

# *St. Joseph's R.C. Primary School*



## ***Nursery Food Hygiene Policy***

November 2023

Review: November 2026

## **Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body November 2023

It is due for review in November 2026

Hayley Francis

Date: November 2023

Head Teacher



Lindsay Wise

Date: November 2023

Chair of Governors



## **Safeguarding and Welfare Requirement: Health**

Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious

### **Policy statement**

We provide and serve food for children on the following basis:

- Snacks
- Celebration meals e.g. Christmas Party; Leavers Afternoon Tea

At lunch time we serve

- School Meals brought from school in a container provided by the supplier.
- 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 Herefordshire Council Environmental Health Department (November 2017; updated January 2020) in association with Food Standards Agency.

- Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our Nursery. This is set out in Safer Food, Better Business (Food Standards Agency 2011). 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 these guidelines

- All our staff who are involved in the preparation and handling of food have received training in food hygiene and wear clean disposable aprons.
- We use reliable suppliers for the food we purchase.
- 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. Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home. Parents are advised to include ice packs in packed lunch boxes.
- Food preparation areas are cleaned before and after use.
- Nursery has a dishwasher and when this is not in-use, there are separate facilities for hand-washing and for washing-up. (The sink for hand washing and a bowl for washing up. A separate bowl is used for washing messy play equipment, such as paint).
- 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 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.

### **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.

## **Procedure (Based on guidance provided by the Food Standards Agency)**

### **Food preparation**

Before preparing food – ensure hands are washed thoroughly with anti-bacterial wash

Paper towels to be used to dry hands.

Clean aprons must be worn when preparing and serving food.

Long hair should be tied back

### **Chopping boards**

**A colour coded system is use to prevent cross contamination. The colours used are as follows:-**

**Green** – bread

**Blue** – dairy

**Red** – fruit and veg

### **Chilled food**

Fridge thermometers are to be placed in the fridge and a record of temperatures to be checked at the beginning, middle and end of day. The fridge temperature should be between 0 C and 5 C

### **Hot food**

If food is held the temperature must be maintained at 63 C or above. The food should be probed at the outset, midway and end of service and temperatures recorded. (School)

### **Reheating food**

Reheated food should be probed to meet a core temperature of 75 C (Cooling will be necessary before serving to children). A record should be made, when food has been reheated. Noting date, time, temperature of food, the food heated, the child's initials and signed by the person heating the food.

### **Probes**

Probes are provided by school. Probe thermometers should be checked regularly for accuracy. Checking should be done by putting the probe into iced water (-1 C to +1 C) and pure boiling water (99 C and 101 C). Probes when in use should be checked fortnightly and records maintained.

Probes should be cleaned with anti-bacterial wipes, before and after use

### **Allergies**

- A list providing details of children with allergies must be displayed in the kitchen or serving area.
- No foods containing nuts will be served.

## Cleaning

- The food preparation area will be kept clear and tidy.
- Spillages will be cleared immediately.
- Anti-bacterial washing up liquid is to be used.
- Tea towels are to be washed daily.
- Spray work surfaces and tables with anti-bacterial spray- leave on surface for 5 mins, when children not present.
- Dishwasher baskets and filters must be removed and cleaned daily. Inside of the dishwasher should also be cleaned daily.
- **Cloths**: different coloured cloths should be used as follows: -  
**Red** – washing up; **Blue** – tables and spillages on tables; **Green** – general purpose messy play e.g. paint, shaving foam; **Yellow** – spillage cloth

## Supplies

It is the responsibility of the food preparation staff to maintain sufficient stock of supplies and request deliveries in a timely manner (requisition forms are available from the office).