



PUDDLEDUCKS

Nursery and Pre-School

KITCHEN POLICY

Kitchen

General safety

- Doors to the kitchen are kept always closed.
- Children do not have unsupervised access to the kitchen.
- 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.
- Mechanical and natural ventilation is used when cooking.
- 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).

- Aprons + gloves are always worn
- Floors are washed down at least daily.
- 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
- Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned monthly.
- If dishwashers break 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 washed and 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.
- Waste food is disposed daily
- Fridges are cleaned bi-weekly
- The manufacturer's instructions are followed when using sterilisers.
- Ice should always be available in the freezer tray. Plastic pots are provided for cooling 'cold gel' teething soothers in freezer or fridge compartments.
- Milk or weaning feeds provided by parents are labelled and refrigerated immediately.
- Baby feeds are prepared by key persons or allocated back-up key persons who have been briefed about the baby's dietary needs. Any other staff, including students or agency staff preparing feed must do so under supervision.

This policy was reviewed October 2022. Date of next review September 2023