



FOOD HANDLING POLICY



Food Handling Policy

1. Overview

- 1.1. The Toy Project takes food safety very seriously and is committed to fulfilling all of its duties to take all reasonable precautions and exercise all due diligence to avoid any food safety incidents occurring or harm, illness or injury befalling its customers or clients.

2. Equality Statement

- 2.1. The Toy Project is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of this policy. The Toy Project will therefore take every possible step to ensure that this policy is applied fairly to all parties, regardless of the aforementioned protected characteristics or any other irrelevant factor.
- 2.2. By committing to a policy encouraging equality of opportunity and diversity, The Toy Project values differences between members of the community and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary charitable service.
- 2.3. Where there are barriers to understanding this policy, eg. an individual has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the policy/process to be followed is understood and that the individual is not disadvantaged.

3. Managing Allergens

- 3.1. Food allergies can affect an individual at any time of their life and The Toy Project's Food Handling Policy and below procedures are in place to manage these allergies.
- 3.2. The common causes of allergies relevant to this policy are the 14 major food allergens and this is not an exhaustive list:
 - 3.2.1. Cereals containing Gluten
 - 3.2.2. Celery including stalks, leaves, seeds and celeriac in salads
 - 3.2.3. Crustaceans (prawns, crab, lobster, scampi, shrimp paste)
 - 3.2.4. Eggs - also food glazed with egg
 - 3.2.5. Fish - some salad dressings, relishes, fish sauce, some soy and Worcestershire sauces
 - 3.2.6. Soya (tofu, bean curd, soya flour)
 - 3.2.7. Milk - also food containing milk and food glazed with milk
 - 3.2.8. Nuts (almonds, hazelnuts, walnuts, pecan nuts, brazil nuts, pistachio, cashew and macadamia nuts, nut oils, marzipan)
 - 3.2.9. Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
 - 3.2.10. Mustard - liquid mustard, mustard powder, mustard seeds
 - 3.2.11. Sesame seeds - bread, bread sticks, tahini, houmous, sesame oil
 - 3.2.12. Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
 - 3.2.13. Lupin, seeds and flour, in some bread and pastries
 - 3.2.14. Molluscs, (mussels, whelks, oyster sauce, land snails and squid).
- 3.3. **The allergy to nuts is the most common high risk allergy and as such The Toy Project will take all reasonably practicable steps to ensure The Playroom is kept nut free.**
- 3.4. Parents/carers are required to inform us of any allergies when a child starts attending The Playroom drop-off sessions via the Children's Information Forms for all new-starters, or when the child's allergy becomes known to the parent/carer.
- 3.5. Allergen information will be displayed where necessary and where possible when food is offered.
- 3.6. To prevent cross contamination the following steps are undertaken:



- 3.6.1. Food products are purchased from reputable suppliers and checked for any allergens
- 3.6.2. Separate containers are used for storage
- 3.6.3. Strict personal hygiene is adhered to ie. clean aprons, clean hands etc
- 3.6.4. Where dishes are prepared for individuals, these must be kept separately from other meals, covered and labelled accordingly
- 3.6.5. If in the unlikely event cross contamination has taken place, the First Aider and Senior Management are informed immediately and steps in the child's care plan are implemented and the parents are informed and/or an ambulance is called
 - 3.6.5.1. A review then takes place to identify how this was caused and what steps need to be undertaken to mitigate cross contamination taking place again.

4. Keeping Food Safe

- 4.1. The 4Cs of food hygiene are always undertaken to ensure all food is made and stored safely. The 4Cs of food hygiene are: cleaning, chilling, cooking and avoiding cross-contamination
- 4.2. All frozen food is properly defrosted before use
- 4.3. Regular hand-washing with soap and water is always undertaken
- 4.4. Fresh fruit and vegetables are always washed
- 4.5. Raw and ready-to-eat foods are kept separately
- 4.6. No food is used past its use-by date
- 4.7. All cooking instructions are carefully read and closely followed
- 4.8. Food preparation areas and equipment are all checked to ensure they are suitably cleaned and sanitised before and after use
- 4.9. Refrigerated food is only out of the fridges for the shortest time possible, and is kept out of the fridges for no more than four hours. After four hours any remaining food will be thrown away or put back in the fridge. If it is refrigerated again, it will not stand around at room temperature when it is next served.
- 4.10. Some foods are more likely to cause food poisoning than others including: raw milk, raw shellfish, soft cheeses, pate, foods containing raw egg, cooked sliced meats. In most cases these foods will not be served. When they are served at The Playroom the *Safer Food Better Business Pack* advice on *Foods Which Need Extra Care* will be consulted and followed.

Reviewed: February 2025

Next Review: February 2027