



## Suitable premises

### 3.7 Food hygiene policy and procedures

#### Policy statement

At School House Nurseries we maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

#### Procedures

- The staff responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our business (and as they are explained in 'Safer Food, Better Business').
- The guiding principles we operate by are based on a risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- At least two practitioners have an in-date Food Hygiene Certificate for each session.
- The senior practitioner on duty is responsible for overseeing food preparation and serving food.
- Food preparation and serving can be undertaken by any staff who have been taught the lunch time and high tea procedures.
- Lunch is provided by our external catering suppliers Zebedees.
- Staff will carry out daily opening and closing checks to ensure standards are met consistently. These checks ensure:
  - 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.
  - Food preparation areas are cleaned before and after use.
  - There are separate facilities for hand-washing and washing up.
  - All surfaces are clean and non-porous.
  - All utensils, crockery etc are clean and stored appropriately.
  - Waste food is disposed of daily.
  - Cleaning materials and other dangerous materials are stored out of children's reach.
  - Children do not have unsupervised access to the kitchen.



- When children take part in cooking activities, they:
  - Are supervised at all times
  - 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 as suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Manager will contact the Health Protection Agency to report the outbreak. We will comply with any subsequent investigation.
- If two or more children are diagnosed with food poisoning, the setting will report the matter to Ofsted.

**This policy was updated and reviewed on:**

Review date	Name	Signature
September 2025	Rachel Holmes	