



AFTER SCHOOL CLUB

OFSTED REGISTERED EY397554 / EY451889

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Food Hygiene Guidelines

XYZ After School Club has a responsibility to ensure food safety for the children and staff. Food safety involves everyone – not just the person organising the refreshments. It is also important for staff and children to be aware of the need for children's own food hygiene.

All staff need to have a basic food hygiene induction and attend training when appropriate.

General Hygiene

Always wash hands before handling food.

Clean preparation tables and lunch / tea tables with suitable cleaning agent as follows:

1. Wash down tables with hot soapy water.
 2. Rinse
 3. Apply disinfectant/antibacterial spray
 4. Rinse
 5. Where possible, leave surfaces to air dry.
 6. Any cloths used to clean must be put into laundry before being used at next session
- Use blue plasters if you have any cut or graze on your hands
 - No jewellery on hands except wedding rings when preparing food
 - Always wear a protective apron when preparing food
 - If you have colds, coughs etc, do not handle food
 - Ensure you always use clean dish cloths and tea towels
 - Keep food covered
 - Ensure children wash hands before eating or taking part in food preparation
 - Lunch boxes to be kept in a cool area

Store Food Safely

- The fridge must be below 4°C
- The freezer must be below -18°C
- Raw food kept at the bottom of the fridge
- Keep raw & cooked food separate
- Keep dry foods dry
- Use food before use by dates
- Chilled food opened or started must be disposed of if not used within 1 day

Prepare food safely

- Follow thawing and cooking instructions
- Cover food
- Keep surfaces and equipment clean
- Wash hands between handling raw and cooked foods
- Use different utensils for preparation of raw and cooked food
- Don't leave food out for any length of time

Take steps to minimise risks – through safe storage, temperature control, cleaning and disinfecting, good hygiene and safe disposal.

Signed:

Clare Hall

Adopted: Sept 2009 Sept 2010 Sept 2011 Sept 2012 Sept 2013 Sept 2014 Nov 2015

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