



Food Safety Policy

Highbury Primary School & Nursery is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting.

Who is Responsible?

It is the responsibility of the Nursery Manager to ensure that all members of staff receive in-house or external training in Food Hygiene and that all members of staff understand and implement the policy. It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training, and policy.

How will this policy be implemented?

Detailed procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. The policy, and the methods of implementation will be continuously monitored, and the policy will be reviewed at least annually.

Procedure - Personal Hygiene

Highbury Primary School & Nursery has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved with preparation of snack follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

All staff and visitors must adhere to Highbury Primary School & Nursery no smoking policy. Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities, e.g., sports, trips, or collections
- Staff must wash their hands thoroughly when returning to the setting after a break.
- Fingernails should be kept short and clean, food handlers, including children, should not wear nail varnish as this may contaminate food.
- When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in their mouths or eating off cooking utensils. This is particularly relevant when children are involved in cooking activities.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing. Staff should check children's hands before they participate in activities involving food.

Temperature Controls

All members of staff have a responsibility to ensure that the fridge temperature is checked daily to ensure that any food requiring refrigeration is being stored within the ideal range of 0-5 degrees Celsius. If the refrigerator is outside of this zone, the Manager will be informed immediately and appropriate action taken.

The daily temperature is recorded on the Daily Environment Checklist.

Fridges and Freezers

All members of staff have a responsibility to ensure that the fridge is cleaned at least once each Half Term. Items in the fridge should be checked daily for freshness, and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once per month following the same guidelines for fridges.

Policy Reviewed:	June 2026	Nursery Manager:	Rebecca Frost
Next Review Date:	June 2027	Admin Officer:	Angie Bayliss

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE