



Kingsdown Pre-school procedure for cleaning, food safety and hygiene at snack club

Before snack club the person responsible will:

- Take off watches, rings (if possible) and bracelets and tie back hair if possible.
- Make sure any cuts are covered by blue plasters
- Put on a disposable apron
- Wash their hands in accordance with Government guidelines and wipe taps, using a paper towel. Hands will be washed again after food preparation and regularly as necessary during snack club.
- Check the temperature of the fridge is 5c or below and make adjustments to the thermostat if necessary. Record the temperature in the food diary.
- Wash fruit and vegetables thoroughly even if the skin is not to be eaten and prepare on plastic chopping boards which are regularly replaced.
- Check sell by/use by dates of perishable items to ensure food is still in date. Perishable food will, where possible, be stored in the freezer compartment.
- Check the allergy/food preference list to ensure that children are not served food to which they may have an allergic reaction.
- Enter into the Food Diary where children with allergies/food preferences have been given different food to the rest of the children. This will be signed by the member of staff doing snack club and witnessed by another member of staff.
- Record in the food diary the food that is served that day

Separate utensils will be used to serve food to children with allergies. Food for children with severe allergies will be kept separate from other food.

The snack club table will be wiped thoroughly with anti-bacterial spray according to the directions on the product. The table will be cleaned throughout snack club as necessary. This procedure will also apply to the lunch tables.

Cloths will be used according to the colour coding chart displayed in the kitchen. A new cloth will be used for each session or sooner if needed. This cloth will be thrown away at the end of the session.

Rubbish from snack club will be wrapped in newspaper and put into a black sack which will be placed in lidded dustbin outside at end of the session..

When snack club has finished the table will be thoroughly cleaned and all utensils used will be washed using very hot water (rubber gloves should be worn) and dried and aired before being put away.

Only clean cloths will be used to dry utensils and these will be washed on a daily basis.

No anti-bacterial spray will be left or stored near any food items.

When a container of milk is opened, the date for it to be used by will be written on the container. Any unused milk after this date or the use by date (whichever is soonest) will be disposed of.

If the toaster has been used the crumb tray will be washed and the toaster wiped down before being put away.

The fridge and microwave will be checked regularly and wiped down once a week.

At the end of the session the manager or senior member of staff will ensure that the food diary is completed (and signed) with details of the fridge temperature at the beginning and end of the session, what food was served and details of any allergens in the food being served.

This procedure was reviewed by Kingsdown Pre-school on 31 August 2021

Signed on behalf of the pre-school by A. Bridges