

## **Food Safety and Hygiene Policy**

Progressive Sports has high standards of personal hygiene for all members of staff involved in the handling and preparation of food and expect all staff and children to follow strict food handling and hygiene procedures. Any staff who show signs of being unwell will not be permitted to be involved in any food handling.

All staff/ children involved in the handling of food should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- After outside activities
- Between handling raw and cooked food
- After handling waste food or refuse
- After handling cleaning materials
- After eating, coughing, sneezing, blowing noses etc

### **Good Hygiene Practices:**

- Fingernails must be kept short and clean.
- While preparing food, staff should not chew gum or sweets and must never taste the food with their hands or off the cooking utensils.
- Any cuts, spots or sores on the hands and arms must be covered completely. Staff should check children's hands before they participate in activities involving food.
- Staff should avoid touching their hair and face while preparing food and ideally tie long hair back.
- Staff and children should under no circumstances continue to prepare food if they are feeling.
- unwell or show symptoms of illness.

### **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.

Children should always be seated on chairs or benches to eat with a table in front of them to rest their food. If at holiday camps there is no table/chair space provided, we will provide picnic blankets for the children and have them seated outside in the fresh air as much as possible.

Floors should be swept regularly after each eating period to avoid build-up of dropped food.

### **Fridges and Freezers:**

All members of staff at wrap around care clubs 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.

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 is no spillage or stains.

### **Food Storage:**

- Food will be stored in cupboards and fridges/freezers.
- Opened food will be labelled to show the date when it was opened.
- Cooked meats will be thrown away 3 days after opening.
- To save food, some cooked meats and other foods may be separated and part of the packet frozen. 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 3 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.