food is within its date code. Foods will be checked on each day that the playgroup operates to ensure that it is within its date code and out of date stock disposed of.

Waste Control

Hazard: Attraction of pests

All waste food will be removed at the end of the working day.



Maintenance

Hazard: Contamination of food from unsound surfaces, e.g. flaking paint.

Monthly checks will be carried out to ensure the structure of the premises is being maintained in good order. In particular, the following areas will be inspected:

- walls
- floor
- ceiling
- lighting
- ventilation
- work surfaces
- equipment
- utensils



Cleaning

Hazard: Food debris attracts pests, contamination of food from dirty surfaces, equipment, etc.

Bactericidal agent will be used for washing/disinfecting all utensils, crockery, etc. Antibacterial spray will be used for cleaning/disinfecting work surfaces and equipment, e.g. fridges. Food spillages will be cleaned promptly.

