



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.4 Kitchen

General safety

- Stair gate to the kitchen are kept always closed.
- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when cooking preparation is taking place.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

Cleanliness and hygiene

- Staff work liaison with the church cleaning schedules and following the recommended cleaning schedules in Safer Food Better Business (SFBB) and Safer food, better business for childminders.
- All work surfaces are washed regularly with anti-bacterial agent.
- Cupboard doors and handles are cleaned regularly.
- Fridge doors are wiped down regularly
- Ovens/cooker tops are wiped down daily before and after use
- 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 broom, dustpan, and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the preschool manager.
- Chip pans are not used.

Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business

This policy was adopted on

6th September 2023

Date to be reviewed

6th September 2024

Signed by committee chairperson

Signed by preschool manager
