

5 FOOD SAFETY AND NUTRITION PROCEDURES

5.1 Food preparation, storage, and purchase

General

- All staff have up to date certificated training on food safety.
- We refer to Eat Better, Start Better (Action for Children 2017) and example menus for early years settings in England (PHE 2017) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
- The setting owner is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- All staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The managers maintain a Food Allergy and Dietary Needs record 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 or medication 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 food menus along with any allergens, if appropriate
- The setting owner 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

- 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.
- Parents are requested not to bring food that contains nuts or eggs. Staff check packets to make sure they do not contain nuts or nut products.
- 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.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Fridge thermometers are in place. Recommended temperature for fridge is 37 degrees Fahrenheit (3 degrees Celsius). Temperatures must be checked daily to ensure correct temperatures are being maintained.
- 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 are kept in a separate designated fridge.
- 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 handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- 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 cooked according to manufacturer's instructions. Generally, it is not used to heat children's food. If it is, food is left to stand for a few minutes before serving.
- A separate chopping board, plate, knife and cup are kept and used for children with severe allergies. A separate toaster is kept and used for children with a wheat or gluten allergy.

Serving Food

- 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
 - coloured plates
 - other methods 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 staff members to ensure that the meal (and its ingredients) does not contain any of the allergens for that child.
- A designated person remains vigilant to that child throughout the duration of the meal/snack.
- Tables are cleaned before and after, with antibacterial cleaner.
- 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 at the allotment, 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

Packed lunches

Where children have packed lunches, staff promote healthy eating, ensuring that parents are given advice and information about what is appropriate content for a child's lunch box. Parents are also advised to take measures to ensure children's lunch box contents remain cool i.e. ice packs, as we do not have facilities for refrigerated storage.

Further guidance

Eat Better, Start Better (Action for Children 2017) 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

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