



## Hazard Analysis Critical Control Point (HACCP) Company Food Management Policy

Crazy 4 Kids is committed to ensuring that any food or snacks that are ordered, stored, and prepared on any of our sites are done so adhering to the requirements of the Food Standards Agency & Environmental Health. (See also Food Safety & Allergy Management Policy)

Those responsible for implementing this policy throughout the company are as follows:

- Julie Norris (Registered Provider / Owner) Level 3 Food Safety – Company wide
- Kitchen Supervisors (Setting Specific) Level 3 Food Safety
- Setting Managers (Level 2 Food Safety)

The safety of the children and staff is paramount, and the effective management of allergies is priority in all settings and to this end we implement the following on each site.

1. Register with Environmental Health before a new setting opens.
2. Implement Safer Food Better Business (SFBB) protocols on each site and use this as guidance for the management of the safe handling of foods.
3. Ensure Kitchen Supervisors complete SFBB daily, weekly or monthly as appropriate, for effective recording and monitoring.
4. ALL setting staff are trained to the relevant levels, level 2 for setting staff delivering and supervising children whilst they are consuming food and level 3 for Kitchen Supervisors.
5. Order food from reputable sources so that it can be monitored and tracked.
6. Provide food storage and preparation areas on each site.
7. Implement daily and weekly checks to ensure that food is stored correctly and at the correct temperatures.
8. Provide all sites with the appropriate food temperature probes.
9. Food Temperature probes calibrated weekly, and temperatures recorded.
10. Where food is provided by external kitchens, i.e. school kitchens, temperature of the food is taken by setting staff upon delivery and recorded.
11. Provide staff with the relevant PPE required in food preparation and storage.
12. Implement Risk Assessments for the effective management of Staff' and Children's food allergies.
13. Provide all staff with Allergy Management Training.

All members of staff will be introduced to this policy and informed of the settings' guidance with regards to good hygiene practice and the safe handling of food. See also:

1. Food Hygiene Policy
2. Allergy Management Policy

Pest Control:

All sites are registered with a pest control company to ensure that our food stores and preparation environments are not contaminated from vermin, etc that would cause a risk to anyone consuming foods prepared by Crazy 4 Kids. Where on a School site, this is arranged and managed by the School Site Management Team.

Any incidences of Food Poisoning will be reported to Ofsted 0300 123 1231 and the Local Environmental Health Agency 0300 330 7000 and Health Protection 0344 2254 524.



**Crazy 4 Kids**  
Julie Norris

A handwritten signature in black ink, appearing to read 'J. Norris'.

Registered Provider

Date: April 2024

Review: April 2025

Date: October 2023

Review: October 2024

Version 1