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**FLITWICK PRE-SCHOOL**

**01 Health and safety procedures**

**01.03 Kitchen**

**General safety**

* Doors to the kitchen are kept always closed.
* Children do not have unsupervised access to the kitchen.
* We have locks on the cupboards containing cleaning products and cutlery including sharp knives.
* Children are not taken to the kitchen when meal preparation is taking place.
* Staff do not normally take tea breaks in the kitchen unless there is no alternative, in which case, tea-breaks are not taken in the kitchen when food is being prepared.
* Wet spills are mopped immediately.
* A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

**Cleanliness and hygiene**

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

* Floors are swept daily and washed twice a week
* All work surfaces are washed regularly with anti-bacterial agent.
* Inside of cupboards are cleaned regularly
* Cupboard doors and handles are cleaned regularly.
* Fridge and freezer doors are wiped down regularly
* We do not provide cooked meals. Ovens/cooker tops are wiped down after being used for cooking activities; ovens are fully cleaned as required.
* If our dishwasher breaks down, washing up done by hand is carried out in double sinks, where available, one to wash, one to rinse.
* Where possible all crockery and cutlery are air dried.
* Plates and cups are only put away when fully dry.
* Tea towels, if used, are used once. They are laundered daily.
* Any cleaning cloths used for surfaces are replaced daily.
* There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
* Any repairs needed are recorded and reported to the manager.
* Chip pans are not used.

**Further guidance**

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: [www.food.gov.uk/business-guidance/safer-food-better-business](http://www.food.gov.uk/business-guidance/safer-food-better-business)

These procedures were adopted at a meeting of Flitwick Pre-school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next date to be reviewed **November 2022**

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_Ritu Mistry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_