

CHRIST CHURCH PLAYGROUP

Food Safety Management Policy

Standard Procedures for the Playgroup

- The kitchen is cleaned before and after food is prepared
- A daily log is kept of opening and closing checks made, fridge temperature and any action taken (see below).
- Staff preparing food are trained in food hygiene matters to at least Level 2 CIEH (Chartered Institute of Environmental Health).
- Staff remove jewellery including stud earrings. Wedding bands may be kept on.
- Staff wash their hands before preparing food using hand free soap dispensers and paper towels for drying.
- Children wash their hands before eating lunch using a press-top soap and paper towels for drying.
- Plates, cups, knives, forks and spoons are stored in the kitchen in lidded boxes.
- The bin used has a lid.
- Tea towels and towels are changed daily and washed at 90 C.
- Different coloured cloths are used for specific purposes:
 - Blue for wiping the tables (and Dettol wipes for the table clothes)
 - White for cleaning the work surfaces and for washing up (also green scourers are used)
 - Coloured sponges are used for wiping up the children's paint
- A cleaning schedule is followed (see over). Once a year the kitchen has a professional deep clean.
- 'Use by' dates are carefully checked. Stickers are used to clearly indicate use by dates on items such as mayonnaise. Mayonnaise is labelled with date of opening and used within 4 weeks.
- Information about children with food allergies is well communicated to staff and displayed in the kitchen with the the child's name and photograph.
- Staff suffering from diarrhoea and/or vomiting must stay at home for 48 hours following the last bout before returning to work.

Daily Opening Checks

These checks will be carried out each day before lunch is prepared. Staff will sign the food safety log.

Fridge and freezer are working correctly and temperature in the fridge is under 5 C

Staff are fit for work, wearing clean clothes and have removed jewellery

Food preparation areas are clean and disinfected where appropriate (work surfaces, equipment, utensils etc)

There are plenty of hand washing and cleaning materials available (soap, paper towels, cloths, sprays and wipes etc)

Daily Closing Checks

These checks will be carried out each day after lunch is finished. Staff will sign the food safety log.

No food is left out

Food past its 'use by' date has been thrown away

Dirty cloths have been removed for cleaning and replaced with clean ones

Waste has been removed and new bags put into the bins

Cleaning Schedule

The following cleaning schedule will be followed.

In addition, the items listed below will be cleaned on an ad hoc basis as and when required due to spillages etc.

Item	Daily	Weekly	Termly	Annually	Notes
Floor	✓				Swept and mopped
Surfaces	✓				Washed with soapy water then wiped with anti-bac spray
Playgroup tables	✓				Wiped, plus tablecloths wiped with Dettol wipes
Fridge		✓			
Cooker	✓		✓		Wiped daily. Thoroughly cleaned at start of term.
Cupboards			✓		
Bins	✓				Emptied and wiped
Entire kitchen				✓	Professional deep clean each summer including walls and ceiling

This policy was updated on 9th October 2013 following review by the Playgroup Committee

Signed on behalf of the playgroup.....

Playgroup Food Safety Log For Month Of _____

w/c:	Monday	Tuesday	Wednesday	Thursday	Friday
Opening checks complete					
Fridge temperature					
Closing checks complete					
Any problems or changes?					
Please write notes here					

w/c:	Monday	Tuesday	Wednesday	Thursday	Friday
Opening checks complete					
Fridge temperature					
Closing checks complete					
Any problems or changes?					
Please write notes here					

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Opening checks complete					
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w/c:	Monday	Tuesday	Wednesday	Thursday	Friday
Opening checks complete					
Fridge temperature					
Closing checks complete					
Any problems or changes?					
Please write notes here					

Opening Checks

- Fridge and freezer are working correctly and temperature in the fridge is under 5 C
- Staff are fit for work, wearing clean clothes, removed jewellery
- Food preparation areas are clean and disinfected where appropriate (work surfaces, equipment, utensils etc)
- There are plenty of hand washing and cleaning materials available

Closing Checks

- No food is left out
- Food past its 'use by' date has been thrown away
- Waste has been removed and new bags put into the bins
- Dirty cloths have been removed for cleaning and replaced with clean ones

