



Woodham Mortimer Pre-School  
 Woodham Mortimer Village Hall  
 Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX  
 Telephone: 07742 228077  
 Website: www.woodhammortimerpreschool.org.uk  
 e-mail: woodhammortimerpre-school@hotmail.com  
 Registered Charity Number: 1060526 DFES / OFSTED Number 650168  
 PSLA Membership Number: 20167

## HEALTH AND SAFETY

**General Welfare Requirement: Suitable Premises, Environment and Equipment**  
 Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose

### 3.7 – FOOD HYGIENE POLICY

(including procedure for reporting food poisoning)

#### POLICY STATEMENT

In our setting we provide and/or serve food for children on the following basis:

- Snacks

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.

#### EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	N/A	3.3 The learning environment 3.4 The wider context	N/A

#### PROCEDURES

- The person in charge and the person responsible for food preparation understands 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*
- At least one person has an in-date Food Hygiene Certificate
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*)
- 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 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
- 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
  - ❖ 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, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation
- The Pre-School must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence

## **LEGAL FRAMEWORK**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

## **FURTHER GUIDANCE**

- Safer Food Better Business (Food Standards Agency)
- [www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers)

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School**

**Date of Meeting**

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**Review Date**

**January 2011**

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**Signed on Behalf of Woodham  
Mortimer Pre-School**

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**Name of Signatory**

**Kayte Terrett**

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**Role of Signatory**

**Chairperson – Woodham Mortimer Pre-School Committee**

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