

## D-4 Food Safety and Handling

### NQS

|           |                                          |
|-----------|------------------------------------------|
| QA. 1.1.3 | Program learning opportunities.          |
| QA. 2.1   | Health.                                  |
| QA. 2.1.1 | Wellbeing and comfort.                   |
| QA. 2.1.2 | Health practices and procedures.         |
| QA. 3.1.2 | Upkeep.                                  |
| QA. 4.2.2 | Professional standards.                  |
| QA. 5.1.1 | Positive educator to child interactions. |
| QA. 5.2.1 | Collaborative learning.                  |
| QA. 7.1.2 | Management systems.                      |
| QA. 7.1.3 | Roles and responsibilities.              |
| QA. 7.2.1 | Continuous improvement.                  |

### National Regulations

|          |                                                              |
|----------|--------------------------------------------------------------|
| Reg. 77  | Health, hygiene and safe food practices                      |
| Reg. 78  | Food and beverages                                           |
| Reg. 79  | Service providing food and beverages                         |
| Reg. 168 | Education and care service must have policies and procedures |

### My Time, Our Place

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|-------|-----------------------------------------------------------------------------------------------------------------------------------|
| LO. 1 | Children and young people have a strong sense of identity                                                                         |
|       | Children and young people develop knowledgeable, confident self-identities and a sense of positive self-worth                     |
| LO. 3 | Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety |
| LO. 4 | Children and young people are confident and involved learners                                                                     |
|       | Children and young people transfer and adapt what they have learned from one context to another                                   |

### Policy Statement

We will ensure effective food safety practices are implemented and maintained to 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 in 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.

## Related Policies

- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy D-2: Hygiene
- Concord OSHC Policy D-3: Food and Nutrition
- Concord OSHC Policy D-13: Illness and Infectious Diseases
- Concord OSHC Policy D-15: Allergies
- Concord OSHC Policy E-1: Daily Routines

## Procedure

NSW and Australian food laws require certain businesses to appoint at least one trained Food Safety Supervisor (FSS) per business premises. These laws include the NSW Food Act and Regulations and the Food Standards Code.

The aim of the requirement is to prevent individuals from becoming ill from food poisoning as a result of incorrect food handling and preparation.

A Food Safety Supervisor is a person who:

- Is formally trained to recognise and prevent risks associated with food handling
- Holds a current NSW Food Authority FSS certificate (no more than 5 years old) as per the NSW Food Act Section 106B(1a)
- Is not an FSS for any other food premises or mobile catering business
- Trains and supervises other people in the business about safe food handling practices, and
- Has the authority and ability to manage and give direction on the safe handling of food

Once training has been completed by the FSS it is a legal requirement that a copy of their FSS certificate be kept at the Service so it can be produced upon request by an authorised officer. The Food Authority encourages the Service to display their FSS certificate.

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 who prepare and serve food at the Service need to complete Food Handler Basics Training available at <http://www.foodauthority.nsw.gov.au/training/food-handler-basics-training>.

Educators must have skills and knowledge relevant to their food duties and 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.
- Always wear gloves while preparing, handling or serving food
- 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 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 appropriate sanitisation. Wooden food preparation utensils will not be used.
- Ensure the fridge, oven and hot plates are clean and kept clean by including in the termly cleaning schedule. All kitchen surfaces will be cleaned and sanitised before and after use.
- 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 certain foods and thoroughly cleaned and sanitised after food preparation.
- Clean disposable gloves will be used at all times 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 in contact with non-food items such as cleaning chemicals, money, treating wounds.
- Clean sponges will be used and changed weekly at 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 where possible. If tea towels are used, these will be replaced every session. Wet tea towels will be hung in an appropriate "Dirty tea towel drying area" prior to being put into a washing area
- 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
- 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 to 21 °C within two hours
  - from 21 °C to 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.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- NSW Public Health Act 2010 No.127 Part 3. Division 1
- Food Standards Australia New Zealand – Food Safety Standards Fact Sheets (<http://www.foodstandards.gov.au>)
- Standard 3.2.2A Food Safety Management Tools NSW Food Authority
- Australia New Zealand Food Standards Code
- NSW Food Authority
- NSW Food Act 2003
- NSW Food Regulation 2010

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