



## **Food Safety Policy and Procedures**

**Updated: 12/03/2025**  
**Review Date: 12/03/2026**

### **Introduction and Aims**

We are committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times and maintained at all times. We follow the guidelines set out in "Safer food, Better Business" (FSA) and are proud to display a Food Standards Agency Hygiene Rating of 5 (correct as of 1<sup>st</sup> September 2024). This policy is to aid staff in complying with legislation and best practice.

### **Food Safety Folder**

Bale's Farm maintains a 'Food Safety Folder' which contains the following:

- This policy
- Food Hygiene Training records
- Record sheets for fridge temperatures and cleaning schedules

The Food Safety Folder is an online folder which can be found on the project management system Basecamp. All staff have access to the folder and documents within.

### **Duties of the Servers**

Staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths

- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Wear suitable food standard gloves and keeping fingernails short, clean, and free from varnish

The nominated member of staff has a responsibility to ensure that the fridge/freezer is monitored and recorded and remains within specified limits. Past records are filed in the Food safety folder.

At least one staff member, at each setting, will have completed appropriate Food Safety and Hygiene and Food Allergies and Intolerance training. This person will be responsible for overseeing the preparation and handling of food in the setting.

### **Personal Hygiene**

Bale's Farm have high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved in the preparation of food follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing noses etc
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities e.g., sports
- After returning from a staff break

In addition:

- Fingernails must be kept short and clean. Staff must wear plastic gloves during food preparation
- While preparing food, staff should not chew gum or sweets and must never taste the food by sticking fingers or eating off of cooking utensils. This is particularly relevant when children are involved in cooking activities
- Any cuts, spots or sores on the hands and arms must be covered completely with a blue, waterproof dressing. Staff should check children's hands before they participate in activities involving food
- No outdoor equipment or clothing should be brought into the food preparation areas.
- Staff should avoid touching their hair and face while preparing food and ideally tie long hair back
- Staff and children should wash their hands after touching their face or hair
- Staff and children should under no circumstances continue to prepare food if they are feeling unwell or show symptoms of illness.

- Handwashing will take place in the kitchen or toilets and antibacterial hand wash is provided.

### **Managing Food Allergies and Intolerances**

Food allergies can affect a child at any time of their life. Parents/carers are required to inform Bale's Farm when the child starts attending the setting or when the child's allergy becomes known to the parent/carer. The allergy will be noted in their pupil pack and all staff are to be made aware of the child's allergy/intolerance.

Visitors will be asked if they have any allergies or intolerances. A board will also be displayed at the setting showing the food options available on that day with allergens listed underneath.

### **Food Preparation**

- All foods must be prepared as close as possible to the time of display for consumption or the time of delivery. After preparation, they should be refrigerated until immediately before service.

- Cold food should not be displayed for more than one hour. At the end of service all foods left over which have left on the service counters should be disposed of.

Food should not be left out at kitchen temperature for any longer than 20 minutes whilst being prepared. Once preparation has finished the food should be served, refrigerated or cooked depending on the circumstances.

### **Cleaning of Food Preparation Areas**

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy.

All surfaces being used to prepare food, including for activities involving food, and eating food (packed lunches) should be wiped initially to remove loose debris and then wiped down with an antibacterial wipe or antibacterial spray and cloth. Identified chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and are thoroughly rinsed. Washing up sinks should be between 50C and 60C.

After food activities or food preparation, the above procedure should be repeated. Floors should be swept regularly after each eating period to avoid build-up of dropped food.

### **Fridges and Freezers**

Staff are to log daily recordings of the fridge temperature. Staff also have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm, soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner

- Cleaning the seals around the fridge door to ensure that there are no spillage or stains
- Written records of temperature checks must be kept for at least three months and must include chilled and frozen deliveries, chilled and frozen storage, cooking, cooling and hot and cold display. Past temperature logs are kept in the Food Safety folder.

### **Cross Contamination**

Staff have a responsibility to ensure the correct implementation of appropriate cross contamination controls as listed in “Safer food, Better Business” (FSA)

[Safer food, better business \(SFBB\) | Food Standards Agency](#)

### **Food Storage**

Food will be stored in cupboards and fridges/freezers. All foods are stored according to safe food handling practices at a correct temperature, to prevent the growth of food poisoning organisms to ensure that food quality is maintained. Fridge temperatures are checked and recorded on a daily basis as part of the risk assessments. If there are temperature fluctuations that are not explained by simple error (e.g., failure to close the fridge properly), a new fridge will be purchased. Opened food will be labelled to show the date when it was opened.

Food will be contained in food bags or plastic containers in the freezer or fridge. Frozen cooked meats will be labelled to show when they were frozen. After tinned food has been opened, food must be decanted into a suitable container and not kept in an opened tin. Suitable containers would be plastic bowls covered with cling film or plastic lidded containers.

When taking food out of the freezer, it will be labelled with the date to show when it was taken out and will be thrown away three days after defrosting.

Food in the fridge and freezer will be regularly checked to ensure food dates are checked and if appropriate, out of date food will be thrown away.

Freezers are defrosted, if necessary, and cleaned once every half term.

### **Reducing choking risks**

- Children always eat in full view of staff and sat down
- A calm environment is kept to limit distractions
- Having a drink available during eating times

### **Transporting Food**

Low risk food items can be transported between settings by staff. Staff will ensure food is stored in clean plastic containers, with lids or covered with clingfilm, and taken directly to the venue. Food should be served on the same day.