



FOOD HYGIENE

We provide and serve food for children at snack time and 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.

At least one member of staff holds a current Level 2 Food Hygiene Certificate, which should be renewed every 3 years. All staff to read Safer Food, Better Business for Caterers.

Children are prevented from accessing the kitchen unsupervised, by a lockable gate. When going in and out of the kitchen the staff must always ensure the gate is bolted behind them.

Procedures

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 Caterers (Food Standards Agency 2019). 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 for Caterers.

The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently – this is usually the staff member responsible for snack on any particular day. This includes putting out each day a clean tea-towel, apron and dish cloths, filling water jug with fresh water, recording fridge & freezer temperature in log book, cleaning work surfaces and disposing of food waste, unplugging electrical appliances and lastly signing kitchen check list to confirm this was done. The kitchen checklist is displayed on the wall in the kitchen.

A four weekly review is also to be completed by Sandra. Things to note under '**any problems or changes**' are: Milk or other items past use by date and disposed of, Different brand used, Missed fridge temperature readings, Staff not cleaning tablecloths properly, Staff having to do 'nappy changing' when it's their turn for doing snack, Evidence of pests outside or inside building, Digital Fridge thermometer not working & having to use manual one, Cooking activity, One-off food items bought eg noodles (for Chinese New Year)

The person responsible for preparing snack on any particular day will not be available for changing nappies or seeing to children's toileting needs.

We use reliable suppliers for the food we purchase. Following advice from Environmental Health Officer fruit and vegetable are only bought from supermarkets.

All staff who are involved in the preparation and handling of food receive training in food hygiene.

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.

Food preparation areas are cleaned before and after use. Only anti-bacterial cleaners which comply with BN EN1276 or BS EN13697 are used.

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.

Separate colour coded chopping boards are available –

White	dairy and bakery items
Green	fruit and salad vegetables
Brown	root vegetables
Yellow	cooked meat & poultry
Red	raw meat & poultry
Blue	raw fish
Purple	allergies – Free from products

A clean Tea-towel, apron and dish cloths are used each day and then washed at the end of every week, such items are washed at 90°C and separately from general cleaning cloths.

Before children sit down to snack or lunch the tablecloth is sprayed with disinfectant and then wiped dry.

We operate a two-stage method of cleaning ie any dirty surface is wiped cleaned before a disinfectant is then applied. On a daily basis one green dish cloth should be used to clean down tablecloth after snack, before tablecloth is sprayed with antibacterial disinfectant and then wiped down using kitchen paper or a *new* green cloth. These green dish cloths should then be put in laundry bag. A new green cloth would then be used to wipe tablecloth after lunch before it is then disinfected and wiped down using the same method as before.

Clean green cloths are stored separately from the other colour coded cloths. Green cloths are stored under kitchen sink.

The kitchen is deep cleaned at the end of every half term. Deep cleaning involves: -

- Cleaning and disinfecting fridge. If very iced up will also be defrosted.
- Cupboards cleaned including under the sink
- Food storage box cleaned and use by dates checked on food items. Cutlery tray and other utensil storage also cleaned
- Bin washed and disinfected

Staff preparing food are made aware of children's food allergies as allergy list is displayed near snack table. Allergy labels are used to highlight products that contain an allergen for a particular child.

Labels are also used to record use by date for foods especially if taken out of original packaging.

Lunch Club

For Lunch Club the parents have to provide a packed lunch. The packed lunches are stored in the cloakroom. As the food is unrefrigerated, we ensure it is served to the children within 4 hours of preparation at home.

Cooking Activities

- 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.

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.

Further Guidance

Safer Food Better Business (Food Standards Agency 2024)

Reviewed 10-08-2025
To be reviewed annually