## Blind & Low Vision Education Network NZ

# Operational Policy: Food Safety (NAG 5)

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is committed to ensuring a safe physical environment for ākonga and staff. This includes ensuring all food prepared and meals served meet safe food handling guidelines, as well as promoting healthy eating messages to parents, whanāu and staff working both directly and indirectly with ākonga.

The Food and Nutrition Guidelines (Ministry of Health) and the NZ Heart Foundation Guidelines will be met at all times.

The Homai Early Childhood Centre will comply with Food Hygiene Regulations 1974.

## Definition:

Under the Food Act 2014, anyone who sells or provides food needs to make sure it is safe and suitable to eat. Safe and suitable food is defined in the Act. In summary it means that:

* 'safe food' won't make people sick
* 'suitable food' meets compositional, labelling and identification requirements and is in the right condition for its intended use.

More information can be found in Schedule 12 of the Food Act – NZ Legislation website. [Link to Government Food Safety information](https://www.mpi.govt.nz/food-safety/food-safety-for-consumers/tips-for-food-safety/).

## Policy Requirements:

1. Appropriate staff responsible for food preparation and/or responsible for programme management will hold relevant food handling qualifications. Other staff will be required to follow the policy requirements.

2. Only designated staff are permitted to access and use the main kitchen facility at Café BLENNZ on the Homai Campus. These staff must have undergone training in the use of the equipment and have completed relevant food handling qualification(s).

3. Staff preparing food must wear appropriate clothing at all times (e.g. aprons), including covered footwear. Loose hair must be tied back.

4. Any person who is known to be sick must not handle food. If staff have been ill with vomiting and/or diahorrea they will not prepare food or feed ākonga until 24 hours after the last symptoms occurred, or 48 hours for the Homai Early Childhood Centre.

5. Hand washing and general hygiene routines will be observed when adults and ākonga are handling food.

6. All cuts and sores will be covered by blue plasters and gloves worn.

7. When food needs to be provided by parents or guardians for health or cultural reasons, this will be prepared as required.

8. Pest control will be regularly monitored.

9. Food will be cooked and stored at the correct temperatures and for the appropriate recommended time.

10. Cooked food and raw food will be kept separate. Raw meat and chicken must be kept away from ready-to-eat food, fruit and vegetables.

11. Food must be cooked through to kill harmful bacteria.

12. Frozen food must be defrosted thoroughly prior to cooking.

13. Leftovers must be refrigerated or frozen within 2 hours and reheated until steaming hot (over 75 degrees Celsius). They must not be reheated more than once.

14. Leftovers should not be taken off site.

15. Use-by dates on packaged foods should be checked and not bought or eaten once this date has passed.

16. When using a barbecue precook chicken, sausages and minced meat, then barbecue until the meat is steaming hot all the way through.

17. Special care must be taken in summer when preparing, cooking and storing food. The clean, cook, cover and chill rules must be followed. Extra care should be taken when barbecuing.

18. There are a number of potentially hazardous foods which, if they are not stored at correct temperatures, are capable of supporting the growth of bacteria or the formation of toxins to levels that are unsafe. Examples are:

* Raw and cooked meat or foods containing meat such as casseroles, curries and lasagne
* Dairy products (milk, custard and dairy based desserts)
* Seafood (including live seafood)
* Processed fruits and vegetables (salads)
* Cooked rice and pasta
* Foods containing eggs, beans, nuts or other protein rich foods such as quiche and soy products.

If any of the above are cooked to use later, they must be cooled as quickly as possible. Reheated food must be heated rapidly.

19. All staff employed in the Homai Early Childhood Centre will adhere to the food health and safety procedures as outlined in the Early Childhood Regulations.

20. When feeding ākonga through their gastrostomy or naso-gastric tube, staff must follow the guidelines of the community dietician, nutritionist and/or speech language therapist with guidance from the parents and/or guardian of ākonga.

21. Oral feeding for ākonga on specialist programmes is also guided by a dietician and/or speech language therapist.

22. Training for staff who feed ākonga with gastrostomies or naso-gastric tubes will be provided.

23. A record of all food provided by the Homai Early Childhood Centre will be kept in the record book.

## Supporting Documents:

[Link to NZ Government Legislation website - Food Act 2014](http://www.legislation.govt.nz/act/public/2014/0032/latest/DLM2996083.html)

[Link to Ministry of Primary Industries - Food Safety for Consumers](https://www.mpi.govt.nz/food-safety/food-safety-for-consumers/tips-for-food-safety/)

[Link to Ministry of Health Eating and Activity Guidelines](https://www.health.govt.nz/our-work/eating-and-activity-guidelines)

[Link to NZ Heart Foundation Healthy Eating Guidelines](file:///\\blennz-fs01\Group%20Drive\Senior%20Management%20Team\1%20Senior%20Manager%20Administration\2018%20Policy%20Review\Operational%20Policies\www.heartfoundation.org.nz\wellbeing\healthy-eating)

[NZ Government Website - Early Childhood Regulations](http://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html)

[Ministry of Education Website - Licensing Criteria for Early Childhood Centres](http://www.lead.ece.govt.nz/ServiceTypes.aspx)

[ERO website - Handbook for Early Childhood Services](http://www.ero.govt.nz/Review-Process/For-Early-Childhood-Services-and-Nga-Kohanga-Reo/Handbook)

[Ministry of Education website - Hostel Regulations](http://www.education.govt.nz/school/running-a-school/hostel-regulations/)

BLENNZ Policies:

* Food Allergies
* Education Outside the Classroom
* Infectious Diseases
* Personal Protective Equipment

 27 July 2018

Approved: …………………………………….. Date: ………………………

(Principal)