



Food Handling and Hygiene

Review Date: 11/04/2018

Introduction

Safe food handling practices are essential for the health and wellbeing of children and adults in Early Childhood Education and Care settings.

Guidelines assist all stakeholders to be mindful of their responsibility to follow procedures consistently.

Goals – What are we going to do?

Our service will provide a safe environment through good hygiene and food handling practices children, staff and volunteers.

Strategies - How will it be done?

The Approved Provider will:

- Oversee policy and procedure updates regularly.
- Examine Work Health & Safety issues around food handling and hygiene brought to them by the Nominated Supervisor, or other channels.
- Ensure staff have access to training as necessary.

The Nominated Supervisor will:

- Ensure staff and volunteers are informed of safe food handling during orientation and as needed.
- Ensure practices are being followed.
- Report back to the Management Committee about any Work Health & Safety issues arising including food handling and hygiene.
- Update the policy in collaboration with staff, families and dieticians or other suitable health care professionals.
- Ensure parents receive information on safe food handling practices.
- Replace cutting boards regularly so they aren't cracked or creviced.

Statutory Legislation & Considerations

*Education and Care Services
National Regulations 2011*

*Children (Education and Care
Services National Law
Application) Act 2010*

Sources

*Physical Activity and Nutrition
Outside School Hours*
[www.health.qld.gov.au/
ph/documents/hpu/24](http://www.health.qld.gov.au/ph/documents/hpu/24)

Reviewed in consultation with:

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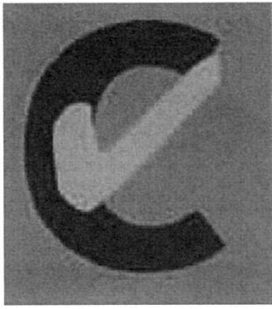
Educators and volunteers will:

1. Wash their hands before preparing, serving or eating food. Staff will use warm water and soap to wash hands and use disposable paper towels to dry hands.
2. Use tongs or gloves when serving food.
3. Clean food preparation, eating areas and utensils regularly.
4. Store all perishable food in the refrigerator. The refrigerator temperature will be monitored regularly to ensure it is less than 5°C.
5. Ensure all perishable food is kept cold while transporting.
6. Store food in sealed containers.
7. Regularly use the *Food Handling Checklist for Out of School Hours* to review, evaluate and document the service's food handling practices.
8. Discuss food handling and hygiene with children when serving, preparing and eating food.
9. NOT CONSUME HOT BEVERAGES SUCH AS TEA/ COFFEE AROUND CHILDREN AND WILL BE AWARE OF THE TEMPERATURE OF SOUP, STEWS, CURRIES, ETC. if they are consumed in the company of children.
10. Not use the microwave to reheat children's food.
11. Cloths are colour-coded and staff only use cloths to clean a surface according to colour-code.

Appendix: The Food Handling Checklist for Out of School Hours

**Adopted by the Management Committee
Signed by: Naomi Simpson, President
Date Signed: 11/04/2016**

REVIEW DATE: 11/04/2018



1.0 Checklist

1.1 Food handling checklist for Out of School Hours Services

Use this checklist regularly to check your service's procedures.

Date _____

Yes No

Food preparation facilities

- | | | |
|---|--------------------------|--------------------------|
| 1. There is access to hot and cold running water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A sink is available for washing up. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. There is soap available for hand washing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Paper towels are available for hand drying. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. There is sufficient refrigerator space for storing all perishable food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The refrigerator contains a thermometer. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. There is adequate seating or floor space for children to sit whilst eating. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Equipment, such as cutting boards, are in good condition with no crevices or cracks. | <input type="checkbox"/> | <input type="checkbox"/> |

Good personal hygiene

- | | | |
|--|--------------------------|--------------------------|
| 9. Staff and children who are sick do not prepare food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Staff wash their hands with soap and warm running water before handling food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. After washing, staff dry their hands completely with a paper or single use towel. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Staff wear disposable gloves or use tongs when handling cooked or 'ready to eat' food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Staff prevent their hair from falling into food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Staff do not smoke in food preparation area. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Children wash their hands before handling or eating food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Children do not share food, plates, cups or utensils. | <input type="checkbox"/> | <input type="checkbox"/> |





Safe food storage

- | | Yes | No |
|--|--------------------------|--------------------------|
| 17. Perishable food is kept cold while transporting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. All perishable food is stored in the refrigerator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Perishable food left at room temperature for longer than 2 hours is thrown out. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. The interior refrigerator temperature is 5°C or lower. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. All food in the refrigerator is covered or in sealed containers. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Raw food is stored at the bottom of the refrigerator or in a sealed section of the refrigerator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. The interior of the freezer is -15°C or lower. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Large amounts of food are divided into smaller flat containers before refrigerating or freezing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Non-perishable foods are stored in sealed containers in a dry place. | <input type="checkbox"/> | <input type="checkbox"/> |

Safe food preparation

- | | | |
|---|--------------------------|--------------------------|
| 26. Separate equipment, eg. chopping boards, is used to prepare raw and cooked foods. | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Fruit and vegetables are washed well. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Meat, fish and poultry are thawed in the refrigerator or microwave. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Thawed food is not refrozen. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Food is reheated once only. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Food is reheated quickly to at least 75°C. | <input type="checkbox"/> | <input type="checkbox"/> |

Regular cleaning

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|---|--------------------------|--------------------------|
| 32. Work areas and equipment are cleaned with warm soapy water then rinsed in hot water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. After they are cleaned, all work areas and equipment including chopping boards are sanitised. | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Equipment is allowed to air dry. Tea towels are not used. | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Appliances such as refrigerators, ovens and microwaves are cleaned regularly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Floors are swept or vacuumed daily and washed at least once a week. | <input type="checkbox"/> | <input type="checkbox"/> |

Adapted from *Nutrition Ready to Go at Out of School Hours Services*, (2003)
 Network of Community Activities, Central Coast and South East Sydney Area Health Service,
 New South Wales