



## *Food Hygiene and Safety Policy*

<i>Managers name</i>	<i>Policy reviewed:</i>	<i>Date of next review</i>
<i>Amy Fielding</i>	<i>August 2024</i>	<i>August 2025</i>

*This policy applies to any individual preparing of food on the Nursery premises.*

*Hilltoppers Nursery will provide and/or serve food for children on the following basis*

- Snacks.*
- Meals.*

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

*We make use of the "Safer Foods, Better Business" pack and guidance published by the Food Standards Agency (FSA).*

### **Procedures**

- All of 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.*
- 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 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.*

### **Commitment to a clean environment**

*The kitchen is cleaned on a daily basis and a regular deep cleaning of the kitchen is organised for each half term. The nursery cook consistently checks all of the kitchen equipment and utensils for wear and tear, and will replace as and when necessary.*

*The setting is registered with the local authority's Environmental Health department and has an annual inspection by them. Any requirements and/or recommendations it makes are acted upon.*

*Any person showing signs of ill health will not be permitted to handle food.*

*Fridges are cleaned thoroughly on a weekly basis and all items in the fridge are date checked, all food past their use by or best before date are correctly disposed of.*

*All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.*

*All tables and chairs used by the children will be cleaned down with anti bacterial spray after use.*

*Floors swept immediately after each mealtime.*

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

*Bin bags used in the bin and bins emptied at the end of every day.*

*The manager will ensure that kitchen staff follow the appropriate controls are in place to prevent cross contamination and that these controls are documented accordingly.*

### **How food is stored and served safely**

*Food is bought on a weekly basis and is stored in lines with the storage labels on the food. Refrigerated food is stored at 8 c or below and hot food is kept at 63 c and is allowed time to cool down before being served to the children.*

*Hot food must be cooked to a minimum of 75 degrees.*

*Fridge temperatures recorded daily.*

### **Reporting 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 nursery, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation. The nursery manager will 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.*

### **Healthy Eating**

*At Hilltoppers Nursery, we believe that nutritious food and drink are essential for children's wellbeing.*

*During meal and snack times, we will always encourage children to gain an understanding of how food and water is an essential part of growing big and strong. Our aim is to meet the dietary and cultural requirements to promote children's healthy growth and development. All Children will always have access to fresh drinking water during their day as well as a choice of milk or water during a snack time.*

*We will ensure that all meals and snacks are nutritious, healthy, and balanced. Children's medical and personal dietary requirements are always known and respected (Parents/carers are required to provide details when their child is enrolled into the nursery). Multicultural diet is always offered, to make sure those children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try new food. Dietary rules of religious groups, vegetarians/vegans are known and met in an appropriate way, making sure that they are always respected and valued within the setting.*

*When preparing food, staff (kitchen or general) will observe current legislation regarding food hygiene and training by:*

- *Washing hands with anti-bacterial soap and hot water before and after handling food, using the toilet, or changing nappies.*
- *Using clean, disposable cloths*

- *Ensuring the use of the correct colour coded chopping boards (e.g., red for raw meat etc.)*
- *Not being involved in food preparation if they are unwell.*
- *Wearing correct sterile clothing- hair net, apron, closed toe shoes and disposable gloves etc.*
- *Holding a current Food Hygiene certificate.*
- *Making sure all fruit and vegetables are washed before being served.*
- *Avoid wearing jewellery, especially rings, watches, and bracelets.*
- *Any cuts, spots or sores on the hands and arms must be covered completely with a waterproof dressing.*
- *Fingernails should be kept short and clean, food handlers, including children should not wear nail varnish as this may contaminate food.*
- *At Hilltoppers we will have continual regard for food that's safe for children to eat and foods that should be avoided.*

### **Allergies/Restrictions**

*The nursery caters for children's specific dietary needs that may include allergies or food intolerances (confirmed by a doctor/dietician in writing) , 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.*

*Food preferences for parents are also adhered to.*

*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*
- *Excellent food hygiene practises (5\* rating)*
- *Written procedures for children with food related conditions.*
- *Red allergy plates and cups*
- *Allergens poster displayed in setting including child's name, picture and more information regarding their allergy / intolerance.*

### **Food Safety**

*The [EYFS framework](#) requires providers to take all necessary steps to keep children safe and well – and you must be confident that those responsible for preparing and handling food in your setting are competent to do so.*

*Ratios are maintained at all times during mealtimes.*

*Information is gathered regarding allergies / intolerances, food preferences and special dietary requirements in the 'My Unique Child' document when a child starts nursery. It is parents / carers responsibility to let the setting know if there are any changes to a child's dietary needs.*

### **How to reduce the risk of choking**

*During food preparation we will:*

- *remove any stones and pips from fruit before serving*
- *cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters*
- *cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks*
- *do not offer raisins as a snack to children under 12 months – although these can be chopped up as part of a meal*
- *soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months*
- *sausages should be avoided due to their high salt content, but if offered to children these should be cut into thin strips rather than chunks and remove the skins*
- *remove bones from meat or fish*
- *do not give whole nuts to children under five years old*
- *do not give whole seeds to children under five years old*
- *cut cheese into strips rather than chunks*
- *do not give popcorn as a snack*
- *do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat*
- *do not give children hard sweets*

*Information in regards to how to safely prepare foods is displayed in the kitchen.*

### **Supervision**

*Infants and young children should be seated safely in a highchair or appropriately sized low chair while eating. Infants and young children should never be left alone while they are eating, and staff should be familiar with paediatric first aid advice for children who are choking.*

*Ratios are maintained at all times during meal times.*

### **Safe weaning**

*Progression from the introduction of first foods (at about 6 months), to a range of blended or mashed foods, and then to a wider range of chopped or minced foods should be a gradual process, based on each infants' developmental readiness, rather than a staged process based on age alone.*

*This process will be done in conjunction with parents / carers and regular discussions will be held to ensure safe and consistent approaches are being taken.*