

Food Preparation/Hygiene Procedure

This procedure was reviewed by a group of five Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1st October 2019.



Daily – Staff – Snack / Food Preparation / Lunchtime:

- Ensure that hands are washed before preparing any food for snack / baking etc. Ensure that any cuts / open sores are covered by clean blue plasters before preparing foods/ baking.
- Ensure that tables are cleaned before and after with blue cleaning cloths and antibacterial spray, before food is placed on the tables for snack time.
- Ensure that cold milk and water is collected from the fridge twice daily for snack. Any unwanted milk is returned to the fridge or poured away before the next snack time. Milk cartons are emptied in the sink before placing them in the bin. DO NOT place cartons with milk in the bin.
- Place all food used for snack in airtight containers if possible and not left unopened overnight. All perishable foods to be returned to the appropriate room fridge – labelled with room name (**not left in room cupboards**).
- Inspect / clean all baking equipment before using for baking with the children. All baking equipment to be ready for the beginning of the baking session.
- Ensure that plates / cups / cutlery are clean before using for snack.
- Clean snack mats/areas, tables, chairs, highchairs after every use.
- Wear an apron and tie hair back (if long) when preparing foods / baking.
- Mop any spillages immediately on the floor around the snack/baking area to avoid children/ staff slipping / falling.
- Liaise with the Nursery Assistants to wash napkins and tea towels.

Daily – Children:

- Encourage the children to wash their hands before eating their lunch and before/after their snack.
- Wear baking aprons when preparing food for baking, ensuring that there is a regular supply of aprons available for food preparation use and to be washed after use.

This statement was reviewed by a group of four Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1st October 2019.