

## **Food Safety Policy**

ClubsComplete is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

ClubsComplete follows the guidelines set out in 'Safer Food, Better Business' (FSA) and each setting which provides food to children is registered as a food business with the relevant local authority. Settings are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met.

All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with antibacterial soap and hot water before and after handling food and using the toilet
- Using disposable gloves where necessary
- Using clean, disposable cloths
- Using the correct and separate chopping boards
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Keeping nails short or wearing gloves when preparing all food
- Washing hands with warm soapy water in between preparing raw/ ready to eat foods
- Wearing a disposable apron and changing aprons after preparing raw foods
- Having a separate sink for handwashing
- Logging all food expiry dates
- Logging fridge temperatures
- Ensuring any food is defrosted correctly if applicable
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish.

### **Food storage**

All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If it is noted that there are temperature fluctuations that are not explained by simple user error (eg failure to close the fridge properly), a new fridge will be purchased.

### **Cleaning**

- The fridge is cleaned thoroughly, with warm, soapy water, on a weekly basis.
- Food is checked for freshness – anything past the use by date will be disposed of.
- Freezers are defrosted and cleaned once a month.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- Appropriate controls are implemented to reduce the risk of cross contamination.