



Food Safety Policy and Procedure

Definition

OSCARS is aware of its legal responsibilities to ensure all food and drinks served at OSCARS have been stored, handled and served in the correct way to prevent contamination of any kind.

Purpose

To ensure all OSCARS staff are aware of their responsibility to serve 'safe food and drinks' at OSCARS at all times. Training will be provided either in-house or by outside agencies and staff are expected to attend.

Procedure

Storage

- All fridges and freezer temperatures are recorded daily in the temperature control books.
- The cause of any changes in the correct temperature are dealt with immediately and spoiled food destroyed.
- Food not requiring refrigeration is stored in the kitchen. Original packaging or suitable lidded containers are used. Food is never stored on the floor.
- Manufacturer's storage instructions are adhered to for all items.
- Food is checked on arrival to OSCARS for signs of in-correct temperature storage during transit, contamination, packaging damage or tampering. Any items showing these signs will not be accepted.
- Fresh and refrigerated/freezer food is checked daily and/or weekly as required for signs of deterioration or contamination. Any items showing these signs will not be used, they will be destroyed.
- Use by and best before dates are adhered to for all other food items. Monthly checks are made to check dates and the completed check recorded on the sheet for this purpose. These items will be used in date order.

Preparation & Serving

- Staff will wash their hands before preparing and serving food and they will wear a clean apron.
- All surfaces to be used for either preparation, serving or eating at, will be cleaned with antibacterial spray and the correct colour coded cloth before use.
- Fruit and vegetables will be washed over the middle sink.
- Staff will follow the correct colour coding for the use of boards, knives and cloths, these codes are on display in the kitchen.
- Staff will ensure that all crockery and utensils to be used are clean and undamaged likewise any crockery, utensils or food which has dropped on the floor or contaminated e.g. child sneezing on it, will not be used.
- Stainless steel foot pedal bin is located within the kitchen area. This is to be used by staff preparing and/or serving food as it allows the bin to be opened without the risk of cross contamination through touching the bin lid.
- Children and staff have access to cold drinks at all times, jugs with water or squash will always be lidded and plastic cups will be stacked upside down.

Personnel Hygiene

Staff are aware that good personnel hygiene plays an important part in keeping 'food safe'. Antibacterial soap, paper towels and nail brushes are provided at all sinks. Antibacterial hand gel is also available but is used in addition to and not instead of soap and water.



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Staff are aware they do not use the kitchen sink for hand washing unless:

- It is free from food being prepared.
- There is no clean washing-up on the drainer.
- The washing-up bowl has been removed.
- When staff cannot use the kitchen sink for hand washing they will use the sink in the disabled toilet, they will use the 'open door policy' which will allow them back into the kitchen without having touched door handles etc.

Staff must wash their hands after:

- Visits to the toilet
- Handling food
- Coughing, sneezing etc.
- Handling waste
- Handling chemicals

Staff are aware of the need to:

- Keep nails short and clean.
- Cover cuts, sores with a coloured plaster.
- Not to wear hand or loose jewellery except a wedding band.
- Tie long hair back.

Staff must report to the manager any illness in particular, stomach, bowel, skin, nose, throat or infected wounds. The 48 hour rule applies to both staff and children with regard to illness and staff must liaise with the manager and agreed return to work date.

Cleaning and Maintenance

- Washing-up is always done in the washing-up bowl, it is never done in the sink.
- Utensils and crockery will be washed in hot soapy water and rinsed, they can then be aired dried or dried using a clean tea towel.
- Tea towels are changed, as a minimum, after each session am and pm or more frequently if deemed necessary. They are never left to dry and used again.
- Tea towels, cloths and aprons are placed in the laundry bin after use. They are taken by senior staff and are washed on a minimum 60c wash.
- The washing-up sponge is changed as a minimum of once a week. It is disposed of on the last day of the working week and replaced by a new one on the first day of the next working week. Green cloths are changed daily.
- OSCARS employ their own cleaner who is responsible for daily cleaning within the room, lobby and toilets and the kitchen floor during term time only.
- OSCARS staff clean on a rota basis during Playschemes and all other areas of the kitchen on a daily basis throughout the year. This will include surfaces and cupboards. A weekly and monthly cleaning schedule is in place and is logged on completion.
- When carrying out the above schedule checks will also be made for the detection of pests and any maintenance repairs required.
- Rubbish is disposed of daily into the appropriate school bin.

'Safe Food'

A list is on display in the kitchen showing those children who cannot have particular foods or food additives. Children who have serious food allergies have individual sheets along with their photo. All these must be strictly adhered to therefore staff must familiarise themselves with them all.



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OSCARS normally serves foods which are pre-prepared, low risk foods. However on occasions such as the summer barbeque raw meat will be stored and cooked by staff. The following rules, along with all those above, will apply.

- Raw food will be stored following the manufacturer's instructions and the following procedures stated in 'storage' above.
- Raw meat [non-frozen] will be kept in its manufacturer's wrapping until used and will be stored in the lowest part of the fridge.
- A minimum of 2 members of staff will be required for 'food' duties. 1 member will deal solely with the raw meat, having their own table/work surface, boards and utensils. The other member of staff will deal with the food when cooked again having their own table/work surface, boards and utensils which will be sited away from the raw foods.
- Temperature gauge for meat will be used to ensure it is fully cooked.
- Clock or timer will be used to ensure the manufacturers cooking times are adhered to.

Date first adopted by OSCARS management committee	16.11.2012
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson