



## Food Hygiene Policy

### Policy statement

This policy applies to any individual preparing food at any Sports Focus Coaching Ltd setting. Sports Focus Coaching will provide and/or serve food for children on the following basis:

lunch  
Afternoon snack

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

### Food Safety

It is the responsibility of Sports Focus Coaching to ensure that all food brought on to the premises complies with the Food Safety (1990) Act and that only reputable suppliers are used.

In accordance with the Food Safety (Temperature Control) Regulations (1995) Entire team members will be responsible for ensuring that adequate provision is made for storage of all food at all times.

All food handlers are trained in food hygiene matters as required by the Food Safety (General Food Hygiene) Regulations 1995.

All settings and equipment used for the preparation, serving or storage of food shall be in an appropriate sanitary state.

All food handlers must be medically fit for the purpose of handling food.

When preparing food, staff (kitchen or general) will observe current legislation regarding food hygiene and training by:

- Always washing hands with antibacterial soap and hot water before and after handling food and using the toilet.
- Using clean, disposable cloths
- Not being involved in food preparation if they are unwell
- Holding a current Food Hygiene certificate.
- Making sure all fruit and vegetables are washed before being served.
- Any cuts, spots or sores on the hands and arms must be covered completely with a waterproof dressing



### **How food is stored**

Food is bought on a weekly basis and is stored in lines with the storage labels on the food. Refrigerated food is stored at 8 c or below. Fresh food will be stored in the fridge using the following layout:



### **Cleaning of Food Storage Areas**

Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

- Shelves and drawers are removed and cleaned with antibacterial cleaner
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains
- Freezers are defrosted (on non-frost-free) and cleaned once a month following the same procedure.

### **Cleaning of food preparation surfaces**

Food preparation areas are cleaned before and after use with antibacterial cleaner.






There are separate facilities for hand-washing and for washing-up.

All surfaces are clean before food preparation takes place.

All utensils, crockery etc. are cleaned after use and stored appropriately. Sharp knives must be locked away.

Cleaning materials and other dangerous materials are stored out of children's reach.

Children do not have unsupervised access to the kitchen.

<u>FOOD</u>	<u>Choking Hazard</u>		<u>Method of Preparation</u>
	<u>Cylindrical</u>	<u>Spherical</u>	
	✓		<b><u>ONLY SKINLESS OR SAUSAGE MEAT TO BE USED</u></b>
	✓		<b><u>Cylindrical foods should be cut length ways first and then sliced creating semi-circular pieces</u></b>
	✓		
		✓	<b><u>Spherical foods should be sliced into half then sliced again into quarters/ segments.</u></b>
		✓	

**Safe preparation of food**

**Good Food Practices**

Food handlers must ensure that they follow the code of personal hygiene required, e.g. wash hands, aprons worn and hair to be tied back.

Spills to be wiped up immediately and food picked up off the floor to avoid any hazards.

Temperatures of fridge / freezer to be checked every day.

All food must be kept covered until it is served.

Washing up must be carried out immediately after meals.

Tables and chairs must be wiped with an anti-bacterial spray before and after use.

Sink and draining board and surfaces must be wiped.

All dietary requirements of the children will be catered for, i.e. vegetarians, non dairy etc.

Cleaning work surfaces with an anti-bacterial spray after each use instead of soapy water.

Aprons to be worn whilst preparing food.

Towels to be washed after use.



The kitchen door should be kept closed at all times.

The kitchen should be maintained by all staff (who hold the Food handlers certificate) using the kitchen.

Entire Food Hygiene Policy:

Updated September 2025 Next Review September 2026