

2.12 Food Handling, Preparation and Storage (Food Safety Program)

Policy Statement

The service recognises the need for effective food handling and storage practices to ensure that the food provided is safe for consumption. Junction Park OSHC recognises its obligation to ensure foods prepared and provided must be done so in a way that is safe for children in our care. All food served is to be handled, prepared and stored in a manner that is consistent with quality food handling and storage guidelines, including the Australian and New Zealand Food Standards Code and other relevant guidelines including Staying Healthy in Childcare. As a P&C-operated business, we recognised that we are excluded from the *Food Act 2006 (Qld)*, however, we must still operate consistently with the Act and safe food handling practices.

The service recognises its obligation to implement adequate health and hygiene practices and safe practices for handling, preparation and storage to minimise risks to children. Junction Park OSHC is committed to ensuring access to water and food appropriate to the individual needs of children and that the food served by the service is adequate and reflect the expectation for health and nutrition.

A food safety program identifies steps to control hazards across the following aspects of the business:

- Purchasing and receiving
- Storage
- Thawing
- Preparation
- Cooking
- Cooling
- Allergens
- Cleaning program and schedule.

Related Policies

- [2.13 Supervision of Children & Providing a Child-Safe Environment](#)
- [4.2 Hygiene, Health and Wellbeing Practices](#)
- [4.5 Children with Medical Conditions](#)
- [5.2 Food and Nutrition](#)
- [6.1 Space and Facilities Requirements](#)
- [6.3 Workplace Health and Safety](#)
- [9.3 Interactions and Communication with Families](#)

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">● Establish sound food handling, preparation and storage procedures.● Ensure facilities and equipment support the safe preparation, handling and education of food.
Nominated Supervisor	<ul style="list-style-type: none">● Monitor and support safe food handling practices.● Coordinate with the Approved Provider to ensure the practices and equipment meets the needs of the service and children.● Ensure educators are provided with suitable training and instruction to handle food as described in the outlined procedures.
All Staff	<ul style="list-style-type: none">● Ensure procedures are always followed.● Support children in preparing and handling food to guide learning, development and safe practices.

Procedures

Purchasing and Receiving Food Goods

The service will purchase food products from reputable food businesses. Ideally, suppliers will be limited to those whose services and products have been found to be reliable. Where alternative arrangements are needed, products will be sourced from appropriately licenced food businesses.

1. Food should be covered or packaged (without damage) on arrival.
2. The staff member collecting the food or products should inspect to ensure no food or product is spoiled, has damaged packaging or past used-by date.
3. The staff member should check the temperature of the food including:
 - a. At or below 5°C for chilled food
 - b. Frozen hard (not partly thawed) for frozen foods, or
 - c. Above 60°C for hot foods.
4. Food not meeting these requirements should be rejected.
5. The food or product should be immediately placed in the appropriate storage location:
 - a. Freezer for frozen foods
 - b. Fridge for chilled foods or
 - c. Pantry for shelf-stable foods.

Storage

Food must be stored in an appropriate environment to protect it from contamination and to maintain the safety and stability of the food.

Area	Controls	Remediated Action
Dry Storage	<ul style="list-style-type: none">● Ensure the physical environment does not contain holes, cracks or crevices where pests may enter or breed.● Routinely inspect for signs of pests where dry products are stored and the premises are regularly treated by a licensed pest controller.● Store opened packaged products in clean, sealed food grade containers (or reseal packaging).● Store products to ensure the oldest stocks are used first and that weekly inspections identify out-of-date stock.● Ensure that chemicals are stored away from food stock.● Do not overcrowd the storage area. Food must be stored off the floor.● Food is stored in accordance with manufacturer's specifications.● Dry food storage area is cleaned weekly.	<ul style="list-style-type: none">● Food is discarded when –<ul style="list-style-type: none">○ There are signs of pest infestation○ Food has been contaminated or unsuitable○ Identification that packaging is damaged○ Food is identified as exceeding use-by-date.● Clean the storage area weekly and/or when unclean or overcrowded.
Cold Storage	<ul style="list-style-type: none">● All food which is to be stored in a chilled manner (raw and cooked meat, dairy products, seafood, processed fruits and vegetables, cooked rice and pasta or foods that contain	<ul style="list-style-type: none">● If cold storage equipment is operating above 5°C, adjust the temperature controls and recheck the temperature again within one hour.

	<p>these foods) should be stored in a temperate controlled area (cold room, fridge etc).</p> <ul style="list-style-type: none"> ● Food should be checked at least daily with a thermometer to ensure it is colder than 5°C. These checks must be recorded. ● All foods need to be stored in a clean and covered food grade container or wrapped in a protective covering. ● The fridge (or cold room) should not be overcrowded. ● Raw foods must be separated from cooked or ready-to-eat foods. With ready-to-eat foods ideally stored above raw foods. ● Check water and condensation from raw foods will not drip onto ready-to-eat food. ● Identifying and date marking the food to ensure it does not stay in the fridge for a period that may render the food unsuitable. ● Check that the inside of the cold storage equipment is clean and free from mold. ● Clean refrigerators in accordance with the cleaning schedule. 	<ul style="list-style-type: none"> ● If cold storage equipment is found to be unable to keep food at 5°C or below, have the equipment serviced/repaired. ● Throw away potentially hazardous food that has been above 5°C for four (4) hours or more. ● Throw away ready-to-eat food that has been 'cross contaminated' by raw food. ● Throw away food that is past its 'use by' date or food that is damaged, deteriorated or perished. ● Throw away contaminated food or food that has been identified as unsafe or unsuitable. ● Clean the refrigerator weekly and/or when spillages occur or are overcrowded. ● Service refrigerators in accordance with manufacturer's instructions or when required.
<p>Frozen Storage</p>	<ul style="list-style-type: none"> ● Frozen food needs to be stored frozen hard (not partially thawed). ● Frozen food must be stored and covered in clean containers. It should be clearly labelled and dated to allow for stock rotation. ● Frozen storage areas must not be overcrowded. ● Ensure that packaging isn't damaged. ● Freezers must be kept clean. ● Check the food in your freezer regularly (weekly) to see if food is contaminated, damaged, deteriorated or perished. ● Clean freezers in accordance with the cleaning schedule. 	<ul style="list-style-type: none"> ● Service the freezer if it can't keep food hard frozen. ● If the freezer stops working and food partly thaws, place the food in the refrigerator until it is completely thawed, then use as a refrigerated food. ● If food is completely thawed, but is colder than 5°C, place food in the refrigerator and use as a refrigerated food or use straight away. ● If you're not sure how long the freezer hasn't been working properly, or you are unsure about the safety of any food, the food is to be thrown away. ● Throw away contaminated, damaged, deteriorated or perished food.

Thawing

Thawing frozen potentially hazardous food may pose a food safety risk if the temperature of the food is between 5°C and 60°C during thawing, allowing food poisoning bacteria to grow. It is important that the food is thawed at room temperature. The time that the food is at temperatures between 5°C and 60°C needs to be noted to ensure that safe time limits are not exceeded.

Controls for thawing

- Plan ahead - allow sufficient time to thaw potentially hazardous food in the refrigerator.
- Alternatively, thaw potentially hazardous food in the microwave.
- Thaw raw frozen food on a shelf below ready-to-eat food.
- All food is to be protected, covered, wrapped or in a food grade container while thawing.
- Do not refreeze thawed food.
- Small portions of raw frozen meat and fish may be able to be safely cooked without complete thawing, however, large portions of food should be completely thawed before cooking.

Remediated Actions

- Do not use potentially hazardous food until it is completely thawed.
- Throw away thawed potentially hazardous food that has been left to stand at above 5°C for more than four (4) hours.
- Throw away food that has been contaminated during thawing.
- Throw away any food that has been frozen more than once.

Preparation

When preparing and handling food, there is risk of contamination and bacteria causing food-borne illness. There are three main hazards which are controlled during food preparation:

- Biological – bacteria growing to unsafe levels
- Physical – things like dirt, hair, glass or other food product entering meals
- Chemical – things like cleaning products etc. contaminating food.

Steps for daily food preparation

1. Food handlers will have appropriate skills and knowledge for each food preparation task.
2. Clean and inspect food preparation surfaces, equipment and utensils before use.
3. Food handlers must put on a clean apron and disposable gloves before preparing food.
4. Wash hands according to hand washing guidelines before handling food.
5. Ready-to-eat food is kept apart from raw ingredients during preparation.
6. Use separate utensils and cutting boards when preparing raw food and ready-to-eat food or alternatively, prepare ready-to-eat food and raw food separately, washing, sanitising and thoroughly drying cutting boards and utensils between use.

Additional controls for food preparation

- Fruit and vegetables intended for immediate consumption must be washed before preparing, including those where the skin is not intended to be eaten.
- Minimise the time that potentially hazardous food is above 5°C and return food to the refrigerator during any break in preparation.
- Wiping cloths should be replaced daily and cleaned, rinsed and dried between uses.
- Throw away single use items after one use.

Remediated actions

- Throw away any food contaminated by dirty equipment.
- Throw away food where there is any chance that contamination or cross contamination has occurred.
- Re-train food handlers that have been found to be mishandling food.
- Remind people preparing food, of good hygiene practices and retrain where necessary.
- Throw away food that has been between 5°C and 60°C for more than four (4) hours.

Cooking

Hot food must be fully cooked to a sufficient temperature to achieve a safe temperature for consumption. Potentially hazardous foods, which are not fully cooked, will not be safe to eat, as bacteria will not be killed.

Where the food handler is unsure of the temperature of potentially hazardous foods, they must use a thermometer to check the internal temperature has reached a **minimum of 74°C**. If the temperature in the centre of the potentially hazardous food does not reach at least 74°C, continue cooking until the internal temperature is achieved.

The 2 hour/4 hour guide

Maintain potentially hazardous food at a temperature of 5°C or below or 60°C and above. If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.

- Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours** must be **refrigerated or used immediately**.
- Potentially hazardous food that has been kept between 5°C and 60°C for **longer than two hours but less than four hours** must be **used immediately**.
- Potentially hazardous food that has been kept between 5°C and 60°C **for longer than four hours** must be **thrown out**.

Cooling Food

Hazardous food that is intended to be cooled and used later, needs to reach a temperature of 5°C or colder as quickly as possible. There may be food poisoning bacteria in the food even though it has been cooked. Faster cooling times limit the time when these bacteria can grow or form toxins.

When cooling cooked potentially hazardous food, cool the food within the following timeframes:

- from 60°C to 21°C within two hours
- from 21°C to 5°C within a further four hours

This means you have a maximum of six hours to cool food from 60°C to 5°C or below.

If the speed of cooling is unknown, a thermometer to measure the warmest part of the food – usually in the centre should be used. To chill food quickly, break it up into smaller portions in shallow containers. Care must be taken not to contaminate the food as this is done.

Remediated Actions

- Throw away food if the above cooling times and temperatures have not been reached.
- If refrigerator temperatures rise above 5°C during the cooling of food, review and modify cooling practices to ensure that temperatures remain below 5°C.
- Discard any potentially hazardous food that may have been contaminated during cooling.

Allergens

Certain foods can cause some people to have an allergic reaction which can vary in severity from mild upsets to severe anaphylactic reactions. It is important for food handlers to identify which products contain allergens.

Controls for allergens

- All ingredients used in meals will be inspected to identify any allergens.
- Prepare special meals separately from normal meals using separate utensils.
- Individual child servings will be kept in a container labelled with child's name and allergen.
- Food handlers should be aware of sensitivities, especially children whose severity is significant.
- Check packaging for –
 - Damage and use only clean uncontaminated packaging materials
 - Ingredients to be checked for potential allergens.

Cleaning Program

Anything that has contact with food must be cleaned and sanitised with either food grade sanitiser or heat in the dishwasher. Items which do not encounter food need to be cleaned only.

Steps for cleaning utensils and equipment

1. **Pre-clean:** scrape, wipe or sweep away food scraps and rinse with water.
2. **Wash:** use hot water and detergent to take off any grease and dirt. Soak if needed.
3. **Rinse:** rinse off any loose dirt or detergent foam.
4. **Sanitise:** use a sanitiser to kill any remaining germs (read sanitiser's instructions to see if a second wash is required).
5. **Dry:** allow to air dry, if not possible, dry with a clean tea-towel.

Items to be cleaned and sanitised	Items to be cleaned
Plates and bowls Utensils for preparing and serving food and eating Cutting boards Preparation benches Storage containers	Floors Walls Ceilings Rubbish bins Windows Refrigerators Microwave

For sanitising use a commercial food grade sanitiser, following the manufacturer's instructions.

Cleaning Procedures

- Bowls, cups, plates and cutlery will be washed in the service dishwasher (hall) on Turbo cycle.
- Large containers, food and plate buckets etc. are to be washed in the tuckshop commercial dishwasher and left out to air dry on the clean cloth covered benches.
- Bench cleaning is to start at the back and work towards the front.
- Washing of benches, fridges and storage of areas will be done with hot soapy water using dishwashing detergent and hot water.

- Use food safe detergents and sanitisers, always following the manufacturer’s instructions.
- Clean as you go.
- Make sure the containers for garbage and recycled matter are large enough for amount of waste you produce and are capable of being easily cleaned.
- Ensure that all equipment used for cleaning (e.g., mops, buckets, cloths, brooms etc) are also kept clean.

Cleaning and Maintenance Schedule:

Daily (After Use)	Used Equipment Toaster, Jug Sinks Floors Rubbish Bins (emptied)
Weekly	Fridges Dry Food Storage Area Cupboards and Shelves Rubbish Bins (cleaned)
Monthly	Freezers
Quarterly	Windows Walls Ceilings Ovens
Annually	Light Fittings

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Food Act 2006 (Qld)*
- *National Quality Standard, Quality Areas: 1 – Educational program and practice; 2 – Children’s health and safety; 3 – Physical environment; 4 - Staffing arrangements*

E&CS Legislation Compliance

- *Education and Care Services National Regulations 77-80*

Policy Controls

Endorsed by: Approved Provider
 Date Endorsed: 14th June 2023
 Date implemented: 15th June 2023
 Version: v.2023-1
 Review Date: 14th June 2023