

## SECTION 3 HEALTH & SAFETY POLICIES

### 3.7 Food Handling and Storage Policy

**Aim:**

1. To ensure that all food is handled, prepared and stored hygienically.
2. To reduce the risk of food poisoning by ensuring high food handling and storage standards at all times.
3. To promote hygienic food practices.

**Process:**

1. All Centre staff are food handlers and handle food regardless of who provides and prepares the food.
2. All staff will complete a "safe food handling" education session, by watching the DVD *Bug Busters* and answering a set of questions during their induction at The Gums. Staff to participate in food safety review every year, at a staff meeting. Staff must sign and date the Food Handlers Register when they have completed the Bug Busters DVD. (Kept in Food Safety Program Folder in Kitchen)
3. Staff handling food must ensure they wash their hands after eating, toileting, wiping noses, touching parts of the body, handling rubbish, handling used utensils, handling raw food, and between handling raw and cooked foods.
4. Staff handling food must ensure they are free from illness, cover all cuts and sores with a clean band aid. Staff handling food should ensure their nails are kept short and clean.
5. Long hair should be tied back at all times
6. Gloves will be worn when cutting up fruit or buttering bread (ready-made foods)
7. When cutting up foods that will be cooked, gloves are not a requirement
8. When all staff enter the kitchen they must wash their hands before serving food
9. Tongs or Gloves are to be used when serving food directly such as bread / fruit, if just handling bowls / cups no gloves required.
10. Staff to avoid touching teats of bottles, unless they are wearing gloves
11. It is the cook's responsibility to ensure that all utensils and equipment are thoroughly cleaned after use.
12. The Director / Assistant Director and cook ensure that the Centre is kept free from pests and vermin. Pest Control Records are kept in the Food Safety Program Folder in the kitchen.
13. It is the cook's responsibility to ensure that the kitchen is kept tidy at all times and all surfaces are sanitized daily. The cook must ensure that the dishwashers, fridges and freezers are kept clean at all times.
14. Staff must ensure bins are cleared regularly.

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15. All staff ensure that only clean utensils are used for serving and eating food.
16. Staff ensure that food is covered and labeled before storage.
17. Staff must ensure food is stored in accordance with food safety standards and that "used by" dates are complied with.
18. Food will be stored and served at safe temperatures ie below 5 degrees C or above 60 degrees C.
19. Ready-to-eat frozen potentially hazardous foods should be thawed in a refrigerator operating at 5°C or below, or alternatively in the microwave.
20. A separate cutting board will be used for raw meat and chicken and utensils and hands will be washed before touching other foods.
21. No children will be permitted in the kitchen preparation area.
22. Once meals are prepared they are to be served to the children with minimal delay. Children must wash their hands before each meal and before handling any utensils. Children will not be permitted to share utensils while eating.
23. Staff will talk with children about the importance of hygiene and why we wash our hands before preparing or eating meals on a regular basis.
24. The cook will ensure that all food is safely prepared, in particular; that food is cooked thoroughly, meat is correctly thawed, and food is appropriately reheated.
25. The Centre uses thermometers to record the temperature of the fridge and freezers. These records are kept on the kitchen fridge door.

SOURCE:       Caring for Infants (Central Sydney Area Health Service)  
                  Qld Dairy Authority  
                  Local Council Environmental Health Officers  
                  FSANZ Food Standards Australia and New Zealand  
                  Food Safety Standards 3.1.1, 3.2.2, 3.2.3  
                  Food Safety Programs 3.2.1  
                  Start Right Eat Right  
                  Food Safety Template for childcare centres - Department of Health SA

Relates to Quality Area 2: elements 2.1.3, 2.2.1, 2.3. Regulation 168(2)(a)

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