



Woolooware Outside School Hours Care

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FOOD SAFETY AND HANDLING POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care will ensure effective food safety practices are implemented and maintained to help reduce the risk of food-borne illnesses, to identify potentially hazardous foods and to minimise the spread of illnesses and infectious diseases. The Management Committee will ensure provision is made for training within the annual budget to ensure educators are up to date in food safety, handling, and hygiene practices within a childcare service according to current legislation and best practice.

CONSIDERATIONS

Education and Care Services National Regulations – R77, R78, R168

National Quality Standard – 1.1.3, 2.1, 2.1.1, 2.1.2, 2.1.3, 3.1.2, 4.2.2, 5.1.1, 5.2.1, 7.1.2, 7.1.3, 7.2.1

My Time Our Place: LO. 1, LO. 3, LO. 4

Other Service policies/documentation – Philosophy, Hygiene Policy, Food and Nutrition Policy, Illness and Infectious Diseases, Allergies Policy, Daily Routines Policy, NSW Food Authority, NSW Food Act 2003, NSW Food Regulation 2010

PROCEDURES

The following food preparation and serving standards as determined by the Food Standards Australia and New Zealand (FSANZ), will be maintained at all times.

Educators will observe the following guidelines in regard to hygiene when preparing food:

- Not prepare foods for others if they are ill
- Ensure they do not sneeze, cough, or expel air over surfaces that may come into contact with food
- Always wash hands following sneezing, coughing, touching their hair or body, or blowing their nose
- Cover any wounds with appropriate waterproof food handler's Band-Aids
- Always wash hands thoroughly with warm soapy water and dry thoroughly with paper towel before and after touching food, and in between handling raw and ready to eat foods
- Tie hair back when handling food
- Ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food
- Remove or cover jewellery when handling food
- Instruct and supervise children to wash hands thoroughly before and after food consumption
- Ensure sufficient soap and hand drying equipment is made available in the children's toilets and at hand washing sinks.

Educators will observe the following guidelines in regard to food handling, preparation, and storage:

- Ensure cooking utensils are clean and washed in the dishwasher to ensure sufficient sanitisation
- Ensure the fridge, oven and hot plates are kept clean by inclusion in the termly cleaning schedule. All kitchen surfaces will be cleaned and sanitised before and after use.



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- Separate preparation areas, storage areas and utensils will be used for raw foods, cooked foods, and ready-to-eat foods to prevent cross-contamination. Chopping boards are colour coded and used only for specific foods and thoroughly cleaned and sanitised before and after food preparation
- Clean disposable gloves will always be used during food handling and will be changed at least once every hour, or more regularly as required. Disposable gloves are single use items and should be disposed of and changed upon change of task e.g. if they come into contact with non-food items such as cleaning chemicals, money, treating wounds
- Clean sponges will be used and changed weekly at a minimum. Sponges used for non-food purposes such as craft will be clearly marked and not used for kitchen purposes
- Dishes are to be washed in warm, soapy water (45 °C) and sanitised in hot water (77 °C) or an appropriate food grade sanitiser. Dishes will be air dried after sanitisation
- Avoid serving food from damaged containers such as dented tins or broken seals
- Tongs will be used for the serving of food. Where possible, educators will encourage children to self-serve food and drinks, encouraging the development of their food handling skills (see D-2 Hygiene Policy)
- Check all “use by” dates. No food past its “use by” or “best before” date will be served at the Centre
- All food packages that are opened will be labelled with opened date and date in which the food will be discarded, according to instructions outlined on food label. Any foods removed from their original packages/containers must be labelled, including contents, any allergy information and open/discard date
- Discard leftovers in the fridge after 2 days
- Store foods in containers that are clean, easy to wash, have good fitting lids or are covered with plastic film. All containers will clearly display food safety labels identifying the food enclosed, any allergens (including may contain traces) that are relevant to the children, and the earlier of either the use by/best before date or the date food must be consumed by as per the packaging (i.e. use within 3 days etc)
- Store raw foods below cooked foods in the refrigerator
- Store raw meat products at bottom of the refrigerator
- Wash all fruit and vegetables thoroughly
- Always supervise children eating and warn them when food is hot
- Display a thermometer clearly in the refrigerator and freezer and check it daily. Correct cold storage temperature is below 5 °C
- Avoid overfilling the freezer and fridge. This is extremely important for correct temperature regulation
- Keep kitchen free from vermin and insects. Food scraps will be cleaned from the kitchen every day and garbage will be disposed of effectively

Educators will understand that the following food products are high-risk for food-borne bacteria:

- Meat
- Poultry
- Dairy Products
- Eggs
- Small goods such as luncheon meats, ham
- Seafood
- Cooked Rice
- Cooked Pasta



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- Prepared Salads such as potato salad and coleslaw
- Prepared fruit salads or chopped fruit platters

Potential hazardous, high-risk foods will be handled with extra care by observing the following:

- Keep high risk foods out of the 'temperature danger zone' – keep cold food cold and hot food hot
- The Temperature Danger Zone is between 5 °C and 60 °C
- Cook hot foods to steaming hot, i.e. an internal temperature of 75 °C
- Keep cold foods under 5 °C
- High risk food left in the temperature danger zone for more than four hours will be thrown away
- High risk food left in the temperature danger zone for two hours must be consumed within the four-hour rule (above) or discarded. Once high-risk food has been in the temperature danger zone for two hours it cannot be kept as a leftover for future consumption
- When cooling cooked potentially hazardous food, cool the food: - from 60 °C – 21 °C within two hours - from 21 °C – 5 °C within a further four hours
- Keep cold food in the fridge until it is ready to serve

The Centre will review and evaluate food handling practices every 6 months in line with current food handling best practice guidelines from recognised authorities.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023