



Food Safety

(Including procedure for reporting food poisoning)

Policy statement

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

- Breakfast in the morning and healthy snacks mid-morning and mid-afternoon.
- Hot Lunches provided in house. Menus are available at request.
- Tea provided for children attending after 4pm. Menus are available at request.

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 are classed as low risk due to the fact we do not cook food and adhere to strict guidelines.

Procedures

- The manager and supervisor is trained for a Level 3 food hygiene / Personal Preparation (Level 2).
- The manager and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff have an up-to-date Food Hygiene Certificate.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. If that person is not in all day then another person would be appointed.
- All foods are purchased from Supermarkets and local food stores.
- Food must be labelled with Date Bought / Opened.
- Continuous rotation of food – use up older produce first.
- 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 use as well as 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 and bins emptied frequently.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Food must be cut up to avoid a choking risk.
- Children do not have unsupervised access to the kitchen.
- 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.

Baby Food and milk

Formula milk will only be made up as and when needed by the child, this will be cooled to below 21C and tested with a thermometer to ensure it is an appropriate temperature for a child to drink safely.

Following the Department of Health guidelines bottles will be discarded after 1hr if not consumed.

Labelled mother's breast milk will be stored in the fridge and used following these guidelines.

Dummies if used or required are cleaned and sterilised. This also applies to dummies that have been dropped. All bottles will be cleaned thoroughly with hot soapy water and sterilised before and after use. Sterilisers will also be cleaned out daily.

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 the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Natasha's Law

- From October 2021, the nursery must label all foods when they are bought and opened. ALL allergens must be noted in the logbook, and all foods used or offered to the children must be written down and the day and time listed. This has come into force under Natasha's Law, a new food labelling legislation created after Natasha Ednan-Laperouse had a fatal allergic reaction.
- No matter what type of food business you operate in, in all kitchen environments, all staff should take care in the preparation of food to ensure there is no cross contamination. For products which carry a label, this is especially important to ensure labelled products don't mislead the customer by containing an ingredient or allergen that is not listed.
- Staff should all have an awareness of allergens and there should be a kitchen culture of checking for allergens in the products they use. Often, ingredients can run out, or be substituted by suppliers. In instances where alternative ingredients are used, kitchen staff should check the new constitution of the product, and all labels should be thoroughly checked and updated as required. All staff members should be informed of the changes and customers should be informed where appropriate.

Policy updated on 09 September 2011

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