

FOOD HYGIENE POLICY

The food hygiene policy is designed to support food safety and food hygiene in specialist and non-specialist rooms.

HEALTH AND SAFETY

Naomi's Garden recognises that compliance with health and safety is fundamental to any food activity.

Key points to note include:

Risk assessment/hazard cards in close proximity to equipment to warn users of potential hazards, e.g. microwaves

All parents must complete annual permission slips in order for children to taste food during HAF programmes. Any medical considerations and/or allergies will be taken into account during nutritional educational delivery.

Appropriate risk assessments will be included in documentation and planning where applicable

All electrical goods must be PAT tested.

Sharp knives will be counted before use and after use. They will be locked away in a secure cupboard.

Hot equipment should be placed away from easy access until it has cooled down and then securely locked away.

Care must be taken when using cookers of any kind.

MANAGEMENT OF FOOD SAFETY

When staff work in a food preparation area a basic food hygiene certificate must be held by each member of staff. All food preparation will be monitored and reviewed by the catering manager.

Food Hygiene qualifications will be monitored by the Chair of Trustees/Senior Administrator.

Staff should be aware of HACCP and COSHH guidelines.

Staff should be trained in emergency procedures and know how to shut-off the gas/electricity when in the kitchen.

Food must be served on appropriate crockery with no sign of wear or damage.

PERSONAL HYGIENE

All staff must wear appropriate protective clothing at all times when preparing food.

All children helping with food preparation/food delivery must adhere to the above standard.

Food should be consumed in the room in which it was prepared wherever possible.

Sensible foot wear should be worn, not open sandals.

Staff should not wear jewellery except one plain band wedding ring, and small sleeper earrings or studs may be worn. Any other items of jewellery that cannot be removed must be covered with a blue plaster or blue gloves should be worn.

The wearing of false nails, nail extensions and or nail varnish is not permitted.

The minimum expectation is that hair will be tied back irrespective of gender and no grips or clips should be worn.

As a matter of policy, hands should be washed in anti- bacterial soap and should take place before preparing food and after:

- Going to the toilet
- Handling waste/ carrying out cleaning.
- Blowing the nose or touching other parts of the body likely to harbour bacteria e.g. nose, mouth, hair, ears.

Anyone suffering bouts of sickness and/ or diarrhoea should be clear for 48 hours before working with food.

CHILDREN WITH MEDICAL CONDITIONS

The staff should check for any allergies or dietary requirements before conducting any activities with the children

FOOD PREPARATION

Food should be prepared in a suitable environment with every endeavour to reproduce a food technology room environment.

All work surfaces should be washed down and then cleaned with an anti- bacterial agent before commencing food preparation.

All spills should be wiped up immediately.

Spills on carpets must be cleaned appropriately, and as far as possible immediately.

Prepare raw and cooked foods in separate areas.

Keep food covered.

Perishable food must be stored at the correct temperature below 5°C in a refrigerator when not being used.

Dried foods should be stored in airtight containers, clearly labelled and the use by date present.

Food should be kept covered at all times.

Ensure waste is disposed of properly and out of the reach of children.

Keep a lid on the dustbin and wash hands after using it.

All fresh fruit and vegetables should be washed thoroughly before use.

The water supply used for washing up should be 60°C

Tea towels will be kept clean and stored in a dust-free place. Clean dish cloths and tea towels must be used for each food session, and washed after each session

All aprons will be wiped down with an anti-bacterial product or washed after use, or thrown away if disposable

EQUIPMENT FAILURE

Report all equipment failure to the office (Donna Rusling) as soon as it is discovered.

Equipment inventories must be kept of all equipment stored in the non-food specialist areas.

FIRST AID

A First Aider should be consulted in the first instance. See appropriate list in Naomi's Garden office (next to café).

Ensure that the café first aid box is kept fully stocked.

Complete accident forms and file in the office (first floor).

SIGNAGE

The appropriate First Aid, COSHH, CLEAPPS and Emergency notices will be displayed where appropriate

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