



BREAKFAST PROGRAM SAFETY GUIDELINES



- Please **do not undertake a task** if it will put you or another person/ child at **risk of injury**, it is just not worth it. Please **ask another adult to help you**, if you cannot find anyone to help, please go to the school office or wait for another adult. It is better to be running late, or not serve a full menu, than to risk injury.

- **Do not climb onto** tables, chairs or work benches to reach items or roller shutters/doors. Always **use a safety step** or step ladder (and only if confident to do so) to reach items at height. **Always have another adult assist you**, to steady the step ladder and in case you lose your balance.

- Please **do not allow** primary school aged students to **use or handle the toasters** (to avoid the risk of burns or electric shock). Please keep metal toasters away from where students may **accidentally touch** them or rest their arm on them. **Always unplug toasters** before you clean them or need to remove bread that has become lodged.

- Do not run **extension leads across walkways**, or where anyone can stand on **or trip over them**. If you require a mat to go over the leads, please contact the YMCA on 3440 4308.

- Do not lift items that **you feel are too heavy**, too awkward to lift/carry, or if you have a bad back, **ask for help** or allow others to lift/carry it.



- Keep your **back straight and lift with your legs** not your back. Always slide the item as close to you as possible before lifting and keep it close to you whilst carrying it.

- Ensure the path to where you want to go is **clear before carrying** heavy or large items. Always ask for assistance with tables and heavy items.



- **Heavy items** are to be stored at **waist height***, not down low causing back strain to those who lift them, or up high where they can injure a person as they attempt to lift it down, or by falling on them. (* This does not apply to large items such as tables).

- **Do not store items on top** of fridges or cupboards, as they can fall and injure an adult or student.

- The YMCA strongly **recommends the wearing of enclosed shoes** to avoid injury to feet, should a heavy item such as a can of fruit or a toaster fall onto your foot.



BREAKFAST PROGRAM FOOD SAFETY GUIDELINES



- **Before starting:** tie back long hair and wash your hands. Wear gloves if available. Dispose of gloves and/or re-wash hands after handling rubbish, touching your nose or personal belongings etc.
- **Thoroughly clean** all work surfaces with sanitiser spray, **prior to preparing food** and hot soapy water after breakfast club.
- **Important:** Please check **that the fridge is cold** and **that the milk is ok prior to use!** If in doubt throw it out.
- **Do not return any milk opened during breakfast,** to the fridge for use on another day. Donated fresh milk, spends a lot of time in and out of the fridge during transit. This guideline applies to long life milk also, to avoid the uncertainty around when it was first opened.
- If you find an **opened** bottle of milk in the fridge (whether fresh or long life*), please do not use it, **throw it out.**
- **Do not** pour milk into any of the **schools' drains,** please dispose of milk down a sink and flush thoroughly with water.
- Foods with 'Best Before' dates **can be used after the best before date** (other than milk and yoghurt), the quality may not be at its 'Best'. Please **check these foods** to ensure they are still fresh and ok to use.
- 'Use by Dates' are not flexible and **food is not to be used past its 'Use by' date.** **Milk** it is **not to be used** past its expiry date, even if it has a 'Best Before' date.
- For food hygiene reasons, please refrain from eating whilst serving. Please remove gloves and move to another area to eat (this also applies to student helpers).
- **Re-Useable cups and bowls:** please wash thoroughly with hot soapy water.
- **Warning:** Moisture trapped inside of stacked cups and bowls **can cause food poisoning,** please ensure all cups and bowls are **fully dry** prior to stacking.
- It should be noted that '**disposable**' cups, bowls and spoons **are not to be washed and re-used.** Disposable products can split, crack and spoons can be chewed, making them difficult to clean properly and are un-hygienic.
- All utensils and dishes are to be washed up in hot soapy water and dried with clean paper towel or with clean (freshly washed) tea towels or left to air dry in a clean pest free environment.

