



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Health and safety

Food hygiene

Policy statement

At Panda Playgroup we provide and/or serve food for children on the following basis:

- Snacks.
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

Procedures

- The Playgroup leader and the people responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow the guidelines of *Safer Food Better Business*.
- All members of staff preparing and handling food must hold a current food hygiene certificate. This includes activities which involve preparing food with children.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches contain cool packs or are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.



- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- Children are provided with individual plates and cups at snack time.
- All utensils, crockery etc are clean and stored appropriately.
- Tables used for eating or baking activities are cleaned with a antibacterial cleaner before and after use.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have access to the kitchen at any time.
- When children take part in food preparation activities, they:
 - are supervised at all times;
 - use tables in the main room;
 - understand the importance of hand washing and simple hygiene rules;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment such as blenders etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting (i.e. 2 or more children suffering from food poisoning), the Leader will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

This policy was adopted at a meeting of Panda Playgroup held on:
Date to be reviewed:



Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

