

FOOD HANDLING AND STORAGE NQS 2.1.3 Version 1.12

Keithcot Farm Children's Centre will ensure that all food handling, preparation and storage systems are hygienically maintained to reduce the risk of food poisoning / contamination. Food hygiene training will occur for all permanent staff who are involved in food handling (Bug Busters or I'm Alert program) and this will be updated every two years.

If a food handler is infected with Diarrhoea and/or is vomiting with Gastroenteritis, they should not return to work until they have been symptom free for 48 hours.

All food handlers when working in the kitchen will ensure that they maintain strict hygiene standards by washing their hands with warm water and soap and wearing disposable gloves:

- before and after handling raw foods
- between raw and cooked foods
- after toileting
- after wiping their nose
- after touching body parts
- after handling refuse
- after handling soiled utensils

All food handlers, when preparing food, will consider their health and hygiene by:

- ensuring hair that is below shoulder length is tied back or in a hair net
- being free from illness
- have all cuts and sores covered with coloured bandaids
- have clean, well maintained fingernails
- wearing gloves when in direct contact with food
- wearing clean clothes and an apron.

The kitchen or food preparation environment will be:

- sanitised on arrival and departure
- free from pests and vermin
- stocked with clean utensils available for use
- equipped with a dishwasher that washes at 66°C to thoroughly clean / sanitise all utensils and equipment and rinses at 86°C, calibrated to +/- 1°C
- supplied with clean rubbish bins
- equipped with a regularly maintained fridge and freezer
- equipped with an appropriate thermometer to record accurate readings inside the fridge and freezer
- equipped with an appropriate thermometer for testing and recording appropriate food temperatures

General hygiene procedures will be followed as listed:

- food will remain covered after preparation and until serving commences
- cold food will be stored at a temperature between 0°C and 5°C
- all frozen food will be stored in the freezer below minus 15°C
- all hot cooked foods/meals will be heated to a temperature of 75°C and the temperature recorded as per Food Safety Plan
- all meat will be thawed in the fridge or in the microwave immediately prior to use
- lunch is to be consumed on the premises or it will be discarded. If a child is asleep at lunchtime, their meal will be refrigerated until they are ready to eat it.

- utensils will not be shared between people
- raw and cooked foods will be kept separately
- equipment and utensils will be cleaned and sanitised between raw and cooked food preparation.
- tongs, utensils or gloved hands are used to serve food and shoulder length hair is tied back
- separate colour coded cutting boards and clean knives for fruit and raw and cooked meats are used
- bench tops are kept clean and free of mess
- kitchen floor should not become slippery or hazardous with water or food spillage
- appropriate reheating, cooking and cooling procedures are used as identified in the Food Safety Plan

Food safety programs as listed below will be maintained by the 'Cook' (Support Worker Level 2).

He/she will:

- maintain accurate records of all deliveries of cold food, frozen food, meats etc.
- identify and report (if necessary) all hazards immediately
- reduce any risks at the time of identifying them
- record a pest control maintenance program
- check stock and record returns
- maintain accurate records of cleaning programs
- follow-up / respond to any identified areas after receiving written documentation from health authorities

CREATED: November 2007

REVIEWED: November 2008, July 2009, July 2010, July 2011, July 2012, July 2013, July 2014, July 2015, July 2016, July 2017

TO BE REVIEWED: July 2018

SOURCED: Dietary Guidelines for Children and Adolescents in Australia (National Health and Medical Research Council, 2003)
Infant Feeding Guidelines for Health Workers (National Health And Medical Research Council, 2003)
Feeding and Nutrition of Infants and Young Children (World Health Organisation, 2000)
Child and Youth Health, South Australia: www.cyh.com.au
Australian Breast Feeding Association Guidelines
Start Right Eat Right 2007
Australian Government Healthy Eating & Physical Activity Guidelines for Early Childhood Settings (birth to five year olds)
Staying Healthy 5th Edition
DECD Hazard Alert HA41 - Food Safety 2017