

Health and safety

3.7 Food hygiene

(Including procedure for reporting food poisoning)

Policy statement for St Joseph's Pre-school

St Joseph's Pre-school facilitates and/or serves food for children on the following basis:

- Snacks – provided by parents/carers
- Cooked meals – provided by St Joseph's Catholic Primary School¹.
- Packed lunches – provided by parents/carers

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food, and in line with the [Early Years Foundation Stage](#) (EYFS) statutory framework².

The Local Authority (Stroud District Council (SDC)) is responsible for the enforcement of health and safety legislation for childcare on most non-domestic premises. St Joseph's Pre-school strives to ensure that it adheres to this legislation (ref to 3.2 H&S general standards). If at inspection Ofsted inspectors identify a concern about food, health and safety or public health matters, they will contact SDC accordingly. Conversely, SDC has responsibility to inform Ofsted when environmental health officers identify serious breaches under food or health and safety legislation in childcare provision.

Procedures

- The person in charge and the person responsible for food preparation understands the principles of Food Hygiene and preparation.
- All early years staff have an in-date Food Hygiene Certificate.
- All staff follow the guidelines set out by the Food Standards Agency³.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;

¹ The Primary School are registered as a food provider with the local authority Environmental Health Department, and are regularly inspected by the Food Standards Agency (see "Caterlink Limited")

² Section 3 "The Safeguarding and Welfare Requirements", subsection "Food and Drinks Facilities"

³ www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders

- understand the importance of hand washing and simple hygiene rules
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment such as blenders etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the local Health Protection Team (HPT)⁴, to report the outbreak and will comply with any investigation.
 - If any food poisoning affects two or more children then St Joseph's Pre-school will notify Office for Education, Children's Services and Skills (Ofsted) within 14 days of the incident.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 (as updated in 2010) the setting will report the matter to Ofsted.

Legal Framework

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
- Health and Safety at Work Act 1974
- Food Safety Act 1990
- European Communities Act 1972
- Early Years Foundation Stage (EYFS) Statutory Framework

Further Information

- Food Standards Agency '[Safer food, better business for Childminders](#)'
- Ofsted guidance '[Protocol between Ofsted and local authorities with environmental health responsibilities](#)'

Associated policies and procedures

- 3.2 Health and Safety general standards
- 3.8 Basic kitchen opening and closing checks template

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	10 Jul 2019 AGM
4.0	K Coupe & N Powers	Updated to include <ul style="list-style-type: none"> • reference to EYFS; • insertion of "associate policies and procedures" section as per EY Safeguarding Audit s175/157 2023 • rewording re Local Authority 	20 Jul 2023 Chair (A Hitchings)

⁴ [South West PHT](#): UK Health & Security Agency, 2 Rivergate, Temple Quay, Bristol, BS1 6EH. Phone: 0300 303 8162 option 1 then option 1;

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		environmental health department; <ul style="list-style-type: none"> • reference to the Food Standards Agency; • removal of reference to HACCP • inclusion of “Further Information” section 	
5.0	K Coupe	Reviewed and updated <ul style="list-style-type: none"> • further reference to EYFS re “food and drinks facilities”; • hyperlink to most recent Food Standards Agency inspection outcome for “Caterlink Limited” – Primary school’s caterers. 	26 Mar 2025 Committee Member (S Long)
6.0	K Coupe	New bullet point included under “Reporting of Food Poisoning”, to ensure compliance with EYFS re “Food poisoning”	18 Dec 2025 Committee Member (H Heaven)