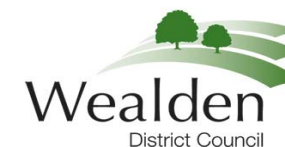


Food Safety Procedures for small Nursery's/pre-schools Businesses

Name of Business:

Address:

(Please tick any activities that apply to you and cross out those that don't)



| What we do | Please tick | Additional information |
|---|-------------------------------------|------------------------|
| We are a Nursery/Pre-school for a maximum of <i>(Insert number)</i> children with an age range of <i>(insert age range)</i> | | |
| The food I provide for the children (please tick all that apply) | | |
| Soft drinks, fruit & biscuits | | |
| Sandwiches <i>(you could list the fillings if you want to)</i> | <input checked="" type="checkbox"/> | |
| Cooked Meals | | |
| Parents provide food | <input checked="" type="checkbox"/> | |
| Other (please state | | |
| | | |
| Safe Buying of Food | | |
| I buy food from reputable local shops/supermarkets | | |
| I buy food from the local Cash and Carry | | |
| I always check that the wrapping isn't damaged and is within its date code. | | |
| I transport the food home in insulated bags | | |
| The journey home is less than 1 hour/ <i>(insert journey time)</i> | | |
| | | |
| Safe Storage of Chilled Food | | |
| All chilled foods that I buy are put in the fridge straight away after delivery and preparation. | | |
| I check the fridge temperature daily to make sure is stored below 8°C. | | |
| Packed lunches provided by parents are kept refrigerated/in cool boxes with ice packs. | | |
| | | |

| | | |
|---|--|--|
| Safe Frozen Food | | |
| All frozen foods are kept frozen solid (ideally -18°C or colder). | | |
| All frozen foods are kept wrapped. | | |
| Foods are defrosted in the refrigerator/at room temperature for a short time then chilled. | | |
| | | |
| Preventing Contamination | | |
| All food is kept covered as much as possible. | | |
| I keep raw and ready to eat foods apart and use different utensils to handle them. | | |
| I prepare raw foods on different areas/chopping boards. | | |
| Raw foods are kept below ready to eat foods when in the fridge. | | |
| I keep my own food separate from the businesses food. | | |
| I keep pets out of the kitchen. | | |
| Food and food equipment is not stored on the floor | | |
| | | |
| Safe Cooking | | |
| I always check foods to make sure they are cooked/reheated thoroughly. | | |
| I follow the manufacturers information on the wrapping. | | |
| I always make sure the food I serve is within its date code. | | |
| | | |
| Safe Hot Holding | | |
| I only keep cooked foods hot for short periods (Less than 2 hours) | | |
| | | |
| Safe Personal Hygiene | | |
| I always wash my hands thoroughly before handling food. | | |
| I always have a good supply of hot water, soap/anti-bacterial soap, and clean towels for hand washing | | |
| I wear clean overalls/aprons when cooking food and keep my hair tied back. | | |
| I handle the food as little as possible. | | |
| I ensure the children wash their hands thoroughly before eating anything. | | |
| I do not prepare food if I have had any symptoms of food poisoning. | | |
| I ask parents not to bring their children to me if they have had any symptoms of food poisoning. | | |

| | | |
|--|--|--|
| | | |
| Safe cleaning and maintenance | | |
| I make sure all preparation surfaces are clean and disinfected before use. | | |
| I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended) | | |
| Re-usable cloths are changed regularly throughout service and are washed on a hot washing cycle before re-use. | | |
| All equipment is thoroughly cleaned and is checked to make sure it is safe to use. | | |
| I keep our cleaning equipment clean and away from food. | | |
| I keep cleaning chemicals out of harms way so it won't contaminate food and so children can't access them. | | |
| I keep food preparation surfaces tidy and clear of unnecessary clutter. | | |
| I keep my kitchen, cupboards and work tops in good repair. | | |
| | | |
| Safe Pest Control | | |
| I check our premises for any signs of pests like rats or mice. | | |
| I keep food protected from any flies that get in. | | |
| If I ever find any problems I would call a contractor to deal with them | | |
| | | |
| Records | | |
| I keep a record of any problems that arise, e.g. with temperature control, in our daily diary | | |

Signed

Date

(Please provide any additional notes you want to make on the back of this form)

Additional Notes: