



Wentworth Drive
Bedford
MK41 8QA
01234 267832
office@putnoewoodspreschool.com

Putnoe Woods

Food Hygiene Standards Policy and Procedures

Introduction

Putnoe Woods Preschool is committed to ensuring that the kitchen and food preparation facilities are safe and hygienic and that high levels of food hygiene are maintained at all times.

Putnoe Woods Preschool is a registered food provider with the Local Authority Environmental Health Department who carry out regular inspections of the preschool kitchen. After an inspection, a star rating is issued that reflects the standards of the preschool kitchen.

Putnoe Woods Preschool employ a full time cook who freshly prepares all meals and snacks on the premises and is qualified to Level 3 Award in Food Safety. In addition, all preschool staff involved in preparing and handling food must receive training in food hygiene. In the absence of the preschool cook the Preschool Manager or Deputy Manager will assume the role.

3.71 There must be an area adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies' food. Providers must be confident that those responsible for preparing and handling food are competent to do so. All staff involved in preparing and handling food must receive training in food hygiene.

The Early Years Foundation Stage Statutory Framework 2025

Food hazards that may become present in the Preschool kitchen include:

- Physical hazards: glass fragments, dust, pests
- Chemical: cleaning products, insecticides
- Biological: poor personal hygiene, poor storage
- Allergenic risk: cross-contamination

Personal Hygiene

Personal hygiene is very important and applies to all staff who prepare and handle food, including children's cooking activities. If personal hygiene measures are not followed, then there is a risk of contamination. At Putnoe Woods preschool we will:

- Ensure all staff, including the Preschool Cook, will wash their hands thoroughly before handling food, after handling raw food or waste using antibacterial soap and hot water
- Ensure all staff, including the Preschool Cook, will wash their hands after using the toilet, changing nappies and after blowing their nose
- Ensure that any cuts or sores will be covered with a blue waterproof protective dressing
- Ensure that the Preschool Cook will keep their hair tied back and will wear a protective hat
- Ensure that the Preschool Cook will wear appropriate and suitable clothing
- Ensure that clothing is kept clean and will be changed and laundered regularly in order to protect the food that is being prepared
- Ensure that all staff will wear a white disposable apron when handling food
- Ensure that if any staff or the Preschool Cook shows any signs of illness then they will be prohibited from handling food
- Ensure that if any members of staff or the Preschool Cook has sickness and/or diarrhoea they will not return work for 48 hours and will be excluded from working with or around open food, normally for 48 hours from when symptoms stop naturally
- Ensure that staff handling food or the Preschool Cook will report any illness symptoms to management immediately including - diarrhoea or vomiting, stomach pain, nausea, fever, or jaundice, someone living with them with diarrhoea or vomiting and infected skin, nose or throat

There are 4 key principles that support effective food hygiene practices in the preschool which are cross-contamination, cleaning, chilling and cooking.

Cross-contamination

Cross-contamination happens when harmful bacteria or allergens are transferred from one surface or food to another. At Putnoe Woods preschool, to prevent cross contamination, we will:

- Use different coloured chopping boards and knives when preparing food (red – raw meat, blue – fish, green – salad and vegetables, brown – root vegetables, white – dairy and bakery and yellow – high risk foods such as cooked meat)
- Thoroughly clean utensils and chopping boards after each use
- Store foods correctly in the fridge (Top shelf – ready to eat foods, Middle shelf – dairy products, Bottom shelf – raw meat, poultry and fish, Salad drawer – salad, fruit and vegetables)
- Ensure food has been delivered safely, we use Tesco delivery service and that the packaging is still sealed
- Ensure food is stored correctly and in sealed containers, foil or clingfilm

- Ensure all fruit and vegetables are washed before being served
- Ensure regular checks are made to ensure there is no evidence of pests or an insect infestation

Cleaning

By properly cleaning equipment, surfaces and hands the risk of contamination will be reduced, and bacteria will be eliminated. Properly cleaning will therefore help reduce the risk of contamination and prevent the spread of illness and infection. At Putnoe Woods Preschool we will:

- Ensure all staff and the Preschool cook wash their hands with hot soapy water before and after handling food. There is a separate sink in the preschool kitchen that is for hand washing only
- Ensure that all food preparation surfaces are cleaned before and after use using antibacterial spray that is left for 5 minutes and wiped with blue cloth that is disposed of
- Ensure that food preparation areas are kept clear and tidy
- Ensure any spillages are cleaned up immediately
- Ensure antibacterial washing up liquid is used
- Ensure dishwasher baskets and filters are removed and cleaned daily
- Ensure that large appliances such as the fridge, oven and microwave are cleaned according to the cleaning schedule
- Ensure Putnoe Woods cleaning schedule is followed that details the frequency of items and the cleaning method

Chilling

Chilling and storing food properly is important to prevent harmful bacteria from growing. At Putnoe Woods Preschool, we will:

- Ensure that food is properly chilled on delivery and delivery van temperatures are recorded
- Ensure that chilled and frozen food are immediately put away
- Ensure that fridge temperature is maintained below 5C and freezers below -18C and that these are recorded daily
- Ensure that dates are checked of food stored in the fridge and that they are in date

Cooking

Cooking food to the correct temperature ensures that harmful bacteria is killed and destroyed. This very important when cooking for children to prevent food poisoning or any other foodborne illness. At Putnoe Woods Preschool, we will:



Wentworth Drive
Bedford
MK41 8QA
01234 267832

office@putnoewoodspreschool.com

- Ensure that cooking instructions are checked and followed
- Ensure that food is cooked through properly before serving
- Ensure that cooked foods reach a temperature of 75 degrees or above and that the temperature is held for 30 seconds or more using a probe

Food Storage

Inadequate storage can result in cross-contamination, food spoilage and the build-up of potentially harmful bacteria. All food must be examined carefully to ensure that it is ready for consumption before being prepared, cooked and served. At The Crown Nursery we adopt a range of practices to ensure food is stored safely. These include:

- Ensuring the storage area is well ventilated and well lit
- Ensuring food items are well rotated, so older items are eaten first
- Storing non-perishables together e.g. cereals, dry pasta, bread, biscuits
- Ensuring the fridge temperature is consistently below 5 degrees
- Ensuring the freezer temperature is consistently below -18 degrees

Food Waste Disposal

At Putnoe Woods Preschool all food waste will be disposed of in a hygienic and environmentally friendly way. We will:

- Ensure refuse will not accumulate in the preschool kitchen and will not be left overnight
- Ensure food waste is disposed of in the food waste bin that has a green bin liner in it which is then placed in the outdoor food waste bin
- Ensure other kitchen waste generated will be stored in black polythene bags which should be removed when full and at the end of each day
- Ensure the bags are not overfilled and should be tied to prevent problems from insects

HACCP (Hazard Analysis and Critical Control Points)

HACCP is a way of managing food safety hazards. The Hazard Analysis and Critical Control Point (HACCP) system provides a system and procedures to identify, control, and prevent food safety hazards before they cause harm.



Wentworth Drive
 Bedford
 MK41 8QA
 01234 267832
 office@putnoewoodspreschool.com

HACCP involves:

- looking at what we do in preschool, what could go wrong and what risks there are to food safety
- identifying critical control points the preschool needs to focus on to ensure risks are removed or reduced to safe levels
- deciding what action we need to take if something goes wrong
- making sure that our procedures are being followed and are working
- keeping records to show your procedures are working

Hazard Analysis forms are completed and stored in the kitchen file.

This policy is in compliance with the Data Protection Act 2018

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: November 2025	Created By: Jo Skelton	
----------------------------------	---------------------------	--

Review Date	Reviewer	Amendments