



Coowarra Out Of School Hours Care Service Inc

Food Handling and Storage Policy

POLICY STATEMENT

Coowarra OOSH aims to ensure that all food that is prepared and stored in our service is done in a way that will minimise potential to cause contamination or illness. The staff that are preparing the food are aware of and comply with the Food Safety Standards.

PROCEDURES

Food storage

- All food must be stored in a way that protects it from the likelihood of contamination by using sealed containers or covering with cling wrap. Food removed from packages must have their expiration date on them and dates the product was opened.
- Expiration dates must be checked on all food before it is used.
- All prepared perishable food must be kept in the fridge.
- The fridge temperature should be checked daily and be 0 – 4 Degrees Celsius.
- All frozen food must be kept at -4 Degrees Celsius.

Food handling

General hygiene and cleanliness

Staff working in the kitchen must undertake personal hygiene practices and cleanliness that minimises the risk of food contamination. As children participate in majority of our food preparation the opportunity for role-modelling correct practices and teaching children about food hygiene is regularly present and expected. Staff and children should:

- Take reasonable precautions that prevent their body, anything from their body or anything they are wearing from coming into contact with food or food preparation surfaces.
- Wear clean outer clothing.
- Use waterproof coverings on bandages and dressings on exposed parts of their body.
- Not eat over unprotected food or food preparation surfaces.
- Wash hands or use gloves while handling food. Hand washing needs to be frequent, gloves will need to be removed and replaced after completing tasks to avoid cross contamination. Hairnets are encouraged at our service



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but if not available at the time long hair will be tied back to avoid contaminating food.

Hand Hygiene

When working in the kitchen, an educator or child must wash their hands or change their gloves whenever their hands are likely to contaminate food. This includes:

- Immediately before handling food and after handling raw food.
- Immediately after using the toilet.
- Immediately after sneezing, coughing, eating or drinking.
- After touching hair, scalp or body.

Staff must wash hands in the sink labelled “Hand washing”.

When working in the kitchen, staff and children must always follow the following hand washing procedures:

- 1) Use warm running water and soap. Lather soap and rub over hands front and back, between fingers, under nails and the wrist area.
- 2) Wash hands for 10 to 15 seconds.
- 3) Rinse hands under running water.
- 4) Turn tap off with paper towel.
- 5) Dry hands with paper towel.
- 6) Use the paper towel you dried your hands with to switch off the tap before disposing of it.

Gloves are not needed if proper handwashing is followed but are needed if staff have open wounds, cut or grazes, band aids, nail polish, skin conditions, jewellery or artificial nails. Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

If staff have an exposed cut, sore or graze, this should be covered with a bandage, that is completely covered by a waterproof covering (e.g. – glove) when preparing food. Blue or coloured Band-Aid, to cover the wound, are available at all services if staff need a wound covering.

All Educators will model appropriate hand washing to children and signs are available to follow and reinforce this.

Reheating

- Cooked food that has been cooled must be heated to above 60 degrees Celsius



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- During the reheating process the food must be stirred to ensure even distribution and heat
- The internal temperature must be checked once reheated then checked using a thermometer to ensure the core temperature is above 60 degrees Celsius
- Reheated food must be consumed the day that it has been reheated and may only be heated once
- Microwaves can be used to re heat food however food may heat unevenly and all areas of the food must be checked before serving

Cleaning and storage

- All food contact surfaces and equipment must be cleaned and sanitised to keep micro-organisms at a safe level. This includes food serving equipment such as plates, cutlery and any equipment or surfaces that may come into contact with food.
- All benches must be sanitised using hot soapy water or food safe sanitisers.
- Serving equipment is to be sanitised by washing it in the dishwasher.
- Keep all fittings and equipment in the kitchen in good state of repair.
- Do not use broken, cracked or chipped utensils.

Food handling controls

- When receiving food at the centre, staff must ensure that the food packaging is intact, and the food is not damaged or contaminated in any way.
- Purchase and Transport of food should be done only from a reputable, trusted supplier or retail outlet that we are confident will provide safe and suitable food.
- Any frozen food must be kept at or below 4 Degrees Celsius.
- All food must be stored in a way that protects it from the likelihood of contamination by using sealed containers or food wrap.
- All prepared perishable food must be stored in the fridge/freezer.
- Craft preparation must be kept separate from food preparation.
- Food must be prepared on the appropriately coloured chopping boards, as per the sign in the kitchen.
- Food must be prepared in a clean and hygienic manner.

Waste disposal

- Garbage bins must hold waste in a clean and hygienic manner with no overflow.
- Correct garbage disposal is modelled for children with correct coloured bins and signs available to follow.



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- Appropriate recyclables are washed and reused for craft activities and not to be left with food or drink in or on the surface. Soft appropriate plastics are washed and dried to add to our Recycle program.
- The red and green garbage bin must be washed with disinfectant once a week and garbage bins emptied daily.
- Kitchen garbage bins must always have a lid.

CONSIDERATIONS

| Education and Care Services National Regulations | National Quality Standard | Other Service policies/documentation |
|---|---------------------------------|---|
| | Standard 2.7 and 2.9.2 | <ul style="list-style-type: none">- Food act 2003- Food Regulation 2015- Food Safety Standards Australia New Zealand code 3.2.- New South Wales Food Authority, Food Regulation- Work Health & safety regulations |

UPDATED AND ENDORSED: January 2023

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