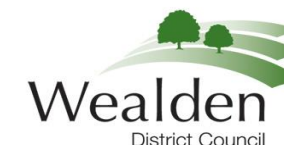


Food Safety Procedures for small Childminder and Pre-school Child Care Businesses

Name of Business:

Address:



This checklist system is your way of complying with the legal requirement to have written food safety procedures. You will need to amend it so it fully reflects how you run your business. Tick all the statements that apply to you. Delete/cross out those that don't. Write down any extra information you feel is appropriate. (Please don't send the original of this document back to us. Keep it for your own use.)

What we do	Please tick	Additional information
I am a childminder/run a Pre-school nursery for a maximum of(Insert number) children with an age range of..... (insert age range)		
I provide the following food for the children		
Soft drinks, fruit & biscuits Sandwiches Cooked Meals (<i>You should really consider using the Safer Food Better Business Pack</i>) Parents provide food Other(please state)		
Safe Buying of Food		
I buy food from reputable local shops/supermarkets/the internet/cash and carry I always check that the wrapping isn't damaged and the food is within its date code. I transport the food in insulated bags/coolboxes The journey home is less than 1 hour		
Safe Storage of Chilled Food		
All chilled foods are put in the fridge straight away after delivery and preparation. I check the fridge temperature daily to make sure is stored below 8°C. Food provided by parents is kept in the fridge. Food provided by parents must come in an insulated bag with an ice pack.		

Safe Frozen Food		
<p>All frozen foods are kept frozen solid (ideally -18°C or colder). All frozen foods are kept wrapped.</p>		
Preventing Contamination		
<p>All food is kept covered as much as possible. I keep raw and ready to eat foods apart and use different utensils to handle them. I prepare raw foods on different areas/chopping boards. Raw foods are kept below ready to eat foods when in the fridge. I keep our own food separate from the business's food. Food and food equipment is not stored on the floor. Any foods prepared for a child with allergies are done at separate times to others, after washing hands and using separate clean equipment.</p>		
Safe Cooking or reheating		
<p>I always check all our foods to make sure they are cooked/reheated thoroughly. I check our foods with a thermometer to make sure they are hot in the middle (above 75°C). I follow the manufacturers' information on the wrapping when we use frozen foods. I always make sure the food we serve is within its date code.</p>		
Safe Hot Holding		
<p>I only keep cooked foods hot for short periods (Less than 2 hours)</p>		
Safe Personal Hygiene		
<p>I always wash my hands thoroughly before handling food. I always have a good supply of hot water, soap, and disposable paper towels for hand washing I wear clean overalls/aprons when cooking food and tie my hair back. I handle the food as little as possible. I ensure the children wash their hands thoroughly before eating anything. I do not prepare food if I have had any symptoms of food poisoning. I ask parents not to bring their children to me if they have had any symptoms of food poisoning.</p>		
Safe cleaning and maintenance		
<p>I make sure all preparation surfaces are clean and disinfected before I use them.</p>		

<p>I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended) I change re-usable cloths regularly throughout service and wash them on a hot washing cycle All equipment is thoroughly cleaned and is checked to make sure it is safe to use. I keep our cleaning equipment clean and away from food. I keep cleaning chemicals out of harms way so it won't contaminate food or be a danger to the children. I keep food preparation surfaces clear of unnecessary clutter. I keep our kitchen, cupboards and work tops in good repair.</p>		
<p>Safe Pest Control</p>		
<p>I check our premises for any signs of pests like rats or mice. I keep food protected from any flies that may get in. If I ever find any problems I would call a contractor to deal with them I keep our pets out of the kitchen.</p>		
<p>Allergen Declaration & Labelling</p>		
<p>We identify what allergens are in any foods prepared/cooked by ourselves We check the labels of all pre-packaged foods for allergens. All allergenic and dietary requirements are discussed with parents or guardians. We have undertaken food allergy and intolerance training</p>		
<p>Records</p>		
<p>We keep a record of dietary/allergen requirements of each child in our care. We keep a record of what allergens are in foods served to children We carry out opening and closing checks below We record our fridge and hot food temperatures in our diary. We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in our diary Those handling foods are trained to Level 2 in food hygiene and a copies of certificates kept</p>		

Signed

Date

Opening Checks:

Fridges, chilled display equipment and freezers are working properly.

Other equipment (e.g. oven) is working properly.

Staff are fit for work and wearing clean work clothes.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).

All areas are free from evidence of pest activity.

There are plenty of handwashing and cleaning materials (soap, paper towels, sanitiser, etc.).

Hot running water is available at all sinks and hand wash basins.

Probe thermometer is working and probe wipes/disinfection method are available.

Allergen information is accurate for all items on sale.

Closing Checks:

All food is covered, labelled and put in the fridge/freezer (where appropriate).

Food on its Use By date has been thrown away.

Dirty cleaning equipment has been cleaned or thrown away.

Waste has been removed and new bags put into the bins.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).

All washing up has been finished.

Floors are swept and clean.

(cross out or delete any that do not apply)