

Food Safety Procedures for Small Nurseries/Pre Schools

Environmental Health - a shared service for:

Name of Business:

Address:

(Tick those that apply and cross 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 and biscuits Sandwiches (you could list the fillings if you want to) Cooked meals Parents provide food 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		
<p>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</p>		
Safe Frozen Food		
<p>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</p>		
Preventing Contamination		
<p>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</p>		
Safe Cooking		
<p>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</p>		
Safe Hot Holding		
<p>I only keep cooked foods hot for short periods (Less than 2 hours)</p>		

Safe Personal Hygiene		
<p>I always wash my hands thoroughly before handling food</p> <p>I always have a good supply of hot water, soap/anti-bacterial soap, and clean towels for hand washing</p> <p>I wear clean overalls/aprons when cooking food and keep my hair tied back</p> <p>I handle the food as little as possible</p> <p>I ensure the children wash their hands thoroughly before eating anything</p> <p>I do not prepare food if I have had any symptoms of food poisoning</p> <p>I ask parents not to bring their children to me if they have had any symptoms of food poisoning</p>		
Safe Cleaning and Maintenance		
<p>I make sure all preparation surfaces are clean and disinfected before use</p> <p>I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended)</p> <p>Re-usable cloths are changed regularly throughout service and are washed on a hot washing cycle before re-use</p> <p>All equipment is thoroughly cleaned and is checked to make sure it is safe to use</p> <p>I keep our cleaning equipment clean and away from food</p> <p>I keep cleaning chemicals out of harms way so it won't contaminate food and so children can't access them</p> <p>I keep food preparation surfaces tidy and clear of unnecessary clutter</p> <p>I keep my kitchen, cupboards and work tops in good repair</p>		
Safe Pest Control		
<p>I check our premises for any signs of pests like rats or mice</p> <p>I keep food protected from any flies that get in</p> <p>If I ever find any problems I would call a contractor to deal with them</p>		

Records		
I keep a record of any problems that arise, e.g. with temperature control, in our daily diary		

Signed

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Date

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