

## D-2 SAFE FOOD HANDLING

### POLICY STATEMENT

Our service recognizes the importance of safe food handling. We are committed to ensuring consistently high standards of food preparation and food storage are adhered to. Food poisoning is caused by bacteria, viruses or other toxins being present in food and can cause symptoms such as diarrhoea, vomiting, stomach cramps and fevers. Our OOSH service will adhere strictly to food hygiene standards to prevent the risk of food poisoning.

### PROCEDURE

Food will be prepared, stored and handled in accordance with Australia New Zealand Food Standards Code and in particular Standard 3.2.2A. Staff handling food will be trained in safe food preparation and handling and a Food Safety Supervisor will be appointed from the team to supervise the food management practices of the service. Systems will be in place to ensure that record keeping is maintained.

As a Category 1 business which handles unpackaged potentially hazardous food and ready-to-eat foods, compliance with Standard 3.2.2A requires food handler training, food safety supervision and record management.

#### a) Food Safety Plan

The service will have a food safety plan (Food Safety Manual), which meets HACCP standards (Hazard Analysis Critical Control Point) as per the ANZ Food Standards Code, and will cover the following:

- ✓ Essential tasks to be performed in relation to food
- ✓ Food preparation, storage, serving and cleaning procedures
- ✓ Food safety hazards and methods for controlling those hazards
- ✓ How to correct or fix problems
- ✓ How to record food safety performance
- ✓ The roles of staff, FSS, management, government and any relevant legislation
- ✓ Personal hygiene and presentation requirements
- ✓ Methods for measuring the effectiveness of the Food Safety Plan (Food Safety Plan Review record, records of breaches, complaints etc)

#### b) Safe Food Handling Management and Governance

Management/CEO/Nominated Supervisor will:

- Appoint a primary **Food Safety Supervisor (FSS)**, who works within the service and holds a current NSW Food Authority **Food Safety Supervisor Certificate (FSS Certificate)** as per the NSW Food Act, Section 106B (1a)

- Give consideration to appointing a secondary Food Safety Supervisor (such as Assistant Coordinator)
- Ensure the primary FFS certificate is prominently displayed in the centre at all times
- Ensure that food safety records are kept, as detailed in this policy
- Ensure pest control is undertaken on a regular basis (minimum every 12 months and more often if required)
- Notify the food business with the relevant authority (BMCC)
- Ensure that only staff members who hold a current Food Handler certificate handle food, which includes the receipt of food, food preparation, serving, cleaning and sanitizing
- Ensure PPE equipment for is available for staff handling food such as gloves and aprons
- Ensure that equipment used to prepare, store, serve and transport food is adequate and in good working order
- Ensure there is a Food Safety (Plan and Procedures) Manual at the service for staff to use

## c) Food Safety Supervisors

The FFS will:

- Share food safety knowledge with other staff
- Guide the safe food handling practices as part of the daily operation of the service
- Train and supervise other staff in safe food handling practices as per the Food Act 2003 – Section 106B (1c)
- Develop work instructions that other staff can follow to continue handling food safely (for example templates, checklists and standard operating procedures)
- Ensure that food safety information is available to other staff to guide their practice (ie Food Safety Procedures manual, signage, posters with key food safety messages)
- Ensure that food safety records are maintained in accordance with this policy

## d) Record keeping

Our service will maintain food safety records, which will be available upon inspection by an authorized government representative and securely stored for a minimum of 3 months. These will include:

- ✓ Evidence of quality and safe food temperature maintenance during food receipt
- ✓ Temperature control register
- ✓ Cleaning and sanitizing schedule – daily, weekly, quarterly and yearly
- ✓ Allergy planning checklist
- ✓ Pest control register (to record incidents of pest control and their management)
- ✓ A 2hr/4hr register
- ✓ Food Safety Issues and Complaints Register

Our service will have written procedures which cover:

- ✓ reheating food
- ✓ defrosting and cooling food
- ✓ pathogen reduction during food processing
- ✓ temperature control during food transport
- ✓ methods of cleaning and sanitizing

## e) Requirements for all staff handling food

Staff handling food will:

- Hold an approved Food Handler certificate no less than 5 years old
- Support other staff members to work in accordance with all food safety procedures in place
- Ensure children and staff wash and dry their hands using soap, running water and single use disposable towels before handling food or eating meals and snacks
- Ensure food tongs are used by all staff and children when serving food
- Discourage children from handling other children's food and utensils
- Report any personal health issues that may cause a hygiene risk and report any incidents of contamination or possible contamination.

## f) Personal hygiene for food handlers

Our service will:

- Ensure children and staff wash and dry their hands using soap, running water and single use disposable towels before handling food or eating meals and snacks
- Use food tongs when serving
- Use gloves if preparing food with open cuts on skin, wounds or suffering from a skin condition such as eczema
- Adhere to strict hand washing hygiene including washing hands on arrival at work and prior to handling, preparing or serving food. Staff should also wash hands after each of the following:

- ✓ Visiting the toilet
  - ✓ Handling rubbish or refuse
  - ✓ Touching any animal
  - ✓ Performing any first aid task
  - ✓ Handling raw products such as meat, poultry, vegetables
  - ✓ After smoking, drinking, using a tissue or handkerchief
  - ✓ Touching your face, ears or hair
- Ensure hands are washed in designated hand basins (kitchen hand basin, bathroom and first aid area) and not in kitchen sinks
  - Refrain from handling or serving food if unwell
  - Tie back hair that extends beyond the neck and refrain from touching hair while preparing and serving food
  - Keep hands and wrists free from hand and wrist jewellery while preparing food (eg. rings and bracelets)
  - Keep nails are short, clean and without nail polish or wear gloves
  - Ensure clean clothing is worn by food handlers such as a shirt, apron or jacket.

## **g) Cleaning**

- All food preparation areas and surfaces will be cleaned before and after food preparation using hot, soapy water followed by sanitizer
- All cooking and serving utensils and equipment will be cleaned after use in hot soapy water and then sanitized in the dishwasher
- All cutlery, plates, dishes, bowls and cups will be cleaned in hot soapy water after each use, sanitized in the dishwasher and left to air dry (or dried with a clean tea towel)
- All dishwashing sponges, brushes, cloths and scourers will be cleaned at the end of each day and allowed to air dry or placed in the dishwasher.
- Chux cloths will be used as per the colour code chart on display and will be washed or disposed of at the end of each day
- The food storage area will be kept clean, ventilated, dry, pest free and not in direct sunlight
- Refrigerators and freezers will be cleaned regularly, door seals checked and kept in good repair
- Pest infestations will be prevented by cleaning spills as quickly as possible and rubbish and food scraps will be disposed of frequently

- Floor mops will be cleaned and air dried at the end of each day
- Cleaning equipment showing signs of wear or permanent soiling will be disposed of and replaced
- Cleaning supplies will be stored separately to food items
- Freshly cleaned tea-towels will be used to dry utensils and will be placed in the laundry for washing after each session

## h) Preparing and serving food

Our service will:

- Ensure all cooked food is cooked through and reaches 75°C (or steaming) for a minimum of 10 minutes
- Use a thermometer to ensure that hot food is maintained at or above 60°C until ready to serve if food will remain on display for 2 hours or more
- Ensure that prepared cold food is kept in the refrigerator and maintained at 5°C or below until ready to serve
- Discard any uneaten food that has been left in the “danger zone” for more than 2 hours. Do not store in fridge, freezer or reheat
- Reheat cooked food to a temperature of 75°C but only ever reheat once. Discard if the food has not been eaten after being reheated.
- Ensure food is defrosted according guidelines (ie. in refrigerator or microwave only)
- Keep cooked and ready-to eat foods separate
- Wash fruit and vegetables thoroughly under clean running water before preparation
- Ensure unused washed fruit or vegetables are thoroughly dry before returning to storage
- Ensure food that has been dropped on the floor is immediately discarded
- Thoroughly clean kitchen utensils and equipment between using with different foods and/or between different tasks
- Avoid cross contamination by ensuring that separate knives and utensils are used for different foods
- Avoid cross contamination by ensuring that colour-coded cutting boards for different food types, in accordance with signs on display

- Ensure that hands are washed and/or gloves are changed between handling different foods or changing tasks
- Ensure that staff preparing food for children with food allergies or intolerances are aware of their obligation to read all ingredient labels in premade foods, only use premade foods which have a full ingredient list or documentation listing all ingredients and check children's allergens prior to preparing food
- Ensure that foods provided are published to families via a menu posted in a prominent place which accurately describes the food and indicates whether the food is suitable for people with common dietary needs such as GF (Gluten free), DF (Dairy free), LF (Lactose Free), V (Vegetarian), H (Halal)
- Ensure that food allergies and intolerances are catered for by using separate, easily identifiable cutting boards, utensils and kitchen equipment to prevent cross-contamination between allergenic and non-allergenic ingredients
- Ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (eg different colour) and that food is securely covered with plastic wrap until received by the child to prevent possible cross contamination
- Review all recipes, ingredients and food components such as pre-made sauces, checking for the allergens they contain
- Ensure all educators and staff are aware of children who have severe allergic reactions to certain foods as per Medical Management Plans
- Ensure that there is always at least 1 staff member on duty who holds a current certificate in the management of allergies and anaphylaxis
- Ensure that unwell staff do not handle or serve food

## i) Storing Food

Our OOSH service will:

- Ensure the refrigerator has a thermometer and is maintained at 5°C or below and that the freezer has a thermometer and is maintained at -15°C or below
- Ensure the fridge and freezer temperatures are checked daily
- Store raw foods below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods
- Ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid or tightly applied plastic wrap or foil
- Ensure that all foods not stored in their original packaging are labelled with:
  - ✓ the name of the food
  - ✓ the use-by date

- ✓ the date the food was opened
- ✓ details of allergens present in the food
- Transfer the contents of opened cans into appropriate containers
- Ensure all bottles and jars are refrigerated after opening
- Place 'left-over' hot food in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'
- Do not reuse disposable containers (ie Chinese food containers)
- Store dry foods in labelled and sealed, air-tight containers if not in original packaging and in a well-ventilated cupboard or storage space
- Ensure that vegetables are stored at 10°C or below

## j) Buying and transporting food

Our service orders food for the week through a supplier who delivers it to our service. This supplier follows the food safety guidelines for transporting food to our service. At times our staff buy food from local outlets and transport it to the service.

When buying and transporting food ourselves, our staff will:

- Check labels for the 'use-by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life but quality could be compromised
- Never buy food items in damaged, swollen, leaking or dented packaging.
- Always check eggs within cartons. Never buy dirty or cracked eggs.
- Never buy a food item if unsure about its quality
- Ensure fresh meat, chicken or fish products cannot leak onto other food items
- Ensure chilled, frozen and hot food items are kept out of the 'danger zone' (5°C to 60°C) on the trip back to the service. Do this by:
  - ✓ Not getting chilled, frozen or hot food items until the end of the shopping
  - ✓ Placing these items in an insulated shopping bag or cooler
  - ✓ Immediately unpacking and storing these items upon return to the service or on arrival at the service after delivery
  - ✓ Ensuring time from purchase to storage at the service is under 2 hours

## k) Managing Food on Excursions

When taking food on excursions for barbeques, picnics and similar events, food will be stored, handled and transported in accordance with this policy as outlined in sections g, h and i.

Ways in which we will meet these requirements while on excursions include:

- ✓ Chilling perishable foods thoroughly in the fridge before the excursion
- ✓ Packing chilled foods in an esky or cooler bag with ice bricks or frozen drinks to keep them cool
- ✓ Packing hot foods in an insulated container (eg foam box, thermos) to keep it hot
- ✓ Covering or wrapping foods, or seal in clean containers
- ✓ Keeping raw foods separate from cooked or ready-to-eat foods
- ✓ Packing hand wipes or sanitiser gel if there won't be any water to wash hands before preparing or eating food
- ✓ Discard leftover food instead of returning it to the centre

## l) Food brought from home

Sometimes families provide food from their home for their and other children to eat, including birthday cakes, food on party days and other events. Staff will only accept food if:

- ✓ The food is sealed in its original packaging with a full ingredients list or documentation is available showing a full list of ingredients
- ✓ A surface temperature check of chilled food shows it is 5°C or below on delivery and hot food is 60°C or above on delivery
- ✓ There is no visible sign of spoilage, thawing of ready-to-eat foods
- ✓ Ready-to-eat foods have been provided in sealed containers or with tight plastic wrap or foil
- ✓ Prepackaged foods are within use-by dates and best before dates and fresh
- ✓ The food provider can vouch for the freshness of fresh produce including fruits, vegetables and eggs
- ✓ Any food not meeting the above standards will be not accepted or discarded and not offered to children

## CONSIDERATIONS

### National Quality Standards

2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented



## Education and Care Service National Regulations 2011

D1 R77	Health, Hygiene and Safe Food Practices
R78	Food and Beverages
R79	Service Providing Food and Beverages
D1 R80	Weekly Menu

## Related Policies / Forms / Other sources

<p>D-1 Nutrition, food, beverages and special dietary requirements</p> <p>D-11 Dealing with medical conditions and medication administration</p> <p>B-5 Pest Control</p> <p>Food Authority NSW Government</p> <p>Australian Dietary Guidelines</p> <p>Australia New Zealand Food Standards Code</p> <p><a href="https://www.foodstandards.gov.au/code/Pages/default.aspx">https://www.foodstandards.gov.au/code/Pages/default.aspx</a></p> <p>Food Allergy Aware – All about allergens</p> <p>Food and allergy intolerance (NSW Food Authority)</p> <p><a href="https://www.foodauthority.nsw.gov.au/consumer/life-events-and-food/allergy-and-intolerance">https://www.foodauthority.nsw.gov.au/consumer/life-events-and-food/allergy-and-intolerance</a></p> <p>Allergy, food intolerance, special dietary requirement form</p> <p>Family Information booklet</p>
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## ENDORSEMENT AND REVIEWS

Date	Action
28.11.2023	Approved by SNCC Board
28.11.2024	Next Review Date