Beetley and District Preschool

Registered Charity: 1181636

Part 5 – Operational Safety

Policy 5.1 – Food Safety

Purpose of this Policy

Beetley & District Preschool is committed to ensuring that all food provided, prepared or stored within the setting is handled safely and hygienically.

This policy outlines the operational arrangements in place to maintain food safety standards. It should be read alongside the Safeguarding – Safer Eating Policy, which provides detailed guidance on allergy management, choking prevention and safe mealtime supervision.

Responsibilities

The Committee retains overall responsibility for ensuring appropriate food safety systems are in place.

Day-to-day responsibility rests with the Manager and staff involved in food preparation and storage.

All staff handling food must follow safe food hygiene procedures and maintain high standards of cleanliness.

Food Hygiene and Handling

The preschool follows recognised food hygiene principles to prevent contamination and reduce risk.
This includes:

- Washing hands before handling food
- Cleaning and disinfecting preparation areas before and after use
- Using appropriate utensils and equipment
- Preventing cross-contamination
- Checking use-by dates
- Ensuring correct refrigeration of perishable foods

Food preparation areas are checked as part of daily safety routines.

Food Storage and Temperature Control

Food is stored in accordance with food safety regulations.

- Refrigeration units are monitored to ensure safe temperatures are maintained.
- Temperature checks are recorded where appropriate.
- Plastic lunchboxes are stored in refrigeration units.
- Ice packs used with fabric lunch bags are sanitised and refrozen daily.
- Dry goods are stored securely and appropriately.

Further detail regarding packed lunches and drinks is outlined in the Safeguarding – Safer Eating Policy.

Allergies and Dietary Requirements

Information regarding allergies and dietary needs is obtained during registration and reviewed regularly.

Operational arrangements for allergy management, supervision, food preparation requirements and emergency procedures are detailed within the Safeguarding – Safer Eating Policy.

Staff must ensure that food handling practices align with individual allergy risk assessments.

Cleaning and Waste Management

Food preparation surfaces, utensils and equipment are cleaned and sanitised before and after use.

Waste food is disposed of promptly and bins are emptied regularly to maintain hygiene standards.

Training and Compliance

Staff receive appropriate training in food hygiene and allergy awareness as part of induction and ongoing professional development.

Food safety practices are monitored through supervision, daily checks, and review of risk assessments, with oversight from the Manager and Committee.

Monitoring and Review

Food safety arrangements are reviewed regularly and updated in line with changes in legislation or guidance.

This policy will be reviewed annually or sooner if required.

Related Policies and Documents

This policy should be read in conjunction with:

- Health & Safety Policy Statement
- Risk Assessment Summary
- Safeguarding – Safer Eating Policy
- First Aid & Hygiene
- Responsibilities of Staff, Visitors and Contractors

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)