



## Food Hygiene Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

| Version | Date       | Author  | Comments  |
|---------|------------|---------|---|
| 1.0     | 30.11.2017 | RM / LC | <ul style="list-style-type: none"> <li>• Updated format and introduction of version control</li> <li>• Changed job titles in light of recent changes to organisation</li> <li>• Added contact details for Wycombe District Council Environmental Health team</li> </ul> |
| 1.1     | 05.07.2018 | RM / LC | <ul style="list-style-type: none"> <li>• Reviewed policy in line with annual review schedule</li> </ul>   |
| 1.2     | 24.04.2019 | RM / NK | <ul style="list-style-type: none"> <li>• Updated job titles</li> </ul>  |
| 1.3     | 04.07.2019 | LC/NK   | <ul style="list-style-type: none"> <li>• Addition of requirements around meal times (e.g. children do not walk around with food)</li> </ul>   |
| 1.4     | 02.07.2020 | LC/NK   | <ul style="list-style-type: none"> <li>• Full annual review</li> </ul>  |

### Reviews and Approvals

|                             |   |   |
|-----------------------------|---|---|
| <b>Policy adopted :</b>     | 15 September 2009 by Windmill Under 5s Management Committee |   |
| <b>It was last updated:</b> | 4 July 2019   |   |
| <b>It will be reviewed:</b> | Summer Term (July) 2021                                     |   |
| <b>Signed &amp; dated:</b>  | Natasha Kann  | Natasha Kann – Chairperson<br>on behalf of the Management Committee |

## Safeguarding and Welfare Requirement: Health

Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious.

## Health

### 20. Food Hygiene

(Including procedure for reporting food poisoning)

#### **Policy statement**

Windmills maintains 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, as we provide children with a mid-morning snack.

#### **Procedures**

- The Preschool Manager and the person responsible for food preparation understand the principles of *Hazard Analysis and Critical Control Point (HACCP)* as it applies to Windmills. This is set out in *Safer Food Better Business*. The basis for this is risk assessment of 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*.
- All staff involved in the preparation of food have completed a Basic Food Hygiene Course and obtained their Certificate.
- Staff carry out daily opening checks on the kitchen to ensure standards are met consistently.
- Parent helpers who sometimes prepare snack are asked to read a snack preparation guide before preparing food to ensure hygiene standards are met.
- 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 served to children within 4 hours of arriving at Windmills.
- Food preparation areas are cleaned before use as well as after use.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily and uneaten food returned to lunch boxes for parents/carers to dispose of, other than opened yoghurt or other messy food. This allows parents/carers to see what has been consumed by their child.
- Children do not have unsupervised access to the kitchen; a safety gate is in place.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Snack and mealtimes are supervised by the staff team.
- Children are not permitted to walk around whilst eating.

- Staff should report to the Preschool Manager immediately if they have an illness that is likely to be passed on through food. They should immediately seek to exclude themselves from food handling duties and areas if they develop such symptoms at work. Staff suffering from vomiting and/or diarrhoea do not attend Windmills and respect the current exclusion period. When returning to work after the exclusion period, the staff member does not prepare or handle food or drinks.
- 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 2 or more 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 from within Windmills, the Chairperson will contact the Wycombe District Council Environmental Health Department, to report the outbreak and will comply with any investigation. Contact details: 01494 461 000 or [environmentalhealth@wycombe.gov.uk](mailto:environmentalhealth@wycombe.gov.uk)
- The Chairperson will notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

### **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/hyqleg/hyqlegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hyqleg/hyqlegresources/sfbb/sfbbcaterers)