

It is vital for staff to follow good personal hygiene practices to help prevent bacteria from :

## Personal Hygiene – see HACCP Flowchart

- Food handlers should always wash their hands in the 'hand sink' in the kitchen before preparing food or drink, after a break or going to the toilet, before touching ready to eat foods and after touching raw meat/poultry and eggs using anti – bacterial soap and paper towels. Palms, backs of hands and wrists should be washed with soap until it lathers and then rinsed.
- All Food handlers should wear clean clothes when working with food. Ideally, they should change into clean work clothes before starting work and not wear these clothes outside food preparation areas.
- Children that are able will wash their own hands in the hand sinks before snacks and meals and coming in from outdoors. The children that are not able will be supported and disposable wipes can be used.
- Food handlers should wear either a clean or disposable apron.
- Food handlers should tie long hair back & wear a hair net.
- Food handlers will not wear watches or jewellery when preparing food except a wedding band.
- Food handlers should not touch their face and hair, smoke, eat or chew gum while preparing food.
- Food Handlers should be fit for work, this means that they should not be suffering from, or carrying, an illness or disease that could cause a problem with food safety.
- Food handlers who have diarrhoea and/or vomiting should report it to their manager immediately and either stay at home or go home immediately.
- Cuts and sores should be covered with a brightly coloured waterproof dressing.
- Food handlers with false nails or/and wearing nail polish should wear disposable gloves at all times.
- Food handlers will have a Basic Food Hygiene Certificate and access to information regarding ongoing legislation changes as issued by The Food Standards Agency.

## Cross Contamination and Food Preparation – see HACCP Flowchart

- New disposable cloths only will be used to wipe work surfaces, equipment or utensils that will be used with ready to eat food.
- Re-usable cloths will be washed daily after use in a washing machine on a hot wash and air dried.
- Notices will be placed on the fridge doors displaying the storage layout of each fridge.

## Separating Foods - see HACCP Flowchart

Separating raw and ready to eat foods is essential to prevent harmful bacterial from spreading.

- Deliveries will be unloaded in a separate area away from the main preparation/cooking area.
- Foods that are defrosting in the fridge will be in a container below ready to eat foods.
- Raw and ready to eat foods will be stored separately; raw food will be stored below ready to eat foods.
- All food will be covered and labelled with, what it is, the date and who prepared it.
- Raw foods will be prepared in designated areas.

## Other factors

- Always clean away your own equipment.
- Micro waved food should always be covered.
- The premises will be checked regularly for signs of pests.
- Bin areas will be cleaned weekly and bins will have close-fitting lids.
- Structural damage will be repaired as soon as it happens
- Equipment will be repaired or replaced as and when necessary.
- Temperature probes will be checked regularly to make sure their readings are accurate.
- Food handlers will be vigilant and read ingredients of ready made foods and are aware of special dietary requirements within the setting.
- Manufacturer's instructions will be followed on how to use chemicals.
- Food past it's sell by date will not be used.
- Staff will receive ongoing training from the Safer Food Better Business guide & Citation.

## Drinks:

- Bottle feeds will be stored in the fridge after cooling.
- All bottle feeds will be labeled with the child's name.
- Babies will not share bottles.
- Bottles made up with formula milk will be made according to the box instructions.
- Bottles will be heated by means of standing the bottle in hot water in a container. The microwave will not be used to warm the milk.
- Temperature of the warm milk will be checked by the adult pouring droplets onto the back of their hand to check that the milk is not overheated.
- Children and babies will not be left alone whilst feeding from a bottle. Staff will feed babies and use the time as bonding 1:1 time. Babies that want to hold their own bottle will be supported by a staff member.
- Bottles will be washed out with hot soapy water then rinsed in boiled water and returned to parents or stored at nursery.
- Bottles that need sterilizing will be sterilized with the nursery sterilizer or returned home if the bottle is not needed.
- Fresh water will be available and offered to both babies and children.
- Juice will not be given to babies or children from a bottle.
- Milk or water will be offered to children that are not bottle fed.

## Cleaning – See washing up Flowchart

Keeping the kitchen clear and clean makes it safer – See washing up Flowchart

- Work surfaces and equipment will be cleaned thoroughly between tasks.
- Work surfaces, sinks, taps, door handles, switches and can openers – things that are frequently touched by people will be disinfected weekly.
- Fridges will be washed and disinfected weekly.
- A cleaning Schedule will be in place and will be followed.

## Cooking and Chilling Food – see HACCP Flowchart

| Temperature | Conditions   | Bacterial Action                          | Safety |
|-------------|--|---|--------|
| -18oc       | Freezers   | Dormant – not able to multiply            | Safe   |
| 1 – 8oc     | Fridges  | Most bacteria not able to multiply        | Safe   |
| 5 – 63oc    | Room temp 10 – 36oc<br>Body temp 37oc<br>Warm Food 38oc – 63oc | Bacterial able to multiply                | DANGER |
| 64 – 72oc   | Keeping food hot   | Most bacteria can multiply                | Safe   |
| 73 – 100oc  | Cooking temperature  | Most bacteria die                         | Safe   |
| Above 100oc | Boiling food   | Most bacteria and bacterial spores killed | Safe   |

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