

03 Food safety and nutrition procedures

03.01 Food preparation, storage and purchase

General

Most staff have up to date certificated Level 2 Food Hygiene training on food safety. All staff involved in the preparation and handling of food have received training in food hygiene.

- The pre-school manager is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- The majority of staff responsible for preparing food have undertaken the Food Allergy CPD Online Training.
- The pre-school employs a daily kitchen assistant who is responsible for food preparation, serving and carrying out daily opening and closing checks on the kitchen to ensure standards are met consistently including regular deep cleans.
- The pre-school manager and deputy are responsible for overseeing the work of the kitchen assistant and any other food handlers to ensure hygiene and allergy procedures are complied with. Information regarding any child with an allergy is shared in staff meetings.
- The pre-school manager has responsibility for conducting risk assessment based on the 'Hazard Analysis and Critical Control Point' method set out in Safer Food Better Business and does this alongside the kitchen assistant.
- The kitchen assistant (and any other staff food handlers) carry out and record daily opening/closing checks, regular reviews and complete dated records of deep cleaning.
- The pre-school manager, deputy and kitchen assistant maintain a kitchen book with:
 - a list of all children with known food allergies or dietary needs which is updated at least once a term (the personal/medical details about the allergy or dietary needs remain in the child's file along with a copy of the risk assessment). This is clearly displayed for all staff and the risk assessment shared with all staff.
 - a record of snack menus along with any allergens. Typically, the same foods are used but if there are any changes the allergens are checked.
 - a copy of the FSA booklet 'Allergen information for loose foods' available at www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf
 - a copy of the Food Allergy Online Training CPD certificate for each member of staff that has undertaken the training
- The pre-school manager is responsible for informing the trustees who then report to Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.

Purchasing and storing food

Food is purchased from reputable suppliers, for example, Tesco, Calcott Hall Farm, Aldi.

- Pre-packed food (any food or ingredient that is made by one business and sold by another such as a retailer or caterer) is checked for allergen ingredients and this information is communicated to parents/carers alongside menu information. For example, a meat pie bought at a supermarket or a tin of baked beans or the ingredients for a recipe prepared on site.
- If food that is not pre-packed (described as 'loose food'), such as sandwiches bought from a bakery are served, then allergen information will have been provided by the retailer, this information must then be shared in the same way with parents/carers.
- Parents/carers are requested not to bring food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Short life bulk buy foods are avoided as the food may go out of date before use.
- All opened dried food stuffs are stored in airtight containers.
- Dried packaged food is not decanted from packaging into large bins or containers as this prevents monitoring of sell by/use by dates and allergen information. If any items, such as cereal, are put in a container, then details of the date of opening are recorded and attached to container.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Bottles and jars are cleaned before returning to the cupboards.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, meat and fish are labelled with the opening date and disposed of as per manufacturer's instructions. Soft fruit and easily perishable vegetables are kept in the fridge at 1 – 5 °C.
- Packaged frozen food are used by use by dates.
- Freezer containers are labelled, dated and used within 1 - 3 months.
- Fridge and freezer thermometers are in place. Recommended temperatures for fridge 37 °F (3 °C), and freezers 0 °F (- 18 °C). Temperatures are checked and recorded daily to ensure correct temperatures are being maintained.
- Little Doves freezer is frost free and manufacturer's instructions are followed
- Meat/fish are stored on lower shelves and in drip-free dishes.
- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and *E. coli* contamination.
- Staff's own food or drink are kept in a separate, designated area of the fridge.
- Items in fridges are regularly checked to ensure they are not past use by dates.

Preparation of food

- The kitchen assistant/food handler checks the content of food/packets to ensure they do not contain allergens.
- Food allergens are identified on the menus and displayed for parents/carers. A typical menu of the healthy snack is available to read on Little Doves website.
- The kitchen assistant/food handler washes their hands and covers any cuts or abrasions with blue plasters before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- Meat and fish are washed and patted dry with paper towels. This does not include chicken which must not be washed because of the risk of campylobacter.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example, when cooling down.
- Frozen meat, fish and prepared foods are thawed properly before cooking.
- Meat and fish are cooked thoroughly; a food probe is to be used to check temperature of roasted meat or baked meat products.
- Where a microwave is used, food is cooked according to manufacturer's instructions.
- Microwaved food is left to stand for a few minutes before serving.
- A food probe is used to check temperature of food, including when heated in a microwave; it is checked in a number of places to avoid 'hot spots'.
- Food is cooked in time for serving and is not prepared in advance of serving times.
- Hot cupboards or ovens are not used to keep food warm.
- Potatoes and vegetables are peeled when needed, not in advance and left in water.
- Food prepared and cooked for different religious dietary needs and preferences, such as Halal or Kosher meat, is cooked in separate pans and served separately.
- Food cooked for vegetarians does not come into contact with meat or fish or products.
- Food cooked and prepared for children with specific dietary needs is cooked in separate pans and served separately.
- A separate toaster will be used for children with a wheat or gluten allergy.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.

- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- When given to children, eggs are fully cooked.

To reduce the risk of choking (from Gov.uk Help for early years providers Food Safety):

- Stones and pips are removed from fruit before serving.
- Small round foods like grapes, strawberries and cherry tomatoes are cut lengthways and into quarters.
- Large fruits like melon, and hard fruits or vegetables like raw apple and carrot are cut into slices.
- Cheese is cut into strips or slices.

Serving food

- Snack times help children to develop independence through making choices, serving food and drink and feeding themselves.
- Children are provided with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and take appropriate action to prevent this from happening, for example:
 - check the list of children's dietary requirements displayed in the food preparation area
 - coloured plates
 - named place mats with the child's photo on and any allergy identified on the place mat
 - other methods as agreed by the pre-school manager, for example, children are discouraged from sharing and swapping their food with one another
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference. Staff show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child.
- Food served to children with identified allergies is checked by at least two members of staff to ensure that the meal (and its ingredients) does not contain any of the allergens for that child.
- For children who drink milk, semi-skimmed pasteurised milk is provided. All children are encouraged to drink milk even if it is made into a milkshake. Alternative milk drinks are made available for those with intolerances.
- Where possible, the child's key person or buddy remains present throughout the child's mealtime.
- Tables are cleaned before and after with soapy water or a suitable non-bleach product or suitable anti-bacterial spray.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.
- In accordance with parents/carers wishes, children arriving early in the morning - and/or staying late are offered an appropriate breakfast or snack.

E.coli prevention

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of *E. coli* and must clean and store food in accordance with the *E. coli* 0157 guidance, available at:

www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdI

Further guidance

Eat Better, Start Better (Action for Children 2017) www.foundationyears.org.uk/eat-better-start-better/

Example Menus for Early Years Settings in England (PHE 2017)

www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england

Safe Food Better Business www.food.gov.uk/business-guidance/safer-food-better-business-sfbb

Allergen information for loose foods (Food Standards Agency 2017)

www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf

Campylobacter (Food Standards Agency) www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014