03 Food safety and nutrition procedures

**03.1 Food preparation, storage and purchase**

**General**

* staff have up to date certificated training on food safety..
* staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
* The setting manager is responsible for overseeing the work of the food handlers to ensure hygiene and allergy procedures are complied with.
* The setting manager has responsibility for conducting risk assessment based on the ‘Hazard Analysis and Critical Control Point’ method set out in Safer Food Better Business.
* staff carry out and record daily opening/closing checks,
* The setting manager maintain a Food Allergy and Dietary Needs folder 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 along with a copy of the risk assessment). This is clearly displayed for all staff and the risk assessment shared with all staff.
* a copy of the FSA booklet ‘Allergen information for loose foods’ available at www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf
* a copy of the Food Allergy Online Training CPD certificate for the cook and each member of staff that has undertaken the training
* 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

* Food is purchased from reputable suppliers.
* Parents are requested not to bring food that contains nuts. Staff check packets to make sure they 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* Bulk buy is avoided where food may go out of date before use.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.
* 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.
* Bottles and jars are cleaned before returning to the cupboards.
* Items are not stored on the floor; floors are kept clear so they can be easily swept.
* Fridge thermometers should be in place.
* 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 should be kept in separate designated area of the fridge; where possible, a fridge should be kept in the staff room to avoid mix ups.
* 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 being used
* Food left out is covered,
* Microwaved food is left to stand for a few minutes before serving.
* Hot cupboards or ovens are not used to keep food warm.
* Food prepared and cooked for different religious dietary needs and preferences, such as Halal or Kosher meat is cooked in separate pans and served separately.
* Food cooked for vegetarians does not come into contact with meat or fish or products.
* Food cooked and prepared for children with specific dietary needs is cooked in separate pans and served separately.
* Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.

# 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 are up to date.
* 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 key person to ensure that the meal (and its ingredients) does not contain any of the allergens for that child.
* At least 2 members of staff with the children whilst they are eating who both hold a first aid certificate
* Tables are cleaned before and after, with soapy water or a suitable non-bleach product.
* 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 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#.U7FCVGlOWdI](https://preschoolla.sharepoint.com/sites/COMM/Shared%20Documents/Pubs/Pubs%20Print%20Promo/Pub%20Drafts/A026%20Policies%20&%20Procedures%20for%20the%20EYFS%202021/A026%20FINAL/www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGlOWdI)

**Further guidance**

Eat Better, Start Better (Action for Children 207) [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)

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)