



All Saints Nursery School

Kitchen Procedure

Date written: [November 2022](#)

Date of last update: [October 2023](#)

Date agreed and ratified by [Trustees, November 2023](#)

Date of next full review: [November 2024](#)

Kitchen Procedure

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General safety

- Doors to the kitchen are kept always closed when cooker/ kettle in use. (Kettle not normally used when children are in setting)
- Children do not have unsupervised access to the kitchen
- Staff do not take tea breaks in the kitchen unless there is no alternative
- Wet spills are mopped immediately
- A clearly marked and appropriately stocked First Aid box is kept next to the kitchen on the wall

Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB)

- Floors are washed down at least daily
- All work surfaces are washed regularly with anti-bacterial agent
- Inside of cupboards are cleaned termly or when necessary
- Cupboard doors and handles are cleaned regularly
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily after use
- Where possible all crockery and cutlery are air dried
- Plates and cups are only put away when fully dry
- Tea towels, if used, are used once. They are laundered daily
- Any cleaning cloths used for surfaces are washed and replaced daily
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only
- Any repairs needed are recorded and reported to the manager

Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business