



## Food Safety and Hygiene Policy

### **Policy statement**

We provide and/or serve food for children on the following basis (delete which does not apply):

- Snacks.
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

We make use of the “Safer Foods, Better Business” pack and guidance published by the Food Standards Agency (FSA). We are also inspected by Environmental health, to ensure health and hygiene standards are being met. All evidence and records of practice is available to view at any time.

### **Procedures**

- Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business for Childminders (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
  - All our staff follow the guidelines of Safer Food, Better Business.
  - All our staff who are involved in the preparation and handling of food have received training in food hygiene/food safety awareness.
  - The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See Safer Food, Better Business)
  - We use reliable suppliers for the food we purchase.
  - Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
  - Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home. We also advise parents to put a cool pack in lunchboxes.
  - Food preparation areas are cleaned before and after use.
  - There are separate facilities for hand-washing and for washing-up.
  - All surfaces are clean and non-porous.
  - All utensils, crockery etc. are clean and stored appropriately.
  - Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- Staff always washing their hands using antibacterial soap and hot water for at least 20 seconds, before and after food preparation, after using the toilet and changing nappies.

- We use disposable paper towels for drying hands and cleaning surfaces.
- We use colour coded chopping boards (one for toast and one for fruit)
- Staff will never be involved in food preparation if they feel unwell.
- Staff will wear appropriate PPE (gloves and an apron)
- All fruit/veg is washed before serving.
- Staff will remove jewellery, especially watches, rings and bracelets before preparing food. Tie long hair back, cover any open wounds with a blue plaster, and have short clean fingernails.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - understand the importance of hand-washing and simple hygiene rules;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment, such as blenders etc.

### **Temperature Control**

It is the policy of The Spring Montessori to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded twice daily to ensure the correct temperature is being upheld.

### **Cleaning of Food Preparation Areas**

Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains

All food preparation surfaces are wiped clean after use with an approved anti-bacterial cleaner and disposable cloths/paper towels.

All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.

The manager will ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented accordingly.

### **Allergies**

The nursery caters for children's specific dietary needs that may include allergies or food intolerances, or because of religious, cultural or ethical reasons.

Staff are made aware of children's specialist requirements through individual care plans and other information provided by parents.

To help us manage the risks associated with food allergies or intolerance the nursery has the following in place;

- Pre-entry information from parents
- Induction information from staff
- Food allergen risk assessment
- Good Food Hygiene practices
- Written procedures for children with food related conditions.
- Individual named poster with dietary needs labelled

The manager will ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented accordingly.

### ***Reporting of food poisoning***

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within our setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

Please also see our *Food and Drink Policy, Health and Safety Policy and Lunch-box Policy*.

This policy was adopted by

*(name of  
provider)*

On

*(date)*

Date to be reviewed

*(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)