



Food Safety Policy and Procedures

Policy Number	2009/22
Approved by	Heritage Management Committee – September 2010; 10 June 2014; 9 June 2020; 9 April 2024
Last reviewed	September 2010; June 2014; March 2020; Feb 2024
Next review due	2026
National Law and Regulations	National Law Section 165, 167, 174. National Regulations 12, 77-79, 90, 91, 136, 160, 162, 168, 170-172, 175
National Quality Standard	Quality Area 2: Children's Health and Safety

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Policy Statement

Legislative Summary

Heritage Early Childhood Centre recognises it has a duty of care and legal requirement under the [Work Health and Safety Act 2011](#) to provide a healthy and safe environment that supports the physical and psychological wellbeing of all persons who access the Heritage service, it's facilities and programs both on the premises and during off-site excursions.

Heritage is committed to ensuring food safety practices are followed when transporting, handling, preparing, and storing food at the service and is registered as a food business with the [ACT Health Protection Service](#). Early education and care centres are identified as a Category One business under the Food Standard Code when educators handle unpackaged, potentially hazardous food that is ready to eat as part of the contract of service, including providing cut up fruit for morning tea or for cooking activities as part of the curriculum.¹ As such, Heritage must adhere to the [Food Act 2001, Food Regulation 2002, and Australia New Zealand Food Standards Code - Standard 3.2.2: Food Safety Practices and General Requirements](#).

From 8 December 2023, registered early education and care services must also adhere to the [Food Standards Code and Food Act 2003, Standard 3.2.2A](#). The revised requirements involve three food safety management tools to strengthen the management of hazards known to contribute to foodborne illness. Specifically, a Food Safety Supervisor must be available to supervise food handlers at the service; the Food Safety Supervisor and all food handlers must attend approved food safety training; and the service must maintain evidence to prove the service has adequately managed food safety risks, and the records must be kept for 3 months.

In addition, this policy has been developed to comply with the [Education and Care Services National Law, Regulations and Quality Standard](#). Every reasonable precaution must be taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury (s167) including providing adequate supervision (s165). Policies and procedures are required under r168 in relation to health and safety, including matters relating food and beverages and providing a child safe environment. Under r77, the service must implement adequate health and hygiene practices including safe practices for handling, preparing, and storing food to minimise risks to enrolled children. All Heritage practices aim to meet or exceed Quality Area 2: Children's Health and Safety.

Statement

Heritage recognises that food safety is vital in early childhood education and care environments as young children are vulnerable members of the community whose immune systems are not fully developed. They also produce less of the stomach acid required to kill harmful bacteria than older children or adults (Foodsafety.gov., 2019). Food poisoning and infectious diseases can be a serious health problem for young children and food borne illnesses are more likely to occur in settings where food is prepared or served to many people. Safe food handling practices reduce the risk of food poisoning and food borne illnesses, as well as other health and safety issues such as choking, burns or severe allergic reactions such as anaphylaxis.

It is understood that food can become unsafe to eat in three ways:

1. **Biological:** In certain conditions, bacteria, parasites, and viruses can multiply to dangerous levels that can lead to illnesses such as bacterial or viral gastroenteritis, food poisoning and potentially serious infections such as hepatitis A, salmonella, shigella and shiga-like toxin producing Escherichia coli.
2. **Physical:** This includes being too hot or from contamination from objects that should not be in food such as dirt, hair, glass, or stones, or from ingredients that cause allergic reactions such as nuts.
3. **Chemical:** This includes contamination from chemicals such as cleaning agents, detergents, and fly sprays.

¹ Refer to: Definitions of Food Business



Heritage families are required to provide bottles of expressed breast milk (EBM) or infant formula for infants, and lunch and afternoon tea for older children, and are therefore responsible for much of the food safety risk. Heritage educators prepare the food brought from home by families and food is also prepared on the premises by educators for the children including morning fruit, sandwiches for children who have forgotten their lunch, and when children and families are involved in cooking experiences as part of the educational program.

Families are asked to read the relevant sections in this policy and the Family Handbook, and work with educators to provide safe food from home. All educators who handle and serve food or bottles brought from home are responsible for maintaining safe and hygienic food practices as set out in this policy. In addition, educators and family volunteers involved in cooking experiences are also required to follow the hygiene and food safety practices and principles set out in this policy at all times.

Heritage implements all food safety practices in accordance with children's individual and additional needs. Families are required to inform the Director on enrolment if their child has any medical conditions, food allergies/sensitivities or any cultural values/religious expectations regarding food handling (r160 & 162). Heritage will accommodate culturally diverse food storage practices if safe to do so, e.g., Halal and Kosher food can be stored or refrigerated in separate, sealed containers.²

Policy Aims

The Heritage Food Safety Policy and Procedures aims to:

- Comply with all legislative requirements and meet best practice standards in relation to safe food handling practices, premises, and equipment.
- Ensure a food safety risk assessment is undertaken at the service that identifies potentially hazardous food and minimises the risk of food-borne illnesses, as well as minimising the risk of choking, burns or a severe allergic reaction such as anaphylaxis.
- Ensure the safe handling of breastmilk and infant formula including transporting, storing, thawing, warming, preparing and bottle feeding.
- Ensure consistent food safety practices throughout the premises and on excursions.
- Ensure a qualified Food Safety Supervisor is available to supervise food handlers.
- Ensure all food handlers undertake approved training in food safety and hygiene.
- Ensure that all persons are provided with a high level of food safety knowledge and practices while on the premises.
- Ensure families of children with food allergies, food intolerances and special diets are consulted to develop individual management plans.
- Ensure this policy is readily available, up to date and regularly reviewed.

Scope

It is understood that there is a shared responsibility and accountability between the Heritage service and all its stakeholders, including the Management Committee, Nominated Supervisor, educators, families, students, family volunteers and visitors, to consistently implement the Food Safety Policy and Procedures during the hours of operation of the service, both on the premises and during off-site excursions and activities, as a matter of high priority due to the potential health risks to children of not doing so.

Definitions

Adequate Supervision: A level of supervision that ensures legislative requirements are met in relation to educator-to-child ratios at all times (r122, 123 and 357), and that all children, both as individuals and in groups, are within access and sight/hearing of an educator at all times including during toileting, rest and transition routines. In addition, it means monitoring on-going risks and benefits and employing flexible supervision strategies that meet individual children's needs. An educator may recognise that a particular activity that involves risk requires constant vigilant supervision. Alternatively, if children are participating in low-risk activities, educators can focus on engaging with children.

²Refer to: Creating Inclusion and Equity Policy and Procedures



Duty of Care: A common law concept that organisations have responsibilities to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Food Safety: In relation to this policy, ensuring all food prepared by the service or families including food brought from home by Heritage families, including bottles of expressed breast milk (EBM) or infant formula, that is served on the service premises or on excursions, is safe for enrolled children to consume.

Food Allergies: Some foods and food ingredients, or their components, cause severe allergic reactions including anaphylaxis in certain children. Less common symptoms include stomach aches, eczema, chronic diarrhoea and failure to thrive in infants.³

Food Business: Heritage is registered as a [Food Business with the ACT Health Protection Service](#). A food business is defined as an enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves: (a) the handling of food intended for sale; or (b) the sale of food. For childcare services, once the food becomes a part of the contract of service, i.e. providing cut fruit or food for cooking activities as part of the curriculum, the business is supplying food for sale and registration is required. Public health officers undertake an annual Food Premises Inspection/Audit, providing a report to the Director. On completion to a satisfactory level, the Certificate of Registration of a Food Business is renewed.

Food Safety Supervisor: All registered food businesses in the ACT are required to appoint a [Food Safety Supervisor](#) who has advanced training and knowledge in food safety and has the ability to oversee the safe handling of food. A Food Safety Supervisor is a person who:

- Can recognise, prevent and alleviate food handling hazards at the premises.
- Holds a Food Safety Supervisor Certificate that has been issued within the immediately preceding period of 5 years; and
- Has the authority and ability to manage and give direction on the safe handling of food at the premises to ensure safe food handling at all times.

Food Safety Supervisor Certificate: Certification as a food safety supervisor by: (a) a registered training organisation; or (b) an organisation recognised by the relevant authority under the application Act.

Certification as a food safety supervisor by: (a) a registered training organisation; or (b) an organisation recognised by the * relevant authority under the application Act.

Food Standards Australia New Zealand (FSANZ): A bi-national Government agency with the responsibility to develop and administer the Australia New Zealand Food Standards Code.

Hazardous Food: Food containing dangerous biological, chemical or physical agents.

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above a temperature of 25°C for any period of time.

Potentially Hazardous Food (PHF): Defined by FSANZ as “food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food.” It includes raw and cooked meat/poultry, small goods (e.g., ham), dairy products, eggs, food containing eggs, seafood, processed or cut fruit and vegetables, cooked rice/pasta, beans, nuts, and prepared salads. In addition, food that is contained in packages, cans, bottles, or jars can become high-risk once opened, and must be handled and stored appropriately.

Scalds: Burns by hot fluids, steam, and other hot vapours.

Two-Hour Four-Hour Guide: The Guide provides guidance on how long potentially hazardous food can be held safely at temperatures between 5°C and 60°C (Temperature Danger Zone/Room Temperature), and what should happen to it after certain times. Specifically:

- 0-2 hours in Temperature Danger Zone - use immediately or refrigerate below 5°C.
- 2-4 hours in Temperature Danger Zone - use immediately.
- More than 4 hours in Temperature Danger Zone - throw away.⁴

³ Refer to: Allergy and Anaphylaxis (including Nut Free) Policy and Procedures

⁴ Refer to: [2 hour 4 hour Guide](#)



Rationale and Legislative Background

Heritage recognises it has a duty of care to take all reasonable, practicable steps to provide all persons at Heritage with a safe and healthy environment that supports their emotional and physical wellbeing ([Work Health and Safety Act, 2011](#)). In addition, this policy and procedures document has been developed to comply with the:

- [Education and Care Services National Law Act 2010 \(ACT\)](#) (amended 2023)
- [Education and Care Services National Regulations 2011 \(ACT\)](#) (amended 2023)
- [National Quality Standard for Early Childhood Education and Care](#)
- [Food Act 2001 \(ACT\)](#) and [Food Regulation 2002 \(ACT\)](#)
- [Food Standards Australia New Zealand Act 1991](#)
- ANZ Food Standards Code. [Standard 3.2.2](#) and [Standard 3.2.2A](#)

Relevant Education and Care National Law	
S 165	Offence to inadequately supervise children
S 167	Offence relating to protection of children from harm and hazards
S 174	Offence to fail to notify certain information to Regulatory Authority
Relevant Education and Care National Regulations	
R 12	Meaning of serious incident
R 77	Health, hygiene, and safe food practices The approved provider must ensure that nominated supervisors and staff members and volunteers at the service implement: (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service.
R 78	Food and beverages
R 79	Service providing food and beverages
R 90	Medical Condition Policy
R 91	Medical Conditions Policy to be provided to parents
R 136	First Aid Qualifications
R 160	Child enrolment records to be kept
R 162	Health information to be kept in enrolment record
R 168	The service must have policies and procedures in relation to: (2) Policies and procedures are required in relation to the following: (a) health and safety, including matters relating to: (i) nutrition, food and beverages, dietary requirements. (h) providing a child safe environment.
R 170	Policies and procedures to be followed
R 171	Policies and procedures to be kept available
R 172	Notification of change to policies or procedures
R 175	Prescribed information to be notified to Regulatory Authority
Relevant National Quality Standards	
QA 2	Children's Health and Safety Standard 2.1. Health: Each child's health and physical activity is supported and promoted. Element 2.1.2. Health practices and procedures. Effective illness and injury management and hygiene practices are promoted and implemented. Standard 2.2. Safety Each child is protected. Element 2.2.1. Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard Element 2.2.2. Incident and emergency management plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QA 7	Governance and Leadership 7.1.2 Management Systems: Systems are in place to manage risk and enable the effective management and operation of a quality service. 7.1.3 Roles and Responsibilities: Are clearly defined, and understood, and support effective decision making and operation of the service.

Food Safety Standard 3.2.2A	
Food Safety Supervisor Requirements	
<ul style="list-style-type: none"> • The service must appoint a Food Safety Supervisor who is readily available to oversee day to day handling of food operations. • The Food Safety Supervisor must complete an approved Supervisor training course. • The Food Safety Supervisor certificate must be available for inspection at all times. • Food Safety Supervisor certificates must be updated every 5 years. 	
Food Handling Skills	
<ul style="list-style-type: none"> • Kitchen staff/educators handling food must have the skills and knowledge to handle food safely and complete training as requested. Training and knowledge must cover: <ul style="list-style-type: none"> ○ Safe handling of food ○ Understanding of food contamination ○ Cleaning and sanitising of food premises and equipment ○ Personal hygiene • Food Handler certificates must be available at the service upon request. • An up-to-date Food Safety Certificate Register must be maintained that shows who has completed training in Food Safety, including date completed. 	
Records	
Records must: <ul style="list-style-type: none"> • Be available upon request by an authorised officer. • Be kept for at least 3 months and include the date and time the record was made. • Identify the food/activity they relate to. 	

Records to be kept	Related Heritage Documents/Evidence
Temperature of food upon receipt	Food Supplier Register Cold Food Temperature Check
Storage of food	Refrigeration Temperature Control Check Thermometer Calibration Check Educator Compliance Check – Hygiene and Infection Control Dry Foods Received Register
Display of food	N/A to Heritage
Transport of food	Not required in ECEC
Pathogen reduction during food processing	Educator Compliance Check – Food Made on the Premises
Minimising time during food processing	N/A to Heritage
Cooling food	N/A to Heritage
Reheating food	Educator Compliance Checklist – Food Brought from Home
Cleaning and sanitising	Cleaning Rosters Educator Compliance Checklist – Hygiene and Infection Control (including Kitchen, Surfaces and Storage Areas).
Food Safety Training and Knowledge	Food Safety Certificate Register



Summary of Key Roles and Responsibilities

Role	Responsible for ensuring:
Management Committee	<ul style="list-style-type: none"> • A Food Safety Policy and Procedures document is in place, up to date, and accessible to families and educators at all times. • There is a process to ensure service policies and procedures are regularly updated to reflect current legislative requirements, government guidelines and best practice recommendations from recognised authorities.⁵ • Procedures are in place in relation to monitoring educator compliance with food safety practice and hygiene practices. • The policy clearly defines the roles and responsibilities of the Director, educators, families, students and regular family volunteers, and others in the Heritage community. • Reasonable steps are taken to ensure this policy and procedures are followed. • Finances are allocated to provide food safety training. • The Director is supported to notify CECA of any serious incidents or complaints in relation to this policy.
Director/ Nominated Supervisor	<ul style="list-style-type: none"> • They are up to date with current legislation, standards, best practice information and resources relating to food safety in early education settings. • This policy and related procedures are regularly reviewed in consultation with educators and families. • Reasonable steps are taken to ensure this policy and procedures are followed. • A risk assessment is undertaken and regularly reviewed in relation to Food Safety and Hygiene. • All requirements are met under the Food Safety Standards Code and Food Act are met. • A Food Safety Supervisor is appointed to oversee food handlers. • The Food Safety Supervisors and all staff and food handlers attend basic safe food handling training and obtain an appropriate Food Safety and Food Hygiene Certificate. • An up-to-date Food Safety Certificate Register is kept to provide evidence of safe food handling training for all food handlers (refer to: Attachment 3). • Appropriate records are kept for 3 months relating to receiving, storage, processing, displaying and transportation of food, as required by the Food Safety Standards Code and Food Act 2023. • Food safety is included in the educational program. • Food safety and hygiene is discussed with families on enrolment. • Parents/guardians provide details of their child's individual nutritional requirements on the enrolment form including any cultural or religious dietary restrictions, and health-related dietary restrictions such as allergies. • Risk minimisation plans and communication plans are developed with families for children with medical conditions that can be impacted by food.⁶ • Educators are aware of children's individual needs in relation to food. • Individual and additional needs in relation to food and nutrition are discussed with families prior to the child commencing at the service and whenever these requirements change. • Educators and family volunteers at the service implement adequate hygiene and food safety practices for the handling, preparing, and storing food, to minimise risks to children being educated and cared for by the service (r77). • Educator compliance checks for food safety practices and hygiene practices are regularly carried out (refer to: attachments).

⁵ Refer to: Policy Development and Review Policy and Procedures

⁶ Refer to: Medical Conditions Policy and Procedures

	<ul style="list-style-type: none"> • Food safety and hygiene posters are displayed in the food service areas of the service for the reference for educators and families involved in the preparation and distribution of food to children. • All facilities and equipment utilised for food preparation and storage are clean, and in good repair and working order.⁷ • A metal thermometer (not glass containing mercury) is utilised and regularly calibrated to check the temperature of the fridge/freezer.⁸ • Probe and infrared thermometers are regularly calibrated according to manufacturer’s instructions. • The premises is regularly inspected for and free of pests and vermin.⁹ • This policy is referred to when undertaking risk assessments for excursions and other service events.¹⁰ • Relevant authorities are informed of an outbreak of gastroenteritis or possible food poisoning occurs at the service.¹¹ • Staff and families do not prepare or consume hot drinks in children’s rooms and great care is taken when walking from the staff room to the main office carrying hot drinks, preferably when children are outside. • Student, family volunteers, and casual and relief staff at the service are informed of this policy during their induction. • Families are notified at least 14 days before changing the policy or procedures if the changes will affect the fees charged or the way they are collected, significantly impact the education and care of children or the family’s ability to utilise the service.
<p>Educators / Responsible Persons</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Participating in safe food handling training on a regular basis as required including the completion of an appropriate Food Safety Certificate. • Handling, preparing and storing food using the safe practices outlined in this policy and in line with Australian Food Safety Standards. • Keeping records accurately relating to the safe handling of food. • Referring to this policy when participating in excursions and other service events where food is prepared and served to children. • Being familiar with the individual needs and action plans for the children with specific dietary requirements including on excursions. • Informing students, family volunteers, and casual and relief staff at the service about the procedures in this policy. • Ensuring that children’s lunchboxes are placed in the fridge on arrival and returned to the fridge within 1.5 hours. • Ensuring mealtimes are a positive experience for children. • Promoting safety and hygiene knowledge during mealtimes and involving children in decision-making about safe choices. • Discussing food safety with children and ensuring they listen to children’s voices in relation to this policy as part of the educational program. Note: This is an important part of the Heritage philosophy and educators may ask, "Why do we wash our hands?" • Teaching children to wash and dry their hands before touching/eating food. • Assisting in developing safe practices in relation to food. • Providing adequate supervision of children while they are eating including ensuring that children do not share lunches to minimise risks in relation to children with food allergies. • Discouraging children from sharing drink bottles or cups at the service. • Following procedures to prevent children being provided with the wrong food or breast milk.

⁷ Refer to: Work Health and Safety Inspection Report
⁸ Refer to: Work Health and Safety Inspection Report
⁹ Refer to: Work Health and Safety Inspection Report
¹⁰ Refer to: Excursions and In-house Extra Activities Policy and Procedures
¹¹ Refer to: Illness and Infectious Diseases Policy and Procedures

	<ul style="list-style-type: none"> • Encouraging parents/guardians to discuss their child’s individual nutritional requirements, food allergies or food sensitivities, and to inform the Director of any changes as they arise. • Respecting parents/guardians’ cultural values or religious expectations regarding food handling, provision, and consumption, where safe to do so. • Informing the Director of any outbreaks of gastroenteritis or possible food poisoning at the service. • Removing hazardous food, including food that has fallen on the floor, and providing alternative food items for children. • Following procedures to maintain good personal and kitchen hygiene. • Covering all wounds/cuts on hands or arms with wound strips or bandages. • Wearing disposable gloves when handling messy food that cannot be handled with another barrier such as tongs or utensils. • Not preparing or consuming hot drinks in children’s rooms and informing parents/guardians/visitors to the service of the safety procedures in relation to the consumption of hot drinks at the service.¹²
<p>Families</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Being familiar with this policy and procedures and reading the service Handbook, available in the Members’ section of the website. • Ensuring the service is advised of their child’s dietary requirements, including any specific cultural, religious or health requirements, on enrolment, and keeping this information up to date. • Understanding that cultural/religious expectations regarding food handling, provision, and consumption, will be accommodated only where safe to do so. • Where their child has a medical condition that can be impacted by food, developing a risk minimisation and communication plan with the service. • Ensuring that food preparation surfaces at home, utensils, lunch boxes and reusable drink bottles are clean and hygienic. • Washing all fruits and vegetables that are to be brought to Heritage thoroughly. • Supplying an insulated lunchbox that contains a healthy lunch meal and afternoon tea snack, ensuring excluded foods are not included.¹³ • Packing a cold item (e.g., frozen water bottle, with perishable foods in a child’s lunchbox, or using an insulated lunchbox/cooler, particularly in warm weather. • Providing details of specific nutritional requirements (including allergies) on their child’s enrolment form and discussing these with the Director on enrolment and whenever these requirements change. • Complying with the requirements of this policy whenever participating in food preparation or cooking activities at the service. • Washing hands prior to participating in food preparation and cooking activities at the service.
<p>Regular Family Volunteers and Students</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Following this policy and its procedures while educating and caring for children at the service. • Reading and signing the Relief Educator Handbook. • Following the instructions from qualified educators at all times. • Informing the Director or a qualified educator if they have any concerns in relation to this policy and procedures.

¹² Refer to: Dangerous Products Policy and Procedures

¹³ Refer to: Family Handbook; Allergy and Anaphylaxis (incl. nut free) Policy and Procedures

Strategies and Procedures

Food Safety Team

Risk Assessment

The Heritage Food Safety Team is responsible for:

- Identifying food handling activities (below).
- Identifying food safety risks and implementing effective controls to manage any identified and potential risks (**Refer to:** Attachment 6: Food and Bottle Safety Risk Assessments).
- Analysing and improving food safety procedures and practices.

Role	Name	Position
Food Safety Supervisor	Vicki McDonald	Director
Food Safety Supervisor	Rocio Pardo	Director
Food Safety Supervisor	Eranga Kandamullage	Room Leader/Responsible Person in Charge
Food Safety Supervisor	Dragana Reljic	Room Leader/Responsible Person in Charge
Team Member	Julia Charters	Policy Officer
Team Member	Katie Pickering	Educational Leader

Food Safety Supervisors

- All registered food businesses must have a Food Safety Supervisor who has advanced training and knowledge in food safety and the ability to oversee the safe handling of food.
Note: Heritage exceeds this requirement and has Food Safety Supervisors in each room.
- The Food Safety Supervisor is responsible for:
 - Maintaining an up-to-date Food Safety Folder and Food Safety Certificate Register.
 - Keeping records relating to the safe handling of food for a period of 3 months

Identifying Food Handling Activities

Heritage undertakes the following food handling activities in the premises:

Food Handling Identification Chart	
Purchasing, receiving, and transporting: Purchases food from other businesses Food is delivered from other businesses Collects goods from other businesses and transport them to the food premises	Yes No No
Storage of food: Stores dry food Stores cold food Stores frozen foods	Yes Yes No
Thawing: Thaws food prior to preparation or cooking	No
Preparation: Prepares food before serving Prepares food prior to cooking	Yes Yes
Cooking: Cooks food at the business premises	Yes
Cooling: Chills foods after cooking	No
Reheating Reheats pre-cooked food Has food in hot holding equipment	Yes No
Pureeing: Purees food after cooking	Yes
Serving food: Serves hot or cold food to children	Yes
Self-service: Has self-service of food available (Preschool only)	Yes
Breast Milk and Infant Formula: Serves breast milk or infant formula to babies	Yes
Allergens: Prepares or serves food to children with food allergies	Yes ¹⁴

¹⁴ Refer to: Allergy and Anaphylaxis (incl. nut free) Policy and Procedures



Food Supplied by Families

Heritage families are required to provide:

- Bottles of expressed breast milk (EBM) or infant formula for infants.
- Lunch and afternoon tea for older children.¹⁵

Birthdays, Special Occasions, Social Events and Meetings

- Heritage supports families in celebrating birthdays however the focus is on the occasion rather than the food.
- Families are welcome to supply a cake - or preferably cupcakes - which may include chocolate, for celebrations. However, families are asked to minimise the use of food colourings and lollies.
- Food brought from home for special occasions **must not contain nuts** and where practicable, families are asked to provide a list of ingredients used or provide the packaging of bought food.
- Families are asked to discuss their intentions with educators prior to the day as some children have food allergies.¹⁶
- Families may occasionally be asked to bring food for events or meetings. Families must abide by the procedures and guidelines set out in this policy in relation to food brought from home to the service.

Food Made on the Premises for Children by Educators

Educators make food on the premises when they:

- Serve cut up fruit for morning tea.
- Include cooking activities in the curriculum, e.g., pancakes, Anzac biscuits, cooking vegetables from the garden, soup, pizza etc.
- Prepare sandwiches for children who have forgotten to bring their lunch from home.
- Prepare food for family events or meetings.

Meeting Individual Needs

Heritage educators implement food safety practices in accordance with children's individual and additional needs.

- Families are required to inform the Director on enrolment if their child has any medical conditions, food allergies or sensitivities, or any cultural values or religious expectations regarding food handling.
- If children have a food allergy confirmed by a medical practitioner, educators will adhere to the medical recommendations in their Allergy Plan.
- If a child enrolled at Heritage has severe allergic reactions or anaphylaxis as a result of particular foods or ingredients, that food/ingredient will be added to the Excluded Foods List for the duration of their enrolment.
- Heritage will endeavour to accommodate suspected food intolerances, particularly when backed up with a report from a registered health professional.
- Heritage will respect culturally diverse food practices where practicable and safe to do, e.g., Halal and Kosher food can be stored or refrigerated in separate, sealed containers.
- Heritage reserves the right to prioritise the health and safety and appropriate development of the children in its care.¹⁷

Maintenance of Food Premises, Storage Facilities and Equipment

- All facilities and equipment for food preparation and storage must be clean, in good repair and good working order.
- All food preparation utensils and chopping boards must be in good condition.
- Eating or drinking utensils that are chipped, broken, or cracked must not be used.
- Fridges/microwaves must be thoroughly cleaned at the end of each week and as required.
- All storage areas must be clean and free of cobwebs, odours etc.
- All precautions must be taken to ensure the premises are free from pests and vermin.

¹⁵ Refer to: Nutrition and Oral Hygiene Policy and Procedures

¹⁶ Refer to: Allergy and Anaphylaxis (including Nut Free) Policy and Procedures

¹⁷ Refer to: Creating Inclusion and Equity Policy and Procedures



- Any issues related to maintenance, pests or vermin must be reported to the Director or Health and Safety Representative (HSR) immediately.¹⁸

Fridge and Freezer Daily Temperature Check

- Educators must undertake and record a fridge and freezer temperature check daily and ensure the fridge is operating at a temperature of less than 5°C and the freezer is operating at a temperature of between -18°C and -15°C. (**Refer to:** Attachment 2).
- A metal thermometer (not glass containing mercury) is utilised.

Calibrating Thermometers

- Educators must undertake regular (monthly) calibration tests (boiling point/freezing point) and record the results on the Fridge and Freezer Temperature Check Chart.
- Probe thermometers used to check the operating temperatures of fridges and freezers and the internal temperature of reheated food must be calibrated regularly (using boiling or freezing point method) and be accurate to +/- 1 °C.
- Infrared thermometers used to check the temperature of hot and cold foods must be calibrated using the ice point method (the boiling point method is not practicable) or according to manufacturer's instructions and be accurate to +/- 2 °C.
- The Director must replace batteries when necessary and ensure maintenance instructions are followed that come with the thermometers.

Procedures for Milk and Food Brought from Home

The Temperature Danger Zone – 2 hour 4 hour Guide

- All food from home must be stored at Heritage at temperatures that prevent the growth of bacteria and prevent toxins forming in the food.
- This means keeping all potentially hazardous food¹⁹ out of the Temperature Danger Zone and **keeping cold food at or below 5°C and hot food at 60°C or above in accordance with the 2 hour 4 hour guide.**²⁰

The following tables set out the procedures and guidelines for families and educators for minimising the food safety risk when families bring food and milk from home and educators handle and serve it children during their day at the service.

1. Procedures/Guidelines for Families - EBM/Formula from Home/Training cups.
2. Educator Procedures - EBM/Formula from Home/Training cups.
3. Procedures/Guidelines for Families – Food Brought from Home
4. Educator Procedures - Food Brought from Home – Lunches and Afternoon Tea
5. Educator Procedures - Food Prepared on the Premises

¹⁸ Refer to: Work Health and Safety Policy and Procedures

¹⁹ Refer to: Definitions

²⁰ Refer to: Definitions and [2 Hour 4 Hour Guide](#)

Guidelines for Families Expressed Breast Milk (EBM), Infant Formula and Training Cups Brought from Home	
All Bottle Feeds	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Ensure breast milk or infant formula is stored at home in clean, sanitised bottles in the fridge or freezer. • Supply breast milk or infant formula to Heritage in clean, sterilised bottles that are clearly labelled with the child’s name and date of preparation. • Use a cooler bag or Esky with an ice brick to transport breast milk or infant formula to Heritage. • Store bottles in the fridge (preferably at the back and never in the door), immediately on arrival at Heritage. • Communicate regularly with educators about children’s bottle and feeding requirements.²¹
Infant Formula	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Ensure that infant formula that is made up at home is stored in the back of the refrigerator (where it is coldest) for no more than 24 hours. • Left over made-up formula is thrown away at the end of the day and never taken home and never frozen or re-heated.
Expressed Breast Milk (EBM)	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Ensure, if breast milk is to be frozen, to do so within 24 hours. • Supply breast milk in multiple small quantities to prevent wastage. • If breast milk remains frozen on arrival, put it in the freezer. • If frozen milk has thawed on arrival, put it in the refrigerator and ensure it is used within 24 hours. <u>Do not re-freeze.</u> ²² • Include name and the date and time expressed on the label.
Training Cups	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Completely replace bottles with an open cup by 12 months of age. • During the transition period, provide sipper cups or straw cups for infant formula or EBM, that are named, hygienic and free of cracks. • Ensure feeding cups containing formula or breast milk are treated according to the same procedures as for infant bottles, stored in the fridge, rinsed after use, and continue to be sterilised up to 12 months.

²¹ Refer to: Nutrition and Oral Hygiene Policy and Procedures

²² [NSW Food Authority – Food Brought from Home Factsheet](#)

Educator Procedures Infant Bottle Feeds (EBM//Formula) and Training Cups	
Handling All Bottle Feeds	<p><u>Educators must:</u></p> <ul style="list-style-type: none"> Ensure families store bottles of EBM and infant formula milk in the designated area in the refrigerator immediately on arrival and towards the coldest section at the back - never in the door of the refrigerator. Ensure the fridge is operating at a temperature of less than 5°C and the freezer is operating at a temperature of between -18°C and -15°C.²³ Wash hands and wear gloves before preparing or handling EBM/formula. Ensure the bottle preparation area is clean and hygienic.²⁴ Prepare bottles in designated areas only - all bottles must be kept away from the nappy change and toileting areas at all times. Only use sterilised bottles and teat assemblies for all infant feeds. In the event that educators need to sterilise a bottle, they must: <ul style="list-style-type: none"> Wash bottles and teats first in soap and water and rinse with water. Put them through the dishwasher at a temperature of 75°C. Ensure all bottles are clearly named with the child’s name and the date the bottle was brought in by the parent. Ensure bottles of EBM or infant formula are given to the named child with two educators verifying the process. <u>In the unlikely event that a child receives the wrong EBM, inform parents/guardians as soon as practicable.</u> Ensure no relief staff, students or family volunteers are asked to prepare babies’ EBM or formula. Rinse all children’s bottles thoroughly after use and leave to air dry before placing in child’s bag. <p><u>Feeding Procedures</u></p> <p>Educators must:</p> <ul style="list-style-type: none"> Enable young infants to build a secure attachment with one and then more familiar educators by ensuring infants are fed on demand and always held during feeds. Never feed infants when they are lying down. Closely supervise toddlers who wish to bottle feed independently. Ensure children are not placed on beds or in cots for feeding as this can be a choking hazard. Not give milk bottles to children before going to bed to reduce the risk of tooth decay. A drink of water may be offered to those babies that like a drink before bed.²⁵ Communicate regularly with families about the amount of milk taken, children’s bottle and feeding requirements, and any changes in routines at the service.
Infant Formula: Preparing and Serving	<p>Educators must:</p> <ul style="list-style-type: none"> Prepare infant formula strictly according to instructions on the container. Use the scoop provided with the container for measurement. Use cooled boiled water for infants under 12 months of age. Once formula is made, use it immediately or put in the fridge. Warm bottles of infant formula in the microwave using following procedures: <ul style="list-style-type: none"> Use microwave safe bottles. Only heat formula/cow’s milk that has been adequately refrigerated. Stand the bottle up straight.

²³ Refer to: Fridge and Freezer Temperature Chart
²⁴ Refer to: Hygiene and Infection Control Policy and Procedures
²⁵ Refer to: Nutrition and Oral Hygiene Policy

	<ul style="list-style-type: none"> ○ Take off the teat/bottle top and leave outside the microwave. <ul style="list-style-type: none"> ➢ 120ml bottle: Heat for less than 30 seconds on High ➢ 240ml bottle: Heat for less than 45 seconds on High (Note: If microwave oven is over 700W, heat for less time). ○ Replace the teat/bottle top directly after microwaving and rotate/invert the bottle at least 10 times to mitigate the risk of uneven heating and scalding. ○ Allow the bottle to stand to cool for about 1-2 minutes before carefully temperature testing the formula/milk on the inside of the wrist before giving to the child to ensure a safe temperature. ● Warm infant milk bottles only once. ● Discard any used infant milk leftover after each feed or that has not been consumed by the infant after 30 minutes.
<p>Expressed Breast Milk (EBM): Preparing and Serving</p>	<p>Educators must:</p> <ul style="list-style-type: none"> ● Ensure EBM is brought to the service in a clean, sterile container, labelled with child’s name, mother’s name and the date and time of expression. ● If thawed, milk must also be labelled with date and time of thawing. ● Store EBM in the designated space within the refrigerator or freezer, if it is still frozen on arrival. ● Understand breast milk may be stored in the refrigerator for up to 48 hours (and in a deep freezer for up to 3 months).²⁶ ● Ensure EBM is given only to the baby named on the label, with two educators verifying the process. ● Never refrigerate or refreeze breast milk once it has been thawed/ heated. ● Discard the contents of a bottle of EBM if it has been warmed or thawed and not fully consumed in 1 hour from the start of the feed. ● Unused milk that has not been warmed or thawed may be returned to families at the end of the day to ensure it used within 48 hours. <p><u>Procedure for Defrosting EBM</u></p> <ul style="list-style-type: none"> ● Frozen EBM must be defrosted in the refrigerator or by placing it in either cool or warm water or running the bottle under warm water and shaking the bottle gently once defrosted, if the fats and milk have separated. EBM is a different colour/consistency to cow’s milk and separates when refrigerated so it is important to gently shake the milk after defrosting/ warming. ● EBM must never be defrosted at room temperature or in boiling water as the milk will curdle. <p><u>Procedure for Warming EBM</u></p> <p>Educators must:</p> <ul style="list-style-type: none"> ● Warm bottled EBM by standing in warm water or running the bottle under warm water. ● Gently shake the milk after warming. ● Never leave EBM standing at room temperature. ● Never use the microwave to warm EBM as this can destroy its’ immunological properties. ● Test the temperature of the EBM by placing a few drops on the inside of their wrist before the EBM is given to the infant. <p><u>Feeding Procedures</u></p> <p>Educators must:</p> <ul style="list-style-type: none"> ● Verify the child’s name and date of expression, and the amount to be prepared, <u>with another educator</u>.

²⁶ [Storing Expressed Breast Milk](#)

	<ul style="list-style-type: none"> • <u>In the unlikely event a child receives the wrong EBM we will inform parents/guardians as soon as practicable.</u> • Where EBM is provided in a container larger than a single serving, limit wastage by filling a feeding bottle with less milk than may be necessary, adding more if needed. • Where an infant will not accept a bottle, use a cup or spoon for feeding. • If there is not enough expressed breastmilk to meet the infant’s needs, consult with the infant’s individual breastfeeding plan, r the family. • Never offer a breastfed baby infant formula or any other liquid apart from cooled boiled water unless the family has been consulted and agreed. • In consultation with the family, avoid feeding a breastfed infant just before the mother arrives to pick up her child. This is an ideal time for the mother to nurse and will help the mother keep a good milk supply. • In the event that an infant is fed another child’s bottle of EBM, treat the incident as an accidental exposure to a bodily fluid. An incident report must be completed and both affected families informed.
<p>Transition from Bottle to Cup</p>	<p>Educators will:</p> <ul style="list-style-type: none"> • Understand a cup can be introduced at around 6 months, to teach infants the skill of sipping from a cup. • Support families to completely replace bottles with an open cup by 12 months of age. • Understand that, during the transition to an open cup, families may provide their own sipper cups or straw cups for infant formula or Expressed Breast Milk. • Ensure feeding cups containing formula or breast milk are treated according to the same procedures as for infant bottles, stored in the fridge, rinsed after use, and continue to be sterilised up to 12 months.

Guidelines for Families - Food Brought from Home	
Foods Not Suitable to Bring to Heritage	<p>Families must not bring:</p> <ul style="list-style-type: none"> • Foods containing nuts. Seafood is also currently on the Excluded Foods list as a member of the community has a severe allergy to all seafood. ²⁷ • Tea. It contains tannins that can restrict vitamin uptake. • Uncooked fermented meats, such as salami. It is important to check the label. 'Heat treated' or 'cooked' products are safe. • Unpasteurised milk and products made from unpasteurised milk, eg, raw-milk, cheese etc. • Raw or undercooked meat (particularly minced meat), poultry, fish and shellfish. • Raw sprouts such as alfalfa, clover and radish. • Unpasteurised fruit juices ²⁸ (check the label). All freshly squeezed juices are unpasteurised. It is not safe to store freshly squeezed juice for more than a few hours before serving. <p>For Babies and Toddlers:</p> <ul style="list-style-type: none"> • Small hard foods including popcorn, uncooked carrot sticks, apple or celery present a choking hazard, and must be partially cooked/grated. • Thinly sliced apple may be served to Toddlers under strict supervision only. ²⁹ • Grapes, unless they are cut into halves. • For babies under 12 months, grapes must also have the skin removed. • Honey for babies under 12 months - risk of bacterial infection. • Reduced fat milk for children under 2.
Preparing Food at Home to Bring to Heritage	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Wash and dry their hands before preparing food. • Encourage everyone in the home to wash their hands before eating or cooking, after using the toilet, after touching animals, after sneezing and coughing and after handling rubbish. • Not prepare food if suffering from an infectious illness. • Wash fruit and vegetables thoroughly in clean, drinking quality water just before preparing. • Use a clean chopping board and knife each time, or thoroughly clean them between different types of food (e.g. raw and read-to-eat food). • Keep raw foods (raw meat/eggs) separate from cooked foods (frittata/cooked chicken etc) and ready-to-eat foods (sandwiches/cut fruit). • Check use-by dates are current. • Make sure the home fridge is set at 5°C or lower and that their freezer is working properly. • If lunches are made ahead of time, e.g., the night before, store them in the fridge overnight. • The relevant food safety principles above apply when family members volunteer to help with cooking activities at Heritage or bring food to share for social events.
Transporting food from home to Heritage	<p>Families are asked to:</p> <ul style="list-style-type: none"> • Provide food from home in clean, non-toxic, sturdy containers and to clearly name all containers on the base and lid. • Ensure food which requires warming is brought to Heritage in a microwave safe container. • Transport food from home to Heritage in a named, insulated cooler bag or lunch box, preferably with an ice brick or cold item such as a frozen water bottle (particularly in warm weather) and store it in the fridge on arrival.

²⁷ Refer to: Allergy and Anaphylaxis (including Nut Free) Policy

²⁸ Refer to: Nutrition and Oral Hygiene Policy

²⁹ Refer to: [Preventing Choking on Food](#)

Educator Procedures - Food Brought from Home (Lunches and Afternoon Tea) -

Core Food Safety Principles

- Remember the **Temperature Danger Zone of 5°C-60°C (Room Temperature)**
- Keep cold food below 5°C and hot food above 60°C.
- Cook food thoroughly.
- **Identify Potentially Hazardous Foods** and utilise **2-hour 4-hour guide**.³⁰
- Separate raw and cooked food and do not use same utensils for both.
- Keep utensils, cleaning cloths and kitchen areas clean.
- Wash and dry hands before handling food.

Activity	Procedures – Educators must:
Storage	<p><u>Ensure lunches from home:</u></p> <ul style="list-style-type: none"> • Are brought in clean, non-toxic, labelled lunch bags or boxes, refrigerated on arrival at temperatures less than 5°C, and never stored with chemicals or cleaning equipment, clothing or personal belongings. • Are returned to the fridge promptly after the children are served lunch (a maximum of 1.5 hours out of temperature control) as they contain the children’s afternoon teas.
Preparation	<ul style="list-style-type: none"> • Not serve food if feeling unwell or with a contagious skin ailment or gastrointestinal illness. Wait 72 hours after last episode of diarrhoea/vomiting. • Wear clean outer clothing and a clean apron over clothes. • Remove apron when performing any other duty that does not involve food. • Ensure that any cuts on fingers are covered with a band aid and disposable gloves during food preparation and handling. • Do not wear loose jewellery on hands and wrists. • Keep fingernails short and clean and not wear artificial fingernails. • Use only designated food preparation and storage areas. • Wash hands before commencing or re-commencing food preparation; before mealtimes with children, and after disposing of food waste. • Ensure babies and children wash hands before handling food and after eating in line with Hygiene and Infection Control Policy and Procedures. • Follow cough/sneeze procedure and never lick fingers while preparing food. • Ensure all surfaces that food will be prepared are cleaned with True Blue Wipe Out (Food Grade Sanitiser) before use. • Always use a barrier between hands and food when handling food (e.g. disposable gloves, tongs, spoons etc). • Use cutting boards made from non-porous material and wash daily in the dishwasher above 75°C. Replace cutting boards if cracked. • Use different knives/equipment for raw and cooked/ready-to-eat food where practicable or wash in hot soapy water between uses. <p><u>Wearing Gloves</u></p> <ul style="list-style-type: none"> • Wash hands before wearing gloves and ensure gloves do not replace handwashing between activities. • Wear gloves to cover Band Aids or if handling messy food which cannot be handled with another barrier, eg, tongs/spoons. • Ensure gloves are clean and intact and changed at least once an hour; whenever changing activity and whenever they may be contaminated.

³⁰ Refer to: [2 Hour 4 Hour Guide](#)

<p>Reheating</p>	<ul style="list-style-type: none"> • Use only glass or ceramic dishes or containers marked as ‘microwave safe’ (never metal) and loosely cover with microwave-safe cover. • Rotate and mix foods/liquids at least once during cooking to ensure they are cooked through evenly. Leave food/liquid to stand in microwave for about 1 minute before temperature testing to allow heat to penetrate and avoid “super boiling’ (may explode when stirred). • Be careful when removing food or liquids from the microwave or removing covers as burns can result from escaping steam or boiling liquid. • Ensure lunches from home for are re-heated thoroughly in the microwave until steaming throughout to kill off bacteria. • Utilise calibrated infrared thermometer and wait for reading to stabilise before reading. It must be at least 60°C and preferably up to 70°C. • Wash thermometers in soapy water, rinse in hot water, sanitise with an alcohol wipe and dry with a clean paper towel after each use. • Ensure food that has been reheated in the microwave and is not to be consumed immediately, is placed in the fridge, not left on bench to cool. • Ensure students and family volunteers do not reheat food.
<p>Serving</p>	<ul style="list-style-type: none"> • Wash their hands prior to serving food and use a barrier between hands and food (e.g., disposable gloves, tongs, spoons etc.). • Ensure serving utensils and equipment are clean and sanitised. • Serve cooked food within 20 minutes of it being warmed up. • Ensure food which does not require warming is served within 1 hour of being at room temperature (5-60°C). • Ensure cooked foods that are potentially hazardous (meat, rice, pasta, poultry, eggs, dairy etc) are not left out for longer than 1.5 hours.
<p>Eating</p>	<ul style="list-style-type: none"> • Food is served on an appropriate, clean surface (plates, serviettes, lunch boxes, or directly onto a child’s hand) and never directly onto tables/floor. • Children sit down to eat, do not share utensils or food or drinks, and are not allowed to use utensils that have dropped on the floor. • Children with food allergies are closely supervised for symptoms. • Children are taught to turn their head away from food when sneezing or coughing and to do so into their upper sleeve or elbow. • All foods that contact unclean surfaces are discarded.
<p>Cleaning</p>	<ul style="list-style-type: none"> • All surfaces that food is prepared and served is cleaned with True Blue Wipe Out before use and Perform at the end of the day. • Food scraps are cleaned up and disposed of in the bins provided. • Food that has been warmed but not eaten is discarded. • Bins are covered and emptied, cleaned, and disinfected daily. • Floors are swept (and mopped if required) after each mealtime. • All crockery and cutlery is washed in the dishwasher at above 75°C. • All surfaces that food has been served on, tabletops, chairs and low chairs are cleaned after use with True Blue Useall. • Green wiping cloths are washed in hot soapy water, rinsed, and dried between uses, and changed daily. Tea towels, feeders and face washers are washed in the machine and dried in the dryer after each use. • Microwaves are cleaned at the end of the day and fridges are cleaned once a week with True Blue Useall.

**Educator Procedures - Food Made on Premises
(Morning fruit, sandwiches, and cooking activities)**

Core Food Safety Principles

- Remember the **Temperature Danger Zone**: Keep cold food cold (**below 5°C**) and hot food hot (**above 60°C**).
- Cook food thoroughly.
- Identify **Potentially Hazardous Food** and utilise 2-hour 4-hour guide.
 - 0-2 hours in Danger Zone - used immediately or refrigerate below 5°C.
 - 2-4 hours in Danger Zone - used immediately.
 - More than 4 hours in Temperature Danger Zone - thrown away.
- Separate raw and cooked food and do not use same utensils for both.
- Keep utensils, cleaning cloths and kitchen areas clean.
- Wash and dry hands before handling food.

Activity	Procedures
Purchasing and Storage of Ingredients	Educators must ensure: <ul style="list-style-type: none"> • Purchased ingredients are from approved suppliers (Coles/IGA/Woolworths). • Purchases are covered & transported to Heritage in a clean vehicle, away from chemicals. • All ingredients are fresh, clean, undamaged and within 'use by date'. • Raw foods and cooked foods are kept separate. • Transport time is less than 1.5 hours from supplier to Heritage. • Chilled items (eggs, milk, cheese etc) are transported in an Esky with ice bricks. • One chilled item is <u>temperature tested on arrival</u>. If above 5°C, the 2-hour, 4-hour rule is applied. • All chilled items are put in fridge on arrival and stored below 5°C. • Chilled items such as cheese are stored in fridge in clean, food grade containers, and wrapped in plastic/aluminium once opened. • Fridge is clean, free of mould and uncrowded. • Raw and cooked foods are kept separate in fridge (raw foods stored on lower shelves to prevent drips onto any cooked food). • Frozen food brought onto the Heritage premises are stored in freezer at a temperature of between <u>-18°C and -15°C</u>. • Dry purchases are recorded • Dry purchases are stored in clean, pest free cupboards, with oldest stock at the front. • Dry purchases are stored in clean, food grade containers once opened. • Canned food is stored in a sealed food grade container in the fridge, once opened. • Food is never stored with chemicals or cleaning equipment, clothing or personal belongings.

<p>Preparation of Food/Morning Fruit</p>	<p>As per Food Safety Procedures for Food from Home and:</p> <p>Educators must ensure:</p> <ul style="list-style-type: none"> • Chilled ingredients (milk, cheese, eggs) are taken out of fridge as needed and returned to fridge as soon as finished using them – no more than 30 minutes. • Children are not allowed to lick the mixing bowl utensils when baking. • Fruit and vegetables are washed thoroughly (even if skin removed) and peeled and trimmed appropriately to remove dirt and chemicals. • Once cut, fruit and vegetables are served/cooked immediately or refrigerated on a platter and covered in plastic.
<p>Cooking Food</p>	<p>Educators must ensure:</p> <ul style="list-style-type: none"> • A thermometer is used to test internal cooked temperatures (not required for low-risk vegetables/muffins/biscuits etc.). • Egg dishes are visually checked to ensure they are cooked (no runny whites and yolk has started to thicken (boiled, scrambled); middle is firm/set (pikelets, omelette). • Oven/grill is clean and preheated before use. • Liquid dishes are brought to the boil or simmered and stirred frequently. • A clean spoon is used for tasting and then cleaned (not returned to food).
<p>Blending</p>	<p>Educators must ensure:</p> <ul style="list-style-type: none"> • The blender is clean, sanitised and undamaged before use. • After use, the blender is taken apart and each part is cleaned and sanitised. • Blended food is served immediately or covered and put in fridge.
<p>Serving Food</p>	<p>Educators must ensure:</p> <ul style="list-style-type: none"> • Hands are washed prior to serving food. • A barrier is used between hands and food (eg disposable gloves, tongs, spoons etc). • Food is served immediately after preparation/cooking or covered and stored in the fridge. • Food is used on same day as preparation or thrown out. • Serving utensils and equipment are clean and sanitised. • Single use items are thrown away e.g., gloves/straws/paper plates and cups.
<p>Eating Food</p>	<p>As per: Food from Home – Educator Procedures</p>
<p>Cleaning Food Preparation and Serving Areas</p>	<p>As per: Food from Home – Educator Procedures</p>



Food Safety Compliance, Training and Awareness

- Food safety and hygiene is part of the professional training and development program, discussed with families on enrolment and included in the educational program for the children.³¹
- This policy is readily available to educators and families in the Members section of the Heritage website.

Educator Compliance Checks

- Public health officers annually undertake a Food Premises Inspection/Audit, providing a report to the Director. This must be completed to a satisfactory level before the Certificate of Registration of a Food Business can be renewed.
- The Food Safety Supervisor and Health and Safety Representative (HSR)³² must regularly monitor the food safety and hygiene practices of educators including carrying out the following Quarterly Compliance Checks:
 - Food Safety Procedures - Food from Home - Educator Compliance Check.
 - Food Safety Procedures - Food Made on the Premises - Educator Compliance Check.
 - Hygiene and Infection Control – Educator Compliance Checks (including kitchen, surfaces and storage areas).

Professional Training and Development of Educators

The Director must:

- Maintain and strengthen the skills of educators in food safety and hygiene through a Professional Development Program.
- Ensure the Food Safety Supervisor completes a food handler's course and passes this information on to educators.
- Ensure all educators that handle food receive formal food handling training, such as the I'm Alert program.
- Ensure a Food Safety Certificate Register is maintained (**refer to:** Attachment 3).
- Ensure all educators that handle food receive informal training on food safety and hygiene during their induction and on an on-going basis.
- Ensure all educators are informed of the procedures in the Food Safety Policy during their induction, at staff meetings, on educator training days and through the Educator/Relief Educator Handbooks.
- Invite food safety professionals to discuss food safety and hygiene practices.
- Ensure posters on hygiene and food safety are displayed in all kitchen/serving areas.³³

Communication with Families

Heritage management must:

- Inform families during the enrolment process about how to safely transport food from home and general safe food handling and storage practices.
- The Food Safety Policy (Food from Home) is explained to families on enrolment and provided with information such as factsheets as required.³⁴
- Food safety is communicated to families through the Heritage Handbook, Members' section on the website, newsletter and noticeboards and face to face as required.
- Family volunteers who help with cooking experiences as part of the educational program (see below) are informed of the Heritage hygiene and food safety procedures.

Children's Educational Program

Educators must:

- Model food safety and hygiene practices at all times as this is an important strategy for teaching children.
- Encourage children to be involved in the preparations for lunch and snack periods including:
 - Setting the tables and organising seating to reduce the risk for children with allergies.

³¹ Refer to: Enrolment and Graduating Rooms Policy and Procedures; Curriculum and Program Planning Policy and Procedures

³² Refer to: Work Health and Safety Policy

³³ Refer to: [ACT Health – Food Safety Training and Resources](#)

³⁴ Refer to: References and Further Reading



- Collecting their own lunch boxes and disposing of wrappers and containers hygienically.
- Placing food scraps into separate containers for use in the worm farm/composting bins.
- Pouring their own water in the Preschool room and for older Toddlers.
- Engage in conversations with children during the lunchtime routine and promote conversations about food safety and hygiene.
- Discuss food safety and hygiene issues as part of the educational program and involve the children and listen to their voices in relation to setting rules, such as:
 - Do not share utensils.
 - Do not share food and drinks.
 - Wash hands before preparing and eating food.
 - Sit down to eat to prevent choking.
- Program cooking experiences for the children so they may be involved in learning about preparing food safely for consumption e.g. pancakes, Anzac biscuits, cooking vegetables from the garden, soup, pizza etc.
- Follow all hygiene practices and principles in this policy for cooking experiences.
- Encourage families to be involved in/provide cooking experiences for the children and ensure they follow the Heritage food safety procedures.

Record Keeping and Notification Requirements

Food Hygiene and Safety records that will be kept include:

- Cleaning Rosters (**refer to:** Hygiene and Infection Control Policy and Procedures).
- Pest Control Records (**refer to:** Work Health and Safety Policy and Procedures).
- Bi-annual Work Health and Safety Inspection/Internal Audit.
- Australian National University Annual Work Health and Safety Audit.
- Food Supplier Register (**refer to:** Attachment 4).
- Dry Goods Received Register (**refer to:** Attachment 5).
- Refrigeration Temperature Control Check (**refer to:** Attachment 2).
- Food Safety Training Register (**refer to:** Attachment 3).
- Educator Compliance Check – Hygiene and Infection Control incl Kitchen, Surfaces and Storage Areas (refer to: Hygiene and Infection Control Policy and Procedures).
- Educator Compliance Check – Food from Home (**refer to:** Attachment 1).
- Educator Compliance Check – Food Made on the Premises (**refer to:** Attachment 1).

Food safety records will be:

- Available upon request by an authorised officer.
- Kept for at least 3 months.
- Include the date and time the record was made.

Notifying ACT Health

- The Director/Nominated Supervisor will contact the [ACT Health Protection Service, Communicable Disease Control Surveillance Unit](#) in cases of notifiable infectious diseases as required using the [Notifiable Condition or Related Death Form](#), and emailing it to: cdc@act.gov.au.
- Food or water borne disease must be reported in 2 or more linked cases.

Notifying the ACT Regulatory Authority (CECA) of an Infectious Disease

- The Director/Nominated Supervisor will ensure infectious diseases are reported to Children's Education and Care Assurance (CECA) by submitting a notification to CECA using the [National Quality Agenda IT System \(NQAITS\)](#)

Notifying the ACT Regulatory Authority (CECA) of a Serious Incident Report

- The Director/Nominated Supervisor will notify the ACT Regulatory Authority (CECA) within 24 hours via the [NQAITS](#) portal in the event of a serious illness or incident.

- Serious incidents include: “incidents involving serious illness of a child while being educated and care for the child attended or ought reasonably to have attended a hospital.” Eg. whooping cough.³⁵ ([National Regulation 12](#))

Notifying WorkSafe ACT of a Notifiable Incident

- The Director/Nominated Supervisor will notify [WorkSafe ACT of Notifiable Incident](#). Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences.

Excursions and Regular Outings

Heritage educators must follow the Food Safety Policy and Procedures as far as practicable on excursions. Heritage management will ensure:

- Families will be asked to bring simple, low risk foods when lunch is required on an excursion (eg, sandwiches with jam or Vegemite, crackers, muffins, UHT dairy products, whole fruits (not cut up).
- Lunches will be transported in an Esky with an ice brick to the venue and preferably eaten within 2 hours, and no more than 4 hours after packing.³⁶
- Transport time will be minimised between packing and serving as food cannot be placed back in the fridge after 2 hours.
- Hand wipes/sanitiser gel will be packed if there will be no access to water to wash hands.³⁷

Policy Evaluation and Review

In order to assess whether the values and purposes of the policy have been achieved, the Director, in consultation with the Management Committee will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor implementation, compliance, complaints, and incidents in relation to this policy.
- Monitor and investigate any issues related to food safety, such as reports of gastroenteritis or food poisoning.
- Keep the policy up to date with current legislation, research, policy, and best practice.
- Revise the policy and procedures as part of the service’s policy review cycle, or as required.
- Provide families with opportunities to contribute to the review of this policy.
- Notify parents/guardians at least 14 days before making any significant changes to this policy or its procedures.

Related Policies and Procedures

Name of Policy and Procedures Document	Location
Asthma	
Allergy and Anaphylaxis (including Nut Free)	
Creating Inclusion and Equity	Policy and Procedures
Dangerous Products	Section in Members’ Section
Employment and Recruitment	on Heritage Website.
Excursions and In-House Activities	
Enrolment and Graduating Rooms	Policy Manual in Main Office,
Nutrition and Oral Hygiene	Main Entrance and
Hygiene and Infection Control (incl. Toileting)	Programming Room
Illness and Infectious Diseases	
Medical Conditions	Family and Educator
Supervision	Handbooks.
Work Health and Safety	

³⁵ Refer to: Emergency and Evacuation Policy and Procedures; First Aid Policy and Procedures

³⁶ Refer to: [2 Hour 4 Hour Guide](#)

³⁷ Refer to: Excursions and In-House Activities Policy and Procedures

References and Further Reading

Access Canberra (n.d.) - [Food Business Self-Assessment Check List](#)

ACT Health. (2023).

- [Food Safety Regulation](#)
- [Businesses](#)
- [A Guide for Food Businesses](#)
- [Food Safety Supervisors](#)
- [Information Sheet - Registering a Food Business in the ACT](#)
- [Food Safety Training, Resources and Templates](#)
 - [DO FOOD SAFELY and I'M ALERT online food safety training programs](#)
 - [Temperatures for Food](#)
 - [Handwashing](#)
 - [Safe Food Handling](#)
 - [Storing Food in the Fridge](#)
 - [Cleaning and Sanitising Eating and Drinking Utensils](#)
 - [Receiving Food Safely](#)
 - [Two and Four Hour Rule](#)

Australian Breast-Feeding Association. (2022). [Storing Breastmilk](#)

Australian Children's Education and Care Quality Authority (ACECQA). (2023).

[Guide to the National Quality Framework](#)

Better Health Channel. (2021).

- [Burns and scalds – Children.](#)
- [Food Safety](#)

Food Standards Australia New Zealand. (2023).

- [Food Safety](#)
- [Safe Food Australia Guidebook 2023](#)
- [Food Safety Info Bites Factsheets](#)
- [Thermometers Factsheet](#)

NSW Fire and Rescue. (2023). [Microwave Oven Safety Factsheet](#)

NSW Food Authority. (n.d.). [Managing Potentially Hazardous Foods](#)

National Health Medical Research Council. (2013). [Staying Healthy. Preventing infectious diseases in early childhood education and care services, 5th Edition.](#)

Safe Food Australia – [Guide to the Food Safety Standards in the Food Standards Code](#)

Useful Websites

[ACT Health](#)

[Australian Breastfeeding Association](#)

[Better Health Channel](#)

[Food Standards Australia New Zealand \(FSANZ\)](#)

[Food Safety Information Council](#)

[National Health and Medical Research Council](#)

Version Control and Change History

Version	Approval Date	Approved by	Author and Amendments
1	Sept 2001	Management Committee	
2	Sept 2010	Management Committee	Author: Julia Charters Complete re-write of Heritage Food Safety Policy.
3	July 2012	Director	True Blue Wipe-out used before serving food. Very thinly sliced apple served to toddlers under strict supervision only. Popcorn not suitable for babies and toddlers as it is a choking risk. Refer to: Preventing Choking on Food Factsheet; Healthy Eating Policy.

4	Nov 2013	Director	Amended Infant Formula Microwave Heating Procedures to include taking teat off bottle before putting in microwave.
5	June 2014	Management Committee	Author: Julia Charters Separated Food Safety Policy into Food Safety Policy (Food Brought from Home) and HACCP Food Safety Plan (Food Made on Premises). Updated Policy Statement, Rationale and References. Added Food Safety Team incl. Food Safety Supervisor. Added Cleaning Kitchen Procedures to Food Hygiene section. Added more detail regarding food safety at home and on excursions. Updated attachments.
6	June 2020	Management Committee	Author: Julia Charters. Added Table of Contents, Definitions and Summary of Responsibilities. Updated Policy Statement to reference National Regulations. Updated References. Added food from home for events must be prepared/handled in the same way as food from home. Updated microwave procedures for warming formula to include specific timings. Added Procedure for Transitioning from Bottle to Cup Updated Educator Compliance Check Form. Updated NQS to reflect 2018 update.
7	April 2024	Management Committee	Author: Julia Charters Updated format, references, and hyperlinks. Removed references to HACCP Food Safety Policy (Food Made on the Premises) and incorporated procedures into one Food Safety Policy. Updated wording of Policy Statement, Rationale and other sections to include reference to new Food Standards, effective 8 December 2023. Added sections on Identifying Food Handling Activities and Record Keeping. Added section on Notification Requirements. Updated Food and Bottle Safety Risk Assessments. <u>Updated associated forms and added as attachments:</u> Food and Bottle Risk Assessments. Educator Food Safety Compliance Checks. Fridge and Freezer Temperature Check Thermometer Calibration Check – added Infrared Thermometer Check. Food Supplier Register. Dry Foods Received Register. Food Training Certificate Register.



Food Safety Procedures - Food from Home Educator Compliance Check (Quarterly)

This checklist is to assist the Director/Food Safety Supervisor, Health and Safety Representative (HSR) and Room Leaders to ensure that food safety procedures for lunches, afternoon teas and bottles of milk brought from home are being followed as per the policy.

Are these procedures being followed?

Food Storage Procedures	Yes//No/N/A
Food from home is refrigerated on arrival and stored at less than 5°C .	
Food from home is stored in clean and non-toxic containers.	
Fridge and freezer temperatures are checked and recorded daily.	
Probe thermometers are calibrated monthly and results noted on Fridge and Freezer Temperature Check Chart.	
Food from home is never stored with chemicals or cleaning equipment, clothing or the personal belongings.	
Lunch containers are returned to the fridge promptly after the lunch service with a maximum of 1.5 hrs out of temperature control) as they contain afternoon teas.	
Exclusion of Educators	Yes/No/N/A
Educators who are feeling unwell or have a gastrointestinal illness do not prepare or serve food until at least 72 hours after last episode of diarrhoea or vomiting.	
Educators with skin ailments are not rostered on as food preparer.	
Educators with cuts on their fingers cover them with a band aid and wear disposable gloves during food preparation or food service.	
Students, family volunteers and relief educators are not allowed to reheat food or prepare bottles of EBM or Infant formula.	
Preparation of Food	Yes/No/N/A
Educators wear clean outer clothing and a clean apron when preparing food. If a clean apron is worn, it is removed when performing any other duty that does not involve food.	
Educators do not wear loose jewellery on hands and wrists and fingernails are short, clean and do not have artificial fingernails.	
Educators use only designated food preparation/storage areas for the preparation of food or service of food and bottles.	
Educators use cutting boards made from non-porous material which are washed in the dishwasher (above 75°C) and replaced if surface is damaged/cracked.	
Educators use clean sanitised utensils to prepare food (washed in dishwasher > 75°C)	
Educators use different utensils and chopping boards for raw and cooked/ready-to-eat food. If not possible, equipment is washed in hot soapy water between uses.	
Educators always use a barrier between hands and food when handling food, such as disposable gloves, tongs, spoons etc.	
Educators use only clean, disposable gloves and change them at least once every hour or when changing activity. Hands are washed between changing gloves.	
Reheating Food and Use of Probe Thermometers	Yes/No/N/A
Cooked food from home is re-heated thoroughly in the microwave until it is steaming throughout and reaches at least 60°C (preferably 70°C) .	
A probe thermometer is used to check the temperature by inserting it into the centre of the food and waiting for the reading to stabilise OR an Infrared thermometer is used.	

Thermometers are cleaned between uses by washing in soapy water, rinsing in hot water and then sanitising with an alcohol wipe. Sanitiser is rinsed off if necessary and dried with a single use paper towel or allowed to air-dry. OR an Infrared Thermometer is used.	
Microwave Safety	Yes/No/N/A
Educators use only glass or ceramic bowls or microwave safe containers and utensils in the microwave - <u>never metal.</u>	
Educators cover food loosely with microwave safe cling film or lids, so steam does not build up.	
Educators do not allow plastic film to touch food as this can contaminate food.	
Educators stir or rotate foods in the microwave at regular intervals to ensure they are cooked through evenly and there are no cold spots.	
Educators leave food or liquid to stand (approx. 1 min) before temperature testing to allow heat to penetrate and to avoid “super boiling’ (explodes when stirred).	
Educators open plastic wrap/lids away from them as escaping steam can burn.	
Serving Food and Fruit Preparation	Yes/No/N/A
Educators wash their hands thoroughly and use a barrier between hands and food when serving food (disposable gloves, tongs, spoons etc).	
Educators always use clean, sanitised utensils to serve food.	
Cooked food is served within 20 minutes of being warmed up.	
Food that does not require warming is served within 1 hour or returned to the refrigerator.	
Potentially hazardous cooked foods, e.g., meat, poultry, pasta, rice, eggs & dairy products are never left out at room temperature for longer than 1.5 hrs.	
Fruit and veg are washed thoroughly (even if skin is to be removed) and peeled and trimmed appropriately.	
Once cut fruit and vegetables are served immediately or covered and refrigerated	
Meal Times	Yes/No/N/A
All surfaces that food is prepared and served on are cleaned with True Blue USEALL before use.	
Children are not allowed to use utensils which have been dropped on the floor or to eat food which has been handled by another child.	
Children are taught to turn their head away from food when sneezing or coughing, and to do so into their sleeve or elbow.	
All foods that contact unclean surfaces are discarded.	
Food that has been warmed but not eaten is discarded.	
Food scraps are cleaned up and disposed of in the bins provided.	
All surfaces that food has been served on including tabletops and low chairs are cleaned with True Blue USEALL after eating, and disinfected with True Blue PERFORM at the end of the day.	
All kitchen areas are disinfected with True Blue Wipeout at the end of the day.	
All crockery and cutlery used by the children is cleaned in the dishwasher above 75°C.	
Floors are swept (and mopped with USEALL if required) after each mealtime.	
Green wiping cloths are washed in hot soapy water, rinsed, and dried between uses and changed daily.	
Tea towels, bibs and face washers are changed and washed separately after each use.	

Feeding Bottles of Milk to Infants and Toddlers	Yes/No/N/A
Educators wash hands and wear gloves while preparing bottles of milk.	
Educators hold infants when feeding and never leave infants unattended while feeding.	
Educators closely supervise young children who wish to bottle feed independently.	
Educators ask families to use a cooler bag or Esky with an ice block to transport bottles of milk to Heritage.	
Educators store bottles of milk to the rear of the refrigerator (never in the door of the refrigerator), immediately on arrival.	
Educators use bottles and teats that are sterilised by parents for younger infant feeds.	
If educators need to sterilise a bottle, they wash bottle and teat in soap and water and then rinse with water and put through the dishwasher (above 75°C).	
If required, educators prepare formula strictly according to instructions on container, using the scoop provided and cooled boiled water for infants under 12 months. The bottle feed is used immediately or put in fridge.	
Bottles of infant formula are warmed in the microwave (<700W) using this procedure: <ul style="list-style-type: none"> • The teat/bottle top is taken off and left outside the microwave while warming and replaced afterwards. • The bottle is rotated after warming to ensure even heat distribution. • The bottle is allowed to stand to cool (1-2 mins) before being served. • The temperature of the milk is tested on the educator’s wrist before serving. 	
Educators warm infant milk bottles only once .	
Educators discard any used infant milk leftover after each feed or that has not been consumed by the infant after 1 hour .	
Feeding Bottles of Expressed Milk (EBM) to Infants	Yes/No/N/A
Educators ensure bottled EBM is always labelled with the child’s name, mother’s name and the date and time it was expressed/thawed.	
If breast milk remains frozen on arrival, it may be stored in the freezer at a temperature of between -18°C and -15°C (refer to: Fridge/Freezer Temp. Check)	
Educators to wear disposable gloves when handling breast milk.	
Educators defrost/warm breast milk by placing it in either cool or warm water, but never at room temperature or in boiling water (as the milk will curdle), or in microwave.	
Educators always shake the bottle if the fats and milk have separated.	
Educators use EBM within 24 hours that is kept in the fridge.	
Educators discard any unused breast milk.	
Educators never refrigerate or refreeze breast milk once it has been thawed or warmed and not fully consumed within 1 hour of the start of the feed.	

This Compliance Check completed by _____ Date ___/___/___
 Corrective actions required are detailed below and over-page if necessary:

Signature of Director _____ Date ___/___/___

**Food Safety Procedures – Cooking Experiences and Food made on the Premises
Educator Compliance Check (Quarterly)**

Product Being Prepared/Cooked _____ **Date** ___/___/_____
Compliance Check completed by _____ **Signed** _____

PURCHASES and STORAGE	Yes/No/NA (tick or cross)
Ingredients are from Approved Suppliers (Coles/Woolworths/IGA)	
Ingredients are covered & transported in clean vehicle, away from chemicals	
Chilled items (eggs, milk, cheese etc) are transported in Esky with ice bricks	
Raw foods and cooked foods are kept separate	
Transport time is less than 1.5 hours from supplier to Heritage	Purchased at: am/pm Received at: am/pm
A chilled item is temperature tested on arrival	Temp:
If chilled item temp. is above 5°C, the <u>4 hour/2 hour rule is applied</u> : <ul style="list-style-type: none"> 0-2 hours in Temp. Danger Zone - use immediately or refrigerate < 5°C 2-4 hours in Temp. Danger Zone - use immediately more than 4 hours in Temp Danger Zone - throw away 	
All chilled items are transferred to fridge on arrival and stored at less than 5°C	
All ingredients are fresh, clean & undamaged (check packaging for tears/dents, fruit for bruises, eggs for cracks etc.)	
All ingredients are within 'use by date'	
Dry purchases are stored in clean, pest free cupboards (oldest stock at front)	
Canned contents are stored in food safe containers in fridge once opened	
Chilled items such as cheese are stored in fridge in food grade containers and wrapped in plastic/aluminium once opened.	
Fridge is clean, free of mould and uncrowded	
Raw and cooked foods are kept separate in fridge (raw foods stored on lower shelves to prevent drips onto any cooked food)	
PREPARATION	
Food handlers feel well, no skin ailments or gastro symptoms in last 36 hours	
All food handlers have washed hands before preparing food	
Any cuts on hands of food handlers are covered with a band aid, gloves are worn to cover band aids and changed every hour or between activities	
All preparation areas, equipment/utensils are clean and sanitised	
All cleaning chemicals are stored appropriately	
Chopping boards and knives are clean and sanitised before use	
Different utensils and chopping boards are used for raw and cooked/ready-to-eat food, or equipment washed in hot soapy water between uses.	

Chilled ingredients (milk, cheese, eggs) are taken out of fridge as needed and returned to fridge as soon as finished using them (no more than 30 minutes)	
Fruit and veg are washed thoroughly (even if skin is to be removed) and peeled and trimmed appropriately to remove dirt and chemicals	
Once cut, fruit and vegetables are served/cooked immediately or refrigerated on a platter and covered in plastic	
Children are not allowed to lick the mixing bowl utensils when baking	
COOKING	
Food handlers use a thermometer to test internal cooked temperatures. Note: Not required for low-risk vegetables/muffins/biscuits etc.	
Egg dishes are visually checked to ensure they are cooked. No runny whites and yolk has started to thicken (boiled, scrambled); middle is firm/set (pikelets, omelette)	
Oven/grill is clean and preheated before use	
Liquid dishes are brought to the boil or simmered and stirred frequently	
A clean spoon is used for tasting and then cleaned (not returned to food)	
BLENDING	
Blender is clean, sanitised and undamaged before use	
After use, blender is taken apart and each part is cleaned and sanitised	
Blended food is served immediately or covered and put in fridge	
SERVING	
Food servers are trained in food safety	
Food servers wash hands prior to serving food (even if wearing gloves)	
Food is served after preparation/cooking or covered and stored in the fridge.	
Serving utensils and equipment are clean and sanitised	
Food servers always use a barrier between hands and food when handling food (eg disposable gloves, tongs, spoons etc).	
Single use items are thrown away e.g., gloves/straws/paper plates and cups	
Children do not share food or utensils	

Corrective actions taken or required are detailed below:

Signature of Director _____ Date ____/____/____

**Daily Fridge/Freezer Temperature Check
Monthly Probe Thermometer Calibration Test**

Room _____

The operating temperature of the fridge should be **less than 5°C**. The operating temperature of the freezer should be between **-18°C and -15°C**. Please report any differences to the Director immediately.

Date	Time	Temperature		Sign
		Fridge	Freezer	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Probe Thermometer Calibration Check	Time	Temperature		Signature
<u>Boiling point (100°C)</u> Boil some water. Place probe in centre of pot so it does not touch the bottom. Leave for a few minutes. Take reading.				
<u>Ice point (0°C)</u> Fill a cup with ice cubes and add a little water. Place probe in cup so it does not touch base of the cup. Leave for 5-10 minutes and then stir. Take reading.				
Infrared Thermometer Calibration Check	Time	Temperature		Signature
Use the Ice Point Method - boiling point calibration is not practical - or refer to manufacturer's instructions. The reading for iced water should be between -2°C to +2°C				

Training record for Safe food Handling

Staff name and position	Type of training or title of qualification	Date obtained	Signature
Vicki McDonald Food safety Supervisor Director	SITXFSA001 SITXFSA002 DoFoodSafely	12 /09/2016 12/09/2016 26/09/2023	CIT292428
Rocio Pardo Food safety Supervisor Director	SITXFSA001 SITXFSA002		CIT
Eranga Kandamullage Food safety Supervisor	SITXFSA001 SITXFSA002	18 /11/2023 18/11/2023	Food Safety first
Food safety Supervisor Dragana	SITXFSA001 SITXFSA002	To print and bring in.	Food Safety first
Jenny Phan	I'm Alert in Food Safety	23/09/2023	
Fatima Gueava	I'm Alert in Food Safety	27/09/2023	
Jiwoon Chung	I'm Alert in Food Safety	19/09/2023	
Yuko Ando	I'm Alert in Food Safety	27/09/2023	
Hannah James	I'm Alert in Food Safety	27/10/2023	
Kirsty Smith	I'm Alert in Food Safety	16/11/2023	
Hannah Albiston	I'm Alert in Food Safety	14/11/2023	
Katie Fuller	I'm Alert in Food Safety	11/12/2023	
Bingling Yang	I'm Alert in Food Safety	7/11/2023	
Titi	I'm Alert in Food Safety	7/11/2023	
Jo			
Samjhana Rana	I'm Alert in Food Safety	23/01/2024	



Risk Matrix						
	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Risk Assessment – Food Handling			
Hazard Identified	Risk	Management of Risks	Risk with Controls in Place
<p>Purchases – Selecting and Transporting Food</p> <p>Contamination of unprotected food which is being transported.</p> <p>Food poisoning: Bacteria - can multiply if Potentially Hazardous Food (PHF) is transported at room temp. between 5°C- 60°C. Bacteria can be transferred from raw food to ready-to-eat food if transported incorrectly, i.e. cross contamination.</p>	High	<p><u>Educators:</u></p> <ul style="list-style-type: none"> • Purchase food in good condition that is within use by date from reputable suppliers or supermarkets. • Follow food-safety guidelines in relation to storage of Potentially Hazardous Foods and keeping ready-to-eat food separate from raw food. • Transport PHF an Eskey or cooler bag with ice bricks and immediately transferred to the fridge. • Ensure vehicles and equipment are clean and hygienic. 	Low

<p>Receiving Deliveries and Purchased Food</p> <p>Chilled food can contain harmful bacteria that will grow if kept at 5°C-60°C. Bacteria can grow in foods that are past their 'use by' date. Damaged packaging can allow in pests, chemicals, foreign objects. Dirty food can bring harmful bacteria into kitchen & contaminate other foods. Damaged/old foods may have begun to spoil and may no longer be safe. Cracked eggs can allow bacteria through the shell.</p>	<p>High</p>	<ul style="list-style-type: none"> • Educators who handle food must be trained in food safety. • The 4 hour/2 hour storage rule must be applied to PHF. • Checks must be made of sell by dates and ensuring food is undamaged. • Records must be kept of receiving deliveries and temperature checks. 	<p>Low</p>
<p>Dry Storage of cereals, flour, rice and canned products etc.</p> <p>Bacteria can multiply in old stock and products past their 'best before' and 'use by' date.</p> <p>Contamination: Insects, animal pests can contaminate food. Pests breed in unclean, overcrowded storage areas. Damaged packaging can allow pests, other contaminants into food. Foods stored near chemicals can become contaminated. Storing food on the floor can make it difficult to keep clean and contamination may occur. Uncovered/unprotected food can become contaminated by pests, microorganisms and other foreign matter such as glass, hair, etc.</p>	<p>High</p>	<ul style="list-style-type: none"> • ANU Facilities and Service have the premises treated regularly by a licensed pest control operator. • ANU Maintenance person seals all holes, cracks and crevices where pests may breed or enter. <p>Educators:</p> <ul style="list-style-type: none"> • Store all food off the floor, away from chemicals and in a clean, tidy area according to manufacturer's specs. • Clean storage areas regularly. • If pests sighted, advise the Director. • Keep foods covered or sealed in clean, food grade containers (or reseal package well). • Store canned food in a sealed container once it has been opened. • Rotate food stocks in cupboards (first in, first out). • Discard food if contaminated. 	<p>Low</p>

<p>Cold Storage</p> <p>Potentially hazardous foods left between 5°C-60°C allow bacteria to multiply quickly. Some foods become potentially hazardous after they are cooked, such as rice. Bacteria in juices from raw food can drip onto ready-to-eat food and contaminate it. Other contaminants can fall into uncovered or unprotected food.</p>	<p>High</p>	<p><u>Educators:</u></p> <ul style="list-style-type: none"> • Store all potentially hazardous foods in a clean fridge under temperature control. • At the start of each day, check fridge is operating below 5°C. If operating above 5°C, adjust the temperature and recheck within 1hr. • Store all food in clean, covered food grade containers or wrap in protective covering, e.g., plastic wrap/foil. • Ensure cold storage is not overcrowded. • Separate raw food from ready-to-eat food. • Ensure food does not stay in fridge for periods of time that may render the food unsuitable. • Use oldest stock first. • Discard food that is past its ‘use by’ date and check food that is past its ‘best before’ is not deteriorated. • Discard potentially hazardous food that has been above 5°C for 4 hours or more. • Discard ready-to-eat food that has been cross contaminated by raw food. • Discard any contaminated food or food that has been identified as unsafe or unsuitable. <p><u>Director:</u></p> <ul style="list-style-type: none"> • Ensures a refrigeration mechanic service fridge in accordance with manufacturer’s specs or as required. 	<p>Low</p>
<p>Preparation</p> <p>Untrained staff can accidentally contaminate food. Bacteria can be transferred to food from unwashed hands and clothing. If potentially hazardous food is left out of temperature control for too long, bacteria can multiply and cause a food-borne illness. Bacteria can be transferred to food from equipment and utensils.</p>	<p>High</p>	<p>Educators that are food handlers:</p> <ul style="list-style-type: none"> • Are trained in food handling and undertake regular procedure compliance checks. • Do not prepare food if feeling unwell or while suffering from a contagious skin ailment or gastrointestinal illness until at least 72 hrs after last episode of diarrhoea/vomiting. • Cover cuts on fingers with a band aid and wear disposable gloves during food preparation. 	<p>Low</p>

Bacteria on raw potentially hazardous food can contaminate ready-to-eat food.
 Foreign objects may fall into uncovered food.
 Chemicals that are not stored or labelled properly may contaminate food.
 Persons who have a food-borne illness or have the symptoms of a food-borne illness or a condition may contaminate food.
 Unwashed fruit and vegetables may contain contaminants such as dirt that may carry bacteria/e-coli or chemicals.
 Unclean cloths can spread bacteria.

- Use only clean, disposable gloves and change them at least once every hour or when changing activity.
- Use designated food preparation areas for the preparation of food.
- Use separate equipment and colour coded cutting boards to prepare raw and cooked/ready-to-eat food, or wash equipment in hot soapy water between uses.
- Use cutting boards made from a non-porous material and washed them daily in the dishwasher (above 75°C).
- Replace cutting boards if cracked.
- Check food preparation surfaces, equipment and utensils are cleaned & sanitised before use.
- Ensure wiping cloths are replaced daily and washed in hot soapy water, rinsed and dried between uses.
- Ensure cleaning chemicals are stored correctly.
- Wear clean clothes before preparing food.
- Wash hands well prior to food preparation and if contaminated. Dry well with paper towel.
- Always use a barrier between hands and food when handling food (eg disposable gloves, tongs, spoons etc)
- Only take refrigerated items (milk, cheese, eggs etc) out of fridge as needed and return food as soon as finished using them.
- Throw away food contaminated by dirty equipment, surfaces, or unwashed hands or food that has been between 5°C-60°C for more than 4hrs.

Preparing Fruit and vegetables

Educators who are food handlers:

- Wash fruits, vegetables, and salad ingredients thoroughly, even if skin is not intended to be eaten, in drinking-quality water before preparing and serving.
- Peel, trim or remove the outer parts as appropriate to remove dirt, bacteria, or chemicals.

		<ul style="list-style-type: none"> • Serve fruit, vegetables, salad immediately or cover and store on the top shelf of the fridge until serving (on the day of preparation). • Minimise hand contact with ready-to-eat foods such as chopped fruit by using disposable gloves, tongs etc. • Discard unused portions at the end of the day. 	
<p>Cooking/Reheating Food Potentially hazardous foods (PHF) which are not fully cooked, will not be safe to eat, as bacteria will not be killed. Food may be contaminated after the cooking process, e.g., unclean equipment or utensils may add bacteria to the food.</p>	High	<ul style="list-style-type: none"> • All educators are trained in food safety, how to use a thermometer and how to record internal temperatures of cooked/reheated food. Note: Temperature checks are not required when cooking vegetables, muffins, biscuits etc. as they have a lower food safety risk. <p>Educators:</p> <ul style="list-style-type: none"> • Ensure ovens are preheated before cooking to ensure it is cooked right through. • Boil or simmer liquid dishes until bubbling rapidly and stir frequently to ensure the same temp. all the way through. • Use clean equipment and utensils during cooking. • Keep cooked foods separate from raw foods to prevent harmful bacteria from spreading to the cooked food. • Visually check to ensure food is fully cooked. • Ensure egg dishes are cooked all the way through - no runny whites and the yolk has started to thicken (e.g., hard boiled, scrambled, fried); or until they are firm or set in the middle (pikelets, baked custard etc.). • Discard food that has been contaminated. 	Low
<p>Blending/Pureeing Bacteria can be transferred to food from equipment and utensils. Delays in serving food can allow food poisoning bacteria to multiply. Bacteria on raw potentially hazardous food can contaminate ready-to-eat food. Foreign objects may fall into uncovered food.</p>	High	<p><u>Educators:</u></p> <ul style="list-style-type: none"> • Ensure the blender is clean, sanitised, and undamaged before each use. • After each use, take the blender apart and clean, sanitise and dry each individual part thoroughly. • Minimise the time between pureeing and serving hot food. • Serve hot pureed dishes quickly after cooking (30 minutes maximum) or refrigerated. 	Low

	<ul style="list-style-type: none"> • Ensure cooked pureed food is separated from raw foods to avoid cross contamination. • Use a separate processing area away from raw meats, fruit and vegetables. • Discard food if it has not been pureed safely. 	
<p>Serving Food Delays in serving food can allow food poisoning bacteria to multiply. Food poisoning bacteria can multiply if potentially hazardous food is kept between 5°C - 60°C. Unclean serving utensils and other equipment may contaminate food. Poor food handling by staff and/or children may contaminate food. Food may become contaminated by foreign objects that have fallen into uncovered or unprotected food. Display decorations and garnishes can contaminate food. Food poisoning bacteria can be transferred from an old batch of food to a new batch if they are mixed together. Some people can be severely allergic to certain types of food.</p>	<p><u>Educators:</u></p> <ul style="list-style-type: none"> • Who serve food have food handling training. • Where there is self-service by children, monitor how children and use the tongs to ensure that food is not contaminated. • Do not prepare food too far in advance of serving. • Wash hands before serving food. • Serve food as quickly as possible after preparation or use the 4-hour/2-hour storage guide if there is a delay. • Always use a barrier between hands and food when handling food (disposable gloves, tongs, spoons etc). • Ensure serving utensils and equipment are sanitised so they do not spread bacteria to food. • Ensure gloves, if worn, are changed every hour or when changing activity. • Provide separate clean utensils for each self-service food or provide other methods of dispensing food that minimises food becoming contaminated. • Throw away single use items after using them including gloves, straws, paper towels, cups and plates. • Never mix old food with fresh batches. • Never reuse left over food the following day. • Make sure children do not share food, plates or utensils. • Replace soiled serving utensils with clean ones if there has been any possibility of misuse. • Throw away any food which may be contaminated or is left over. 	

Risk Assessment – Infant Bottle Feed and Training Cup Handling			
Hazard Identified	Risk	Controls and Monitoring	Risk with Controls in Place
<p>Bringing EBM/ Formula/ Training cups to Heritage</p> <p>Contamination - Dust, dirt, chemicals, pests or other foreign objects may contaminate bottles that are being transported.</p> <p>Food poisoning - Bacteria - can multiply if Potentially Hazardous Food (PHF) is transported/stored at room temp. between 5°C- 60°C.</p>	Critical	<p><u>All bottle feeds:</u> Families asked to:</p> <ul style="list-style-type: none"> • Ensure breast milk or infant formula is stored at home in clean, sanitised bottles in the fridge or freezer. • Supply breast milk or infant formula to Heritage in clean, sterilised bottles that are clearly labelled with the child’s name and date of preparation. • Use a cooler bag or Esky with an ice brick to transport breast milk/formula. • Store bottles in the fridge (preferably at the back and never in the door), immediately on arrival at Heritage. <p><u>Infant Formula</u> Families are asked to ensure:</p> <ul style="list-style-type: none"> • Infant formula that is made up at home is stored in the back of the refrigerator (where it is coldest) for no more than 24 hours. • Left over made-up formula is thrown away at the end of the day and never taken home and never frozen or re-heated. <p><u>EBM:</u> Families are asked to:</p> <ul style="list-style-type: none"> • Ensure, if breast milk is to be frozen, to do so within 24 hours. • Supply breast milk in multiple small quantities to prevent wastage. • If breast milk remains frozen on arrival, put it in the freezer. • If frozen milk has thawed on arrival, put it in the refrigerator and ensure it is used within 24 hours. Do not re-freeze. • Include name and the date and time expressed on the label. <p><u>Training Cups</u></p> <ul style="list-style-type: none"> • Families are asked to provide sipper cups or straw cups for infant formula or EBM, that are named, hygienic and free of cracks. • Are treated according to the same procedures as for infant bottles, stored in the fridge, rinsed after use, and continue to be sterilised up to 12 months. 	Low

<p>Preparing and Serving Infant Bottle Feeds/Training Cups</p> <p>Food poisoning as bacteria may grow in milk. Child given wrong feed. Child may choke on bottle feed.</p>	<p><u>Educators:</u></p> <ul style="list-style-type: none"> • Wash hands and wear gloves before preparing or handling EBM/formula. • Ensure the bottle preparation area is clean and hygienic and prep bottles in designated areas only (away from the nappy change and toileting areas). • Only use sterilised bottles and teat assemblies for all infant feeds or sterilise: <ul style="list-style-type: none"> ○ Wash bottles and teats first in soap and water and rinse with water. ○ Put them through the dishwasher at a temperature of 75°C. • Ensure all bottles are clearly named with the child’s name and the date. • Ensure bottles of EBM or infant formula are given to the named child with two educators verifying the process. • Ensure no relief staff, students or family volunteers are asked to prepare babies’ EBM or formula. • Rinse all children’s bottles thoroughly after use and leave to air dry. <p>Educators:</p> <ul style="list-style-type: none"> • Never feed infants when they are lying down and closely supervise toddlers who wish to bottle feed independently. • Ensure children are not placed on beds or in cots for feeding. • Not give milk bottles to children before going to bed. <p><u>Infant Formula Preparation Educators:</u></p> <ul style="list-style-type: none"> • Prepare infant formula strictly according to instructions on the container. • Use the scoop provided with the container for measurement. • Use cooled boiled water for infants under 12 months of age. • Once formula is made, use it immediately or put in the fridge. • Warm bottles of infant formula in the microwave ensuring food safety: <ul style="list-style-type: none"> ○ Use microwave safe bottles. ○ Only heat formula/cow’s milk that has been adequately refrigerated. ○ Stand the bottle up straight. ○ Take off the teat/bottle top and leave outside the microwave. ○ Replace the teat/bottle top directly after microwaving and rotate/invert the bottle at least 10 times to ensure even heating. ○ Allow the bottle to stand to cool for about 1-2 minutes before carefully temperature testing the formula/milk on the inside of the wrist. • Warm infant milk bottles only once. • Discard any used infant milk leftover after each feed or that has not been consumed by the infant after 30 minutes. 	
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