

Coldstream ELC

Food Safety Management Policy

Date: September 2024

Review Dates: January 2026

1. Purpose

Coldstream ELC is committed to ensuring that food is handled and prepared safely, in a clean and hygienic environment. This policy provides guidance for staff on maintaining high standards of food hygiene, preventing contamination, and complying with relevant legislation and best practice.

2. Aim

- To ensure all staff understand the importance of good food hygiene.
 - To ensure safe handling, preparation, storage, and serving of food.
 - To protect the health and wellbeing of children, staff, and visitors.
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3. Training

- All staff preparing or handling food must hold a valid **food hygiene certificate**, renewed every 3 years.
 - All staff should read and understand this policy and adhere to its procedures.
 - New staff receive induction training covering all aspects of food hygiene and safety.
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4. Personal Cleanliness

Staff must wash hands thoroughly:

- Before handling food
- After using the toilet
- After handling raw food or waste
- After changing a child
- After eating or drinking
- After cleaning
- After blowing their own or a child's nose

Handwashing procedure:

- Use warm water and antibacterial soap.

- Lather palms, backs of hands, between fingers, and under nails.
- Rinse thoroughly and dry with disposable paper towels.

Additional hygiene requirements:

- Do not cough, sneeze, or blow your nose over food.
- Cover cuts/sores with waterproof dressings or wear disposable gloves.
- Minimise jewellery; avoid bracelets or rings with stones when preparing food.

5. Reporting Illness and Exclusion

- Staff must not handle food if they have been vomiting or had diarrhoea until **48 hours symptom-free** after the last episode.
- Staff taking anti-diarrhoeal medication must wait 48 hours after finishing treatment before handling food.
- Staff should avoid food handling if suffering from any skin, throat, stomach, bowel issues, or infected wounds until fully recovered.
- Illness must be reported to the **Early Years Officer (EYO)** and **Senior Leadership Team (SLT)**.

Employers are legally responsible for ensuring food handlers do not pose a risk to food safety.

6. Cleaning and Disinfection

Workspaces:

- Pre-clean: remove leftover food and residues.
- Main clean: use hot water and detergent to remove grease and debris.
- Rinse with hot water.
- Disinfect using a **food-safe disinfectant**; follow manufacturer's instructions for contact time and rinsing.
- Dry surfaces with disposable paper towels if required.

Equipment and utensils:

- Use a dishwasher for crockery, cutlery, boards, and utensils at the hottest cycle.
- Sinks used for washing food must be cleaned and disinfected after use.
- Use separate boards for raw foods and vegetables or thoroughly disinfect between uses.

Cleaning cloths and equipment:

- Disposable cloths are preferred.
- Reusable cloths must be laundered at $\geq 82^{\circ}\text{C}$.

- Follow colour-coded cleaning regime:
 - Green: kitchen
 - Pink: art area
 - Blue: tables and surfaces
 - Wipes: bathroom area
- Store cleaning chemicals securely, clearly labelled, away from food.

Standards:

- Cleaning products should comply with **BS EN 1276:1997** or **BS EN 13697:2001**.
 - Follow manufacturer guidance for dilution and contact time.
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7. Cross-Contamination Prevention

Food:

- Wash all fruit and vegetables thoroughly; peel root vegetables where appropriate.
- Be aware of allergens; display allergenic foods on the weekly snack menu.
- Store prepared foods in covered containers with **use-by labels** in the fridge.

Staff and children:

- Maintain good personal hygiene.
- Wash hands thoroughly before touching food or utensils.
- Be aware of children's allergies; clean boards and utensils between uses.

Equipment:

- Dishwasher all boards, utensils, and crockery.
 - Clean and disinfect sinks and surrounding areas.
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8. Temperature Control

- Fridge temperature: **0–5°C**.
 - Keep fridge doors closed as much as possible.
 - Minimise time food is outside the fridge.
 - Check and record fridge temperature daily; ensure a working temperature gauge.
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9. Stock Control

- Reject food with damaged packaging, contamination, or expired/near expiry dates (<2 days).
 - Rotate stock **first in, first out (FIFO)**.
 - Opened dried foods stored in lidded waterproof containers; original labelling should be kept.
 - Weekly checks to ensure stock is within “use by” or “best before” dates.
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10. Pest Control

- Regularly inspect for pests (droppings, gnaw marks, insects/larvae).
 - Contact pest control immediately if signs are found.
 - Clean and disinfect surfaces, equipment, and discard any food touched by pests.
 - Maintain good housekeeping practices, including cleaning food cupboards and removing spillages promptly.
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11. Waste Management

- Use durable, lidded refuse containers for waste storage.
 - Remove food and other waste daily from food-handling areas.
 - Refuse must be collected regularly from the premises.
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12. Maintenance

- Kitchen surfaces must be smooth, impervious, easy to clean, and in good repair.
 - Food contact surfaces, equipment, and utensils must be maintained in good condition to enable effective cleaning and prevent debris buildup.
 - Record maintenance issues in the **maintenance book** and address promptly.
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13. Related Policies

- Allergies and Allergic Reactions Policy
- Infection Control Policy
- Emergency First Aid and Medical Treatment Policy

SLT Signature: *Catherine Douglas*

Date: 05.01.2026