



01 Health and safety procedures

01.03 Kitchen

General safety

- Door to the kitchen is kept always closed.
- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when meal 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.
- No hot drinks taken outside of kitchen area.


Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.
- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned regularly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily 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.
- Any repairs needed are recorded and reported to the manager.
- Medication stored in the milk kitchen fridge is named and kept on a separate shelf.
 - Each bottle-fed baby has a plastic box for storage of named spare bottles with teats and tops as well as personal dummies.
 - Baby milk formula and weaning food is kept in named containers for each baby.
 - Milk or weaning feeds provided by parents are labelled and refrigerated immediately.
 - Each baby has a feeding schedule. This highlights any allergies or foods not to be given.

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 by	Blackberry Lane Pre-School & Nursery	
On	September 2024	
Date to be reviewed	September 2025	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	
Role of signatory (e.g. chair, director or owner)	Manager	Director