

## **Fledglings Day Nursery**

### **Food and Kitchen Hygiene Policy and Procedure**

This policy and procedure is in line with the requirements of the Food Safety Act 1990 – see attached Appendix.

#### **Aim**

To ensure that good food hygiene practices and legal requirements are followed and met in our setting by staff, volunteers and children.

At Fledglings Day Nursery we provide and serve food for children on the following basis:

- A morning snack
- A two-course lunch
- Afternoon tea

We maintain the highest possible hygiene standards with regards to the purchase, storage, preparation and storing of food and will follow procedures as set out below.

In accordance with The Food Premises (Registration) Regulations this setting is registered with the local authority's Food Safety Team.

#### **Procedure**

##### **Structure, equipment and facilities**

All rooms, tables and chairs used will be clean and in good repair, so as not to harbour bacteria and dirt.

We will use the main sink in the kitchen for food preparation and washing of food items only. A separate sink will be used for hand washing. The kitchen cupboards will be used to store all equipment in a clean and organised way.

Appropriate refrigeration equipment will be available and used.

Any broken or faulty kitchen equipment will be reported immediately to the business manager.

##### **Food Hygiene Awareness and Training**

All staff who are involved in the preparation and handling of food at this setting, including cookery activities, will receive appropriate supervision and training in food hygiene. We will aim for this to be done by completing a basic food hygiene course, either in person or online, within the first three months of employment. Where this is not possible, we will ensure somebody in a supervisory position who holds an up to date food hygiene certificate, delivers in-house training prior to the person being involved with food in any way.

##### **Food Handling**

All food will be prepared in the food area of the setting. Whilst food is being prepared in this area, no other activities will take place here. If children are to be involved, the procedure for cooking activities with children will be followed (see below).

Food will be obtained from a reputable source. We will ensure that packaging is clean and intact.

Non-perishable food will be kept in a separate container/cupboard from general play equipment and resources.

Utensils will be stored in a clean container in the kitchen cupboards to avoid contamination after being washed.

All fruit and vegetables will be thoroughly washed immediately prior to preparation.

### **Personal Hygiene**

Hands will be washed immediately prior to preparing food and dried with a disposable paper towel, not a tea towel, using the sink specified for hand washing. Children will wash their hands immediately prior to eating and will sit at the area that has been cleaned and prepared for the food to be served and eaten at.

Staff will keep themselves clean and let their Leader/Manager know of any illness or infections. Hair will be tied back, clothes will be clean and clean aprons worn when handling and preparing food. Wounds will be covered and jewellery will be restricted.

### **Temperature Control**

All perishable food eg. milk, bread, fruit, vegetables and spreads will be kept in the refrigerator which is kept between 0-5 degrees.

The fridge has a thermometer showing the temperature of the interior. A daily recording of this temperature will be made.

### **Stock Rotation**

Stock will be rotated to prevent spoilage beyond the product shelf life.

Use-by dates will be recorded.

Each Friday, the contents of the refrigerator will be checked and anything past the use-by date discarded.

### **Cleaning**

We will ensure that all surfaces and utensils are clean before use. We will wipe down work surfaces (where food is to be prepared) and tables (where food is to be eaten), with a clean kitchen cloth and an antibacterial surface cleanser. (Cloths used to clean in the kitchen MUST not be used anywhere

else in the play setting, eg. to clean up after an art activity). Surfaces will be immediately dried to maintain dry conditions.

Utensils, plates and cups etc. will be washed up straight after use (with hot water and anti-bacterial detergent followed by rinsing or in the dishwasher) and immediately dried with a clean cloth.

All surfaces will be wiped down with antibacterial cleanser and a clean kitchen cloth after use.

Re-usable cloths will be thoroughly washed and dried in between tasks and not just when they look dirty.

### **Waste**

Uneaten food will be discarded immediately.

Bins will be emptied regularly and rubbish taken to the appropriate bins.

### **Procedure for Cooking Activities with Children**

Cooking can be considered a high-risk activity and as such will be subject to a risk assessment process. Staff that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

1. Children and staff will wash their hands immediately prior to starting the cooking activity and dry them with a disposable paper towel not a tea towel.
2. Children and staff will wear 'cooking aprons' during food activities. These aprons are different to the creative activity aprons and are stored separately to them, in a clean container. They will be washed after use or wiped down and cleaned if plastic.
3. Staff will ensure that surfaces and utensils are clean before use. They will wipe down work surfaces (where food is to be prepared) with a clean kitchen cloth and an antibacterial surface cleanser. Surfaces will then be immediately dried to maintain dry conditions. Utensils will be stored in a clean container in a cupboard in the kitchen to avoid contamination after being washed.
4. A member of staff will supervise children throughout the cooking activity.
5. Children will not have unsupervised access to sharp cutting implements or the area where the oven is located.
6. Cooking utensils etc. will be washed up straight after use (with hot water and detergent followed by rinsing or in a dishwasher) and dried immediately. Uneaten food will be discarded and surfaces wiped down with an antibacterial cleanser and a kitchen cloth.
7. Any food that is to be saved until parents/carers collect their children will be stored appropriately, in the kitchen, which is inaccessible to the children.

### **Food Provided**

All snacks and food provided will be healthy, balanced and nutritious and, if on school premises, the food will be in line with the School Food Standards (see appendix).

### **Special Dietary Requirements**

Any snacks and food provided will take into account children's dietary needs. Parents/carers will be asked to complete a "dietary needs" form when registering their child with the setting. Parents and carers will meet with the nursery cook and manager to discuss their child's needs when a "dietary needs" form has been completed. Individual dietary needs must be noted on a list and displayed in the kitchen. This list must be kept up to date.

### **Allergen information**

From December 2014, the EU Food Information for Consumers Regulation (EU FIC) came into force. This essentially means there is a change in the way that we provide information to the consumer (or in this case the parents of the consumers).

There is now a legal responsibility to provide allergen information about the ingredients in the food which is prepared. It is also the setting's responsibility to know which allergenic ingredients are present in the food which they provide for the children in their care.

Attached as Appendix B is the list of the 14 major allergens; this list will be used to ensure that children are not given any foods containing an identified allergen.

When preparing any food we will think carefully and read any labels about the ingredients within the recipe, to check if any allergens are present. We will put plans in place to ensure that any child with an allergy is not give any food/drink they are allergic to. Depending on the severity of the child's allergy this may involve the setting not serving those allergenic foods on the day(s) the child attends. In cases of severe allergies, this may involve excluding the use of those allergens altogether even when the child is not present. This procedure is to avoid any possible cross contamination or exposure to the allergen.

It is also important that parents keep us informed if their child develops any allergies or food intolerance during their time at the setting

### **Drinking Water**

Drinking water will always be available and accessible. It will be stored in an appropriate container, such as a jug with a lid.

### **Emergency Health Information**

In the event of any local or national health emergency we will follow published Government guidelines and will make sure all personal hygiene and cleaning routines are managed in line with this.

### Food and Kitchen Hygiene Guidance

The Food Safety Act 1990 requires that everyone who handles or prepares food for public consumption is responsible for food hygiene and safety. The Act sets the standards for the safe handling and preparation of food to avoid the incidence of food poisoning. It does this through raising awareness and promoting good practice, specifically through training for food handlers and registration of premises.

The food provided at the setting should be low or medium risk foods, but there are still hazards to be aware of and controls to be put in practice.

The Food Safety Act 1990 states that if you sell or give away food at the premises, you are required to comply with the following requirements.

#### Food Premises Registration

In accordance with The Food Premises (Registration) Regulations, settings must register with the Local Authority's Food Safety Team.

To register, visit <https://www.bristol.gov.uk/food-business/starting-and-registering-a-food-business> or phone the Food Safety Team on 0117 922 2500. E: [food.safety@bristol.gov.uk](mailto:food.safety@bristol.gov.uk)

Settings that do not have their own premises will need to advise their landlord that the landlord has responsibility under the Food Safety Act.

#### Food Hygiene Awareness and Training

All staff and volunteers involved in the preparation and handling of food, including cookery activities, must receive appropriate supervision and instruction/training in food hygiene. This needs to be in line with the level of what they are doing and enable them to handle food safely. Ideally this will be done by completing a food hygiene course, either in person or online, but if this is not possible then it can be done in-house by a member of staff who has completed a course. There should always be at least one person in a supervisory role who holds an up to date food hygiene certificate.

Local Authority Food Safety Officers do carry out spot checks at settings to make sure that they comply with food safety and hygiene.

#### Requirements

In relation to operating a childcare setting, the hazards to safety and quality of food are likely to be limited to the following:

- microbiological contamination (even if food products used by settings are not be susceptible to food poisoning organisms, spoilage organisms may grow if shelf life is not observed);
- physical contamination (from dirt, debris);

- physical damage (to the product or packaging).

Hazards can occur at any stage - from shopping to serving the food.

The controls that settings are required to implement to minimise the above hazards are summarised by the following headings:

- structure, equipment and facilities,
- food hygiene awareness and training,
- food handling,
- personal handling,
- temperature control,
- stock rotation,
- cleaning,
- waste.

### **School Food Standards**

If the provision is run by a school, or run on school premises, then any food or drink provided must meet the School Food Standards. For more information go to:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/847621/School-Food-Standards-Guidance-FINAL-V3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847621/School-Food-Standards-Guidance-FINAL-V3.pdf)

<http://www.legislation.gov.uk/ukxi/2014/1603/contents/made>

## **APPENDIX B**

### **The 14 major allergens**

This list will be used to ensure that children are not given any foods containing an identified allergen.

<b>Celery</b>	This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes.
<b>Cereals containing gluten</b>	This includes wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour.

<b>Crustaceans</b>	This includes crabs, lobster, prawns and scampi. It is often found in shrimp paste used in Thai curries or salads.
<b>Eggs</b>	This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.
<b>Fish</b>	This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.
<b>Lupin</b>	This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.
<b>Milk</b>	This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces.
<b>Molluscs</b>	This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.
<b>Mustard</b>	This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups.
<b>Nuts</b>	This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. (These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries.
<b>Peanuts</b>	This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.
<b>Sesame seeds</b>	This can be found in bread, breadsticks, humus, sesame oil and tahini (sesame paste).
<b>Soya</b>	This can be found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products.

<b>Sulphur dioxide</b>	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.
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