

General Advice for Children's Centres Providing Food

Before a Children's Centre starts to offer food to children or adults consideration should be given to the following points. Some are legal requirements and marked *, others are KCC policies and some are just good practice.

All KCC employees who handle food will need to complete a Food Handlers Questionnaire to ensure they are fit for work. This is carried out by Staff Care Services at www.staffcareservices.co.uk This includes new recruits, people with this new responsibility and people already working with food who have not already completed the assessment.



Food safety training is essential to ensure that mistakes are not made and the food served is safe. It is advisable that everyone is trained to CIEH Level 1 Food Safety Awareness and at least one member of the team takes the CIEH Level 2 Award in Food Safety in Catering



2010/11

This is the link to our training page on Kent Trust Web, where you will find our calendar of courses.

http://www.kenttrustweb.org.uk/School/client_training.cfm



Please visit CPD On-line to reserve a place

<http://cpdonline.kenttrustweb.org.uk/cpd/>

You should contact the Local Council Environmental Health Officer who will be able to advise you on all requirements. You will find them to be helpful and will be able to answer all your questions regarding food safety.

The environment where food is prepared and served must be safe and comply with food safety law. The reason for this is not only to comply with the law but also to reduce the risk of making the children ill.



The KCC Food Hygiene Policy is available on the Kent Trust Web



Kent Trust Web
Supporting Children, Families & Education

Be healthy
Stay safe
Enjoy and achieve
Make a positive contribution
Achieve economic well-being



Suggested minimum equipment

Cutlery, crockery, furniture
Food preparation equipment
Overalls*
First aid kit*
Fridge
Cool bag
Lidded storage containers*
Microwave
Kettle
Probe thermometer*
Fridge thermometer*
Sterile probe wipes*
Cleaning equipment*
Rubbish container*



Service

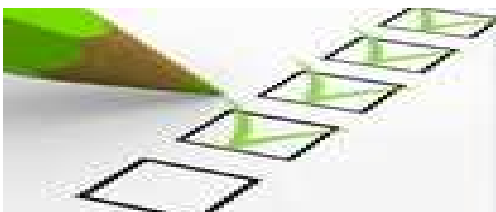
You will need to serve and prepare food in an area that is suitable for that use. Preparation areas will require surfaces that are sound and are easily cleaned eg Formica or stainless steel. Certain areas where there is excessive dirt or heavy movement of people will not be suitable for food preparation or service.

Access to a wash hand basin with hot water, soap and disposable towels or hot air dryer are a legal requirement.*

A separate sink or dishwasher for washing up will be required. Do not use sterilising sinks or dishwasher unless you have been trained to use them.*

Any surfaces used for preparation or serving, including dining furniture will need to be disinfected before and after use. DO NOT USE BLEACH.*

Clean, secure storage will be needed for all equipment, food and cleaning materials.*



What records should I keep?

1. EHO Registration*

Before starting you must register as a food business with the local Licensing Authority, give them a call to see if this is necessary.

European Food Safety Legislation now requires that you maintain records and operate a Hazard Analysis (HACCP) system.*

2. Cleaning

All chemicals will require COSHH (Control of Substances Hazardous to Health) data sheets. These are available from suppliers.

A cleaning schedule should be available. This explains what must be cleaned, when and using what process and chemicals. This can be in the form of a laminated sheet that is kept in a folder.*

3. Temperatures

Fridge and freezer temperatures will need to be taken and recorded every day. Fridges must be below 8°C although below 5°C is recommended. Freezers must be below -18° C.*

If serving high risk hot food e.g. eggs or meat, this should be heated to a minimum of 70°C throughout and stored at not less than 63°C. Once again temperatures will need to be taken and recorded.*

Perishable foods are best delivered direct to the centre from the supplier but in an emergency if it is necessary to use a local shop then food should be transported in an insulated cool bag between shop and the centre. In hot weather it may be necessary to use freezer blocks to keep temperatures low. Keep the time between shop and fridge to no more than 30 minutes. If food is delivered by a supplier you may need to take delivery temperatures, if so record them.

4. Training

You will need training in food safety as a minimum to CIEH Level 1, and at least one member of the team should have the CIEH Level 2 Award in Food Safety in Catering. Also keep records of any related training that has been done.*

Storage

Chemicals

A separate lockable storage area will be required for cleaning chemicals. Ensure you have the appropriate protective equipment eg gloves.*

Outside Clothing

A separate area away from food preparation and service will be required for outdoor clothing.*

Dry Food

Open foods will need to be stored in clean lidded containers. Newest foods placed at the back of the cupboard. It is good practice to label containers with the use by date if products are decanted.*

Refrigerated Food

Store open foods in clean lidded containers. Never store canned goods in their cans eg baked beans, tomatoes etc. Store all foods as per fridge planner.*

General

Only store what you need for usual consumption, do not over stock. Check “use by dates”, always use stock in rotation – first in first out.*



Purchases

Chemicals

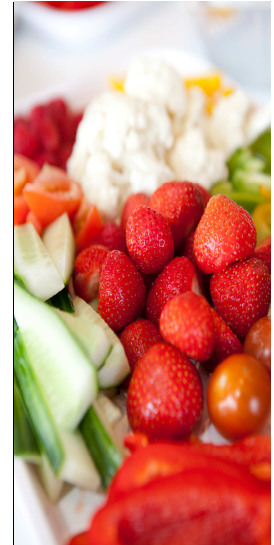
Purchases can be made from County Supplies. This will be considerably cheaper and they will supply the COSHH data sheets. Check that the products are designed for the tasks and that you have the appropriate personal protective equipment.

Dry Goods

Only purchase what you need for the menu. Only buy what you have room to store.

Refrigerated Goods

Only buy what you have room to store. Check the use by dates. It is not good practice to freeze refrigerated goods for later use e.g. milk or bread, it is better to shop twice or three times weekly and buy in smaller quantities.



Menus

Do not serve products containing nuts unless you are certain that none of the children have a nut allergy. Check the ingredients of breakfast cereals as they often contain nuts.

Do not serve genetically modified foods – check the labels.

Keep them simple and do not offer too many choices on any one day.

Avoid cooking high risk foods such as meats and eggs unless you have adequate storage, preparation and cleaning facilities.

Introduce variety by changing menus frequently. Arrange for a special day or week, possibly a menu chosen by the children.

Do not serve food that has previously been on display or handled unless it can be cleaned eg whole fruit.

Never freeze any leftovers foods or foods that have been frozen before.

Introduce new menu items in small quantities to allow children to try them first.



Rubbish

Try and recycle all waste products eg paper or fruit for composting.

A clean rubbish container will be required for all waste. This must be emptied at the end of each session into the school wheelie bins.*