



### 03. Food Safety and Nutrition Policy 2022

Alongside associated procedures in 01. Health and Safety Policy (specifically sections 01.03 Health and Safety procedures in the kitchen and Appendix 2: Kitchen cleaning procedures), this policy was adopted by Little Fishes on 17/03/22.

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### 03. Food Safety and Nutrition Policy

#### Persons responsible:

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Suzanne Franklin-Ferrar	Health and safety lead
Milly Callan	Food hygiene and cooking lead

#### **Aims**

It is the policy of Little Fishes, that we meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

Our setting is a suitable, clean, safe place for children to be cared for, where they can grow and learn.

Little Fishes regards snack times and lunch times as an important part of the setting's day. Eating represents a social time for children and adults, which helps children learn about health eating. At snack times we aim to provide nutritious food, which meets the children's individual dietary needs and preferences, accounting for allergies too.

In our setting we provide and/or serve food for children on the following basis:

- Snacks (Provide and serve)
- Packed lunches (Serve)

We maintain the highest possible food hygiene standards with regards to purchase, storage, preparation and serving of food. We are a registered food provider with the local authority Environmental Health Department.

#### **Objectives**

- To recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from our provision, but individual employees and service users also have responsibility for ensuring their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- To implement and follow: Procedure 01.3 Health and safety procedures in the kitchen and 01 Appendix 2 Health and safety: Kitchen cleaning procedure for general hygiene and safety in food preparation areas.
- To provide nutritionally sound snacks and encourage parents/carers to provide healthy packed lunches, which promote health and reduce the risk of obesity and heart disease that may begin in childhood.

- To have a member of staff undertake allergen training, and follow the main advice on dietary guidelines to promote health and the legal requirements for identifying food allergens when planning snack menus based on the three of the four food groups:
  - milk and dairy products
  - cereals and grains
  - fresh fruit and vegetables.
- To ensure that parents share information about their children's particular dietary needs with staff when they register/ enrol their children and on an on-going basis with their key person. This information is shared with all staff who are involved in the care of the child.
- To ensure parents alert staff to any information about food allergies when they register/enrol and complete an individual allergy risk assessment sheet. The child's on-going needs are discussed by their key person. The risk assessment sheets are kept in the medical/allergies section of the register.
- Foods provided by the setting for children have any allergenic ingredients identified on the daily information board.
- Care is taken to ensure that children with food allergies do not have contact with food products that they are allergic to.
- Information regarding children with allergies is displayed near the snack area.

## 03.01 Procedure: Food preparation, storage and purchase

### General

- All regular staff involved in food handling and preparation, have up to date, certificated training on food safety.
- The manager and health and safety lead 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 health and safety lead responsible for food handling and preparation has undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The setting manager, together with the Health and Safety lead are responsible for overseeing the work of all staff to ensure hygiene and allergy procedures are complied with.
- The setting manager/health and safety lead has responsibility for conducting risk assessments based on the method set out in Safer Food Better Business. The basis of this is risk assessment is applied to purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Staff carry out and record daily opening/closing checks, daily cleaning, and records of deep cleaning to ensure standards are consistently met.
- The setting manager maintains information about children's Food Allergy and Dietary Needs 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 register along with a copy of the risk assessment. Records are transferred to the child's file if we are notified of a change of need). This is clearly displayed for all staff and the risk assessment shared with all staff.
  - a record of snacks and food served along with any allergens using Food safety file.
  - All staff handling food to have read the FSA booklet 'Allergen information for loose foods' available at [www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf](http://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf). A copy of this is displayed in the Food safety file.
  - a copy of the Food Allergy Online Training CPD certificate for the manager/lead health and safety officer and each member of staff that has undertaken the training is displayed in the staff certification file.

### Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are 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 the setting, the setting manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

- The setting manager is responsible for informing the owners/trustees/directors who then reports 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**

### **Snacks**

- Food is purchased from reputable suppliers.
- We supply nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- Snack foods, included that stored in the fridge, are stored at the correct temperatures (see below) and checked that they are in-date and not subject to contamination by pests, rodents or mould.
- *Pre-packed food* (any food or ingredient that is made by one business and sold by another) is checked for allergen ingredients and this information is communicated to parents alongside snack information via the daily information board. For example, breadsticks bought at a supermarket or a packet of pancakes 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 is served, then allergen information will have been provided by the retailer, this information must then be shared in the same way with parents.
- Staff check packets to make sure food items purchased do not contain nuts or nut products.
- Bulk buy is avoided where food may go out of date before use.
- All opened dried food stuffs are stored in airtight containers.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Soft fruit and easily perishable food and vegetables are kept in the fridge at 1- 5 Celsius.
- Frozen food is not used. In the summer ice lollies may be purchased but these will be stored as instructions.
- Fridge thermometers should be in place. Recommended temperatures for fridge is 3 degrees Celsius, temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.
- Fridge must be cleaned weekly
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Loose fruit and vegetables stored in the fridge are washed thoroughly before refrigeration, to reduce risk of pests and E.coli contamination.
- Health and safety risk assessments are in place to reduce the risk of accidents and dangerous occurrences.
- Knives are stored safely in a child locked drawer and handled safely

### **Staff's own food or drink**

- This should be kept in separate designated area of the fridge (currently the top shelf).

### **Packed lunches**

- Packed lunches provided by parents/carers are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Parents are informed to not provide food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Staff check packed lunches to ensure fruit has been prepared in line with our advice to parents to reduce choking.

### **Preparation of food**

A kitchen risk assessment covers the use of the kitchen.

#### **For food preparation surfaces and utensils**

- All food preparation surfaces are clean and non-porous.
- Food preparation areas are cleaned before and after use.
- To keep kitchen surfaces free from grime, dirt and bacteria, a four-step cleaning procedure should be followed: Pre-clean, Sanitise, Rinse, Air dry.
- All utensils, crockery etc. are clean and stored appropriately.
- There are clearly marked separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have access to the kitchen.

#### **Maintaining personal hygiene whilst handling food**

- Food handlers wash hands thoroughly with hot water and soap, prior to food preparation, drying them with paper towels.
- Little Fishes has a supply of single use /disposable gloves and aprons solely for food handling purposes. The person responsible for preparing food uses a new apron and a new pair of gloves (if required to cover any cuts or abrasions) prior to handling any food. Once utilised, these items are disposed of appropriately.
- Good hand hygiene is observed throughout the setting.

#### **Food preparation for specific dietary needs/preferences**

- We take care not to provide food containing nut or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Food handlers must check the content of food/packets to ensure they know which allergens are in the food.
- Food allergens must be identified on the menus and displayed for parents on the menu board.
- 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. If given to children, eggs are fully cooked.
- Food prepared and cooked for different religious dietary needs and preferences, such as Halal or Kosher meat would be cooked in separate pans and served separately.
- Food cooked for vegetarians must ensure it does not come into contact with meat or fish or products.

## Food handling and preparation

- Separate boards and knives are used for chopping food, usually colour coded.
- All vegetables and fruit are washed and prepared freshly each day.
- Food left out is covered, for example when cooling down.
- Waste food is disposed of daily in the appropriate bin.
- Broken glass is safely wrapped and disposed of in the bin.
- Food is prepared in lines with guidance to prevent choking e.g. grapes are cut in half.

## Serving Food

- Children are taught the importance of hand washing and simple hygiene rules. They wash their hands immediately prior to snack time and sanitise their hands once finished, before resuming play.
- Children are supervised at all times during snack and lunch times.
- Snack food is served on clean plates using tongs to handle the food items, helping to prevent cross-contamination.
- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening, for example:
  - check the list of children's dietary requirements displayed in the food preparation area
  - other methods, assessed against the needs and ability of the child, as agreed by the setting manager
- 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 meal (and its ingredients) does not contain any of the allergens for that child.
- Food is taken from the kitchen to the main room, through the kitchen hatch, where it is served.
- Tables are cleaned before and after use, with a suitable non-bleach product.
- Members of staff wash and dry their hands prior to serving any food, cover any cuts with a blue plaster/glove and continue to wear disposable apron (See maintaining personal hygiene above).

## 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](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdl)

### 03.02 Procedure: Food for play and cooking activities

Some parents and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or who are vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents' views should be sought on this. In some cases, it is not appropriate to use food for play at all, particularly in times of austerity.

- Food for play may include dough, corn flour, jelly, pasta, rice, food colourings/flavourings.
- Food for play is risk assessed against the 14 allergens referred and is included in the written risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Pulses are not recommended as they can be poisonous when raw or may choke.
- The use of raw vegetables for printing is only used under strict supervision.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.
- Cornflower and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.
- Food play activities are suspended during outbreaks of illness.

#### Children's cooking activities

- There is a risk assessment to cover children's cooking activities.
- Children are supervised at all times during cooking activities.
- Children taking part in cooking activities do not have access to the kitchen.
- Children taking part in cooking activities do not have access to electrical equipment such as blenders etc.
- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.
- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned; a plastic tablecloth is used.
- Children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is to be wrapped or put in a paper food bag and refrigerated (if necessary) until home time.
- Cooking activities are suspended during outbreaks of illness.

## Legal References

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.
- Food Information Regulations 2014
- The Childcare Act 2006

## Further guidance

- Eat Better, Start Better (Action for Children 2017)  
[www.foundationyears.org.uk/eat-better-start-better/](http://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](http://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](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)
- Safer Food Better Business for Caterers (Food Standards Agency)  
<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>
- Allergen information for loose foods (Food Standards Agency 2017)  
[www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf](http://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](http://www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014)

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