

Food Handling and Safety Policy and Procedures

We have a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees and volunteers, who handle or serve food, or work in food preparation areas have a responsibility to:

- Maintain a high standard of personal hygiene;
- Wear a disposable hair net and disposable gloves at all times;
- Wear an apron as supplied at all times and ensure it is changed daily or when soiled;
- Ensure all linen including aprons, hand towels, tea towels and dish cloths are changed daily and used only for food equipment and hands;
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the Food Handling and Safety Policy which can be found on the school website or a copy is held in the main office;
- Staff who prepare and handle food receive appropriate training to comply with food safety and hygiene regulations (HIS 167);
- Report shortcomings to the Property Manager, e.g. faulty or damaged storage, preparation and service equipment;
- Staff not handling or serving food must not be in the serving area.

Principles of Safely Handling Food

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

Keep it Clean – Keep it Cool – Keep it Covered

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten for which it was prepared/issued must not be kept or offered for service at a later time;
- Any leftover food must be covered (school functions) and placed in refrigerator immediately – it can only be taken out of refrigerator for a period of no longer than two hours and then it is to be disposed.
- Signs of any type of pest infection must be reported immediately to the Property Manager.

Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.

Food Handling Procedures

Personal Hygiene

1. Staff with viruses/infections are not to prepare food
2. Tie back long hair
3. Wash hands thoroughly in hot soapy water and use a clean towel or disposable towel
4. Food handler not to display any bad habits – lick finger to open bag, scratching etc.
5. Plasters must be used on any open wounds, then covered with a disposable glove
6. When preparing or handling food, disposable gloves must be worn or tongs used

Kitchen Set up

1. Cleaning rota followed
2. Ensure floors, walls, ceilings and tables are cleaned using food safe materials
3. Ensure floors are not slippery when kitchen is in use
4. Fridge temperatures should not reach more than 5 degrees Celsius and should be checked and recorded daily
5. Store cleaning agents in a locked cupboard or out of a child's reach
6. Warming units must be checked to see they are holding food above 70°C

Utensils

1. Ensure cups, plates and cutlery are cleaned after each use
2. Replace chipped, chewed cups

Cleaning Agents

Detergent - A chemical that can cut through grease but does not kill bacteria

Disinfectant - A chemical that cannot break through grease but can kill bacteria

Sanitiser - A chemical that can cut through grease and kill bacteria

Sterilisation - Heat treatment to a temperature above 100°C

Training

A current Food Hygiene Certificate (Auckland City Council) must be held by all staff members employed in the preparation and handling of food.

Date (policy effective from)

2016

Review Date

2020

Signature