



# COOKSAFE HOUSE RULES POLICY

Staff must be aware of the following rules and adhere to these in all food handling procedures. Failure to do so can lead to extremely serious consequences.

## Training

All staff are given in-house written and verbal training on Cooksafe procedures as part of their induction process, commencing employment. This is now included to support staff on "The Essentials of Food Hygiene". The training will cover personal hygiene, (especially the importance of hand washing), reporting illness, cleaning areas and the safe handling of food. All staff employed prior to this policy will also have this training program given to them from the named Cooksafe Officers.

Hygiene Awareness Instruction, support and supervision will be given throughout the induction period for new staff from senior staff from their allocated playroom. They will also be shown their roles and responsibilities in recording information within the relevant documentation on room fridge sheets and playroom's own specific Cooksafe folders. Each playroom has its own Cooksafe folder and the staff based in each room are responsible for the upkeep of its records. This includes fridge cleaning and temperature sheets, room temperature sheets, cleaning of room equipment and relevant infection control. Staff will be trained in the use of these in their induction process. Further supervision and support is given by the named Cooksafe officers throughout the nursery opening hours and can be requested at any time.

Staff will be given opportunities within their employment to have additional formal training from outside agencies on Elementary Food Hygiene Standards. Cooksafe officers will also receive training, including an officer who is intermediate level trained to support staff inhouse.

Training needs will be reviewed throughout the year and staff must ask for support from the named Cooksafe Officers where they are unsure of their role or responsibility when working under the Cooksafe guidelines. Any failures in following standards may result in staff disciplinary action if negligence is found to be the cause. In appropriate circumstances, retraining will be undertaken for corrective action to support staff to carry out food handling safely.

Refresher training will be held through various opportunities such as on a one to one basis, room meetings, full staff meetings/workshops, through memo updates and reminders. This will include updates and changes from "The Food Standards Agency Scotland."