



## **Food hygiene policy**

Special precautions must be exercised by all adults and children when preparing, handling, cooking and storing food at Pre-School.

### **Storage**

**All** food stuffs that have to be refrigerated must be washed beforehand - this includes milk bottle. Fruit and vegetables must be thoroughly cleaned and kept in the separate drawer at the bottom of the refrigerator. If more than the drawer can hold then fruit and vegetables are kept on a shelf within the fridge also. Dairy items have their own shelf or 2 shelves if they do not fit on one. Staff will write the date they opened each item, when they reused it and look at the use by dates and used within x days of opening and add this information if applicable. Use by dates should be noted and any food that is past this date must be disposed of to avoid cross contamination.

### **Safety**

Kitchen and food safety is about managing everything that happens in the food area or main hall to reduce the risk of burns, cuts, falls, food poisoning and food allergies and intolerances. Staff in charge of food activities must think and manage food safety procedures. A risk assessment must be carried out prior to the start of the activity, paying particular attention to any hazards. All staff that are responsible for preparing and serving food at Pre-School will have taken a level 2 Food Hygiene course and will ensure that this is kept current and up to date.

### **Food preparation**

All staff must be made aware of good practise and any food allergies or intolerances. Certain ingredients may need to be substituted for 'safe' alternatives where applicable making sure that all in attendance can participate.

All staff involved in food preparation must wear a blue disposable apron. Children helping with the activity must wear an apron and wash hands with warm soapy water.

A colour coded key is on display in the kitchen to direct staff to the correct coloured chopping board for each food item.

Tables cloths are to be used whilst the children have a snack. These need to be wiped down after use with hot soapy water/ disinfectant and dried with blue paper towels or blue tissue roll.

### **Lunch boxes**

Parents are advised to place cool packs into their child's lunch boxes, reminders will be sent out in warm weather.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School: \_\_\_\_\_ Date \_\_\_\_\_

This policy will be reviewed: \_\_\_\_\_ Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

**Member of the Preschool Learning Alliance  
Registered Charity No. 1075958**

Date:

