



"Think MORE; be a Westmorland Warrior..."

Food safety and hygiene Policy

Westmorland Primary school

September 2024

**Review date: September 2026
Signed: Headteacher**



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School Breakfast Clubs, Mid-Morning Snacks & After School Clubs – Food Hygiene Guidelines

CLEANING

Always use a clean cloth to wipe worktops. Use disposable kitchen cloths where possible. Ensure re-usable cloths are washed and disinfected in between use. We recommend laundering re-usable kitchen towels/cloths on a 90 degrees cycle in the washing machine.

Ensure that the cleaning chemicals you use are suitable for food preparation areas. Scented / fragranced cleaning products should not be used as they can taint the food. We recommend the use of an odourless antibacterial spray. Products must be risk assessed under COSHH regulations.

To effectively disinfect areas used for both raw and ready-to-eat foods, a two-stage cleaning process must be followed:

Stage 1: use a detergent to clean and remove any visible dirt followed by rinsing with clean water

Stage 2: disinfect using a disinfectant at the correct dilution and contact time recommended by the chemical manufacturer.

Disinfection will not work on visibly dirty surfaces.

EGGS

If you handle and prepare raw eggs in your breakfast club, we recommend the use of lion marked eggs (from vaccinated Salmonella-free flocks)

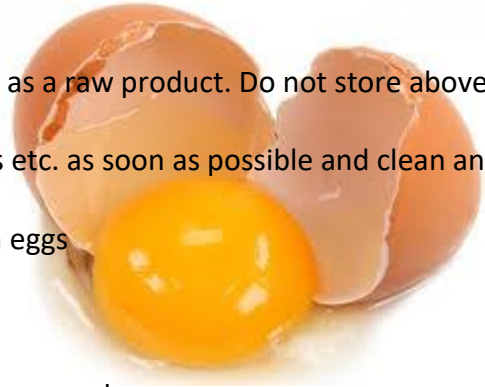
Do not use eggs past the Best-Before date.

We recommend that you store eggs at the bottom of the fridge as a raw product. Do not store above or next to cooked and ready-to-eat foods.

When handling / preparing raw eggs, dispose of all waste/shells etc. as soon as possible and clean and sanitise all surfaces and equipment.

Always wash hands thoroughly after touching and working with eggs

Cook all eggs thoroughly – do not serve lightly cooked eggs.



FOOD HANDLING

Avoid unnecessary handling of food – use clean tongs, serving spoons etc.

Fresh fruit and vegetables that are to be eaten raw must be washed thoroughly prior to serving.

Soil where fresh produce grows can become contaminated with bacteria such as E.coli 0157 which can transfer to fruits and vegetables. Effective cleaning of surfaces and equipment is critical after preparing unwashed fresh fruit and vegetables and a 2-stage cleaning process must be followed (please see the cleaning section for steps on how to do this).

FOOD POISONING

If you have symptoms of food poisoning such as diarrhoea and/or vomiting, you must not return to school until you are 48 hours symptom-free.



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HAIR

Follow good personal hygiene. Tie long hair back. We recommend that hair is covered with a hat or hairnet.

HANDWASHING

Wash hands regularly including the palms and the backs of hands, especially at the following times:

- Before preparing foods
- Between handling raw and cooked food
- After using the toilet
- After, eating, drinking, and smoking breaks
- After handling refuse and waste materials



JEWELLERY

Jewellery should not be worn by food handlers except plain wedding bands or sleeper earrings.

PROTECTIVE CLOTHING

Wear clean protective clothing to prevent contaminating the food or food surfaces. You must not wear the same clothes you have travelled to work in, when preparing foods. We recommend that you wash your protective clothing on a 90 degrees cycle in the washing machine. It is good practice to use disposable gloves and/or aprons for raw food preparation.

RAW FOOD STORAGE

Store raw foods below cooked and ready-to-eat foods to prevent cross contamination.

Cover foods with a food-grade material such as cling-film / foil to prevent contamination.

REFRIGERATORS

Check your refrigerator temperatures regularly with a temperature probe. Chilled foods should be stored between 0 – 5 degrees and frozen foods stored at -18 degrees.

If a digital temperature probe is used to take food temperatures, you must ensure it is cleaned and then sanitised prior to inserting it into the food. We only recommend the use of sanitised probe wipes or spraying an odourless anti-bacterial spray into a clean paper towel

Don't overload fridges, as this will hinder the circulation of cool air and therefore affect the temperature of the food.

WOUND COVERING

Cover wounds with waterproof high visibility blue dressings.

TRAINING

All staff who prepare snacks needed to have completed the award in food hygiene – a course that has been assured by the Royal Society for the Prevention of Accidents (RoSPA) qualifications.

HEALTHY EATING

At Westmorland Primary School, we believe that nutritious food and drink are essential for children's wellbeing.

During meal and snack times, we will always encourage children to gain an understanding of how food and water is an essential part of growing big and strong. Our aim is to meet the dietary and cultural



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requirements to promote children’s healthy growth and development. All Children will always have access to fresh drinking water during their day and during mealtimes.

We will ensure that all meals and snacks are nutritious, healthy, and balanced. Children’s medical and personal dietary requirements are always known and respected (Parents/carers are required to provide details when their child is enrolled into the nursery).

Dietary rules of religious groups, vegetarians/vegans are known and met in an appropriate way, making sure that they are always respected and valued within the setting.

ALLERGIES

All staff must be aware of the allergies of children in their care. These will be recorded on the sheets in the yellow file, and also recorded on SIMS in order for all staff to access this when needed.

Staff must ensure that children are risk free from any snack that will be given and things are not cross contaminated.

If any children do suffer an allergic reaction, staff are to follow their first aid training – the majority of the staff are Paediatric first aid trained.