

03 Food safety and nutrition procedures

03.1 Food preparation, storage and purchase

General

- All staff have up-to-date certificated training on food safety.
- Staff refer to Eat Better, Start Better (Action for Children 2017) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
- The setting manager is responsible for ensuring that the requirements in Safer Food, Better Business are implemented.
- Staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The setting manager is responsible for ensuring hygiene and allergy procedures are complied with.
- The setting manager has responsibility for conducting risk assessment based on the 'Hazard Analysis and Critical Control Point' method set out in Safer Food, Better Business.
<https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb>
- Staff carry out and record daily opening/closing checks, four weekly reviews and dated records of deep cleaning of the kitchen.
- The setting manager maintains a Food Allergy and Dietary Needs folder with:
 - a list of all children with known food allergies or dietary needs 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 snacks offered along with any allergens.
 - 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 setting manager is responsible for informing the Directors, who then report to Ofsted, 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.

- 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.
- If food that is not pre-packed (described as 'loose food'), such as sandwiches bought from a bakery is served, then allergen information will have been provided by the retailer, this information must then be shared in the same way with parents.
- Parents are not to bring food that contains nuts. Staff check packets and snack/lunch boxes to make sure they do not contain nuts or nut products. Staff will send any packets/nut products home with a note that confirms our policy of no nuts.
- Bulk buy is avoided where 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.
- 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.
- 'Squeezy' plastic bottles are not used for sauces.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce are to be used the next/same day. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Packaged frozen food should be used by use by dates.
- Food left over should not be frozen unless it has been prepared for freezing, such as home-made bread.
- Freezer containers should be labelled, dated and used within 1-3 months.
- Fridge and freezer thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), and freezers 0 degrees Fahrenheit (-18 degrees Celsius). Temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Meat/fish is stored on lower shelves.
- 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 should be kept in separate designated area of the fridge and clearly labelled.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

Preparation of food

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food allergens must be identified and displayed for parents.
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example when cooling down.
- Where a microwave is used, food is heated according to manufacturer's instructions. We do not heat up children's food brought in from home.
- Microwaved food is left to stand for a few minutes before serving.
- A food probe is used to check temperature of food, including where heated in a microwave; it is checked in a number of places to avoid 'hot spots'.
- Vegetables are peeled when needed, not in advance and left in water.
- Food prepared for vegetarians does not come into contact with meat or fish or products.
- Food prepared for children with specific dietary needs is prepared with separate equipment and served separately.
- A separate toaster is kept and 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.

Serving Food

- Lunch is served for children in their own lunchboxes, brought in from home.
- Snacks are served for children in separate containers, for them to serve themselves under supervision. Staff ensure that children use serving cutlery to avoid contamination.
- Staff ensure that children do not access food provided for another child.
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Food served to children with identified allergies is checked by the key person to ensure that the snack (and its ingredients) does not contain any of the allergens for that child.

- Any hot food is taken from the kitchen to the rooms on a trolley, not carried across rooms.
- Tables are cleaned before and after, with soapy water or a suitable non-bleach product.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.

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#.U7FCVGIOWdl

Fundraising events

- Food provided or sold at fundraising events is purchased from reputable suppliers.
- 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/attendees.
- If food that is not pre-packed is served (described as 'loose food'), such as cakes bought from a bakery, then allergen information will have been provided by the retailer and this information must be shared in the same way with parents/attendees.
- Parents are requested not to bring food that contains nuts. Staff or committee check to make sure food does not contain nuts or nut products.
- Where cakes are baked for a cake sale, parents are requested to ensure products are prepared in a hygienic manner and all ingredients are shared with the committee. This information is then displayed publicly, with any potential allergens highlighted.
- When cooking hot food for public consumption ie barbecued burgers, the instructions are followed regarding storage and cooking.
- Food is thoroughly cooked before serving.
- Leftovers are not kept and reheated another day.
- The guidance in Safer Food Better Business (Food Standards Agency 2020) is followed at all times.
- Staff/committee members/volunteers wash their hands and cover any cuts with a blue plaster.
- Staff/committee members/volunteers preparing or serving food wear disposable gloves.

Further guidance

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