



## **Food Safety Policy**

### **Purpose of Policy**

Little Dreams Nursery is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. This is in order that the setting complies with The Children (Scotland) Act 1995, The Care Standards Act 2000 and Food Hygiene 1995.

### **Who is Responsible?**

It is the responsibility of the manager to ensure that all members of staff are fully trained in Food Hygiene and that all members of staff understand and implement the policy.

It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.

### **How will this policy be implemented?**

Detailed procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. The policy, and the methods of implementation will be continuously monitored and the policy will be reviewed at least annually.

### **Procedure**

#### **Personal Hygiene**

The setting has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food, (please see personal hygiene policy and procedure for further information). Members of staff will be responsible for ensuring that any children involved with preparation of snack follow strict hygiene procedures. In addition any person showing signs of ill health will not be permitted to handle food.

### **Identification and Handling of High Risk Foods**

Where high risk foods have been identified, the member of staff responsible for their handling and preparation will identify the potential hazards associated with them and document how they are to be handled and prepared safely in order to prevent ill health and cross contamination.

### **Temperature Control**

It is the policy of Little Dreams Nursery to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained. It is the policy of Little Dreams Nursery to check and record fridge temperatures on a daily basis to ensure that the correct temperature is maintained.



## **Food Safety Policy - Hygiene Standards**

### **Purpose of Policy**

The purpose of this section of the food hygiene policy is to ensure that the personal hygiene procedure for Little Dreams Nursery is followed and that people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others.

### **Who is Responsible?**

All members of staff have a responsibility to ensure that they follow the personal hygiene procedure for Little Dreams Nursery and that they themselves maintain a high level of personal hygiene.

All members of staff have a responsibility to ensure that the children in the setting maintain a high level of personal hygiene whilst in the setting and especially if they are to be involved in food handling.

### **How will the Policy be implemented?**

All staff and visitors must adhere to Little Dreams Nursery no smoking policy.

Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities, e.g. sports, trips or collections
- In addition, all members of staff must wash their hands thoroughly when returning to the setting after a break.
- Fingernails should be kept short and clean, food handlers, including children, should not wear nail varnish as this may contaminate food.
- When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in or eating off cooking utensils. This is particularly relevant when children are involved in cooking activities.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing. Staff should check children's hands before they participate in activities involving food.
- Staff should avoid wearing jewellery, especially rings, watches and bracelets.

In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the children are handling food.

- Clean protective clothing, i.e. aprons, should be worn and washed daily to avoid build up of soilage. It is the policy of Little Dreams Nursery to provide all members of staff with disposable, plastic aprons to wear when preparing food.

- Separate aprons should be provided for children where they are involved in cooking activities; these aprons are separate from those the children wear when participating in arts and crafts activities. It is the policy of Little Dreams Nursery to ensure that these aprons are washed after each cooking activity.
- No outdoor equipment or clothing should be brought into the food preparation area and all protective clothing should be removed when leaving the premises.
- When preparing food, staff should avoid touching their hair and face, where possible, hair should be tied back. Members of staff should wash their hands after touching their hair and face.

Members of staff should report any symptoms of poisoning, i.e. diarrhoea, vomiting, fever, etc, affecting either themselves, or the children, to a supervisor. Staff with symptoms of food poisoning should refer to the controlling infections policy for exclusion guidelines. Staff should under no circumstances continue to prepare food if they are feeling unwell.

When a parent notifies the setting that their child is suffering from any symptoms of poisoning, the staff member receiving the information should notify the co-ordinator immediately. The co-ordinator should enter the details into the incident book and notify all staff and parents, especially if there is more than one child showing symptoms. All members of staff should refer to the controlling infections policy for information on exclusion guidelines for children. Under no circumstances should a child be involved in food handling activities if they are feeling unwell.



## **Food Handling Policy - Identification and Handling of High Risk Foods**

### **Purpose of Policy**

The purpose of this policy is to enable members of staff to identify high risk foods that may be used within Little Dreams Nursery and to identify the controls required to ensure that these foods remain safe for consumption by children and members of staff.

### **Who is Responsible?**

It is the responsibility of the manager to ensure that any high risk foods have been identified and adequate control measures have been identified and applied. The manager is also responsible for ensuring that all members of staff involved in food handling have been appropriately trained. All members of staff have a responsibility to ensure that they apply the identified controls to high risk foods; all members of staff also have a responsibility to ensure that the temperature of the fridge/freezer is monitored and recorded and remain within specified limits.

### **How will this section of the policy be implemented?**

All members of staff involved in food handling will undergo appropriate training in accordance with the Food Safety regulations 1995, and this will be documented for their training record and all certificates will be displayed for information purposes. It is the policy of Little Dreams Nursery to give all members of staff the opportunity to attend food hygiene training as part of their core introductory training programme.

A hazard analysis should be carried out for each of the following high risk foods:

- All cooked meat and poultry
- Cooked meat products, including gravy
- Milk, cream, butter, custard and dairy products
- Cooked eggs and products made from eggs
- Cooked rice

Due to the possibilities of children having allergies to fish and seafood products, it is the policy of Little Dreams Nursery to not use these products when preparing food for the children and members of staff.

Using the hazard analysis and control form, each of these foods will be listed and the hazards associated with each stage of their handling should be identified.

Once the hazards have been identified, the steps needed to control and minimise any risk associated with using these foods should be documented on the form, along with a timescale for implementation and who is responsible.

The completed hazard analysis and control form should be filed in the food safety file, which is accessible to all staff.

A new form should be completed when a new high risk food is introduced.

**Temperature controls:**

All members of staff have a responsibility to ensure that the fridge/freezer temperatures are checked on a daily basis to ensure that any food that requires to be refrigerated or frozen is being stored out-with the danger zone of 5 degrees to 63 degrees Celsius.

The results of these checks should be noted on the temperature control log, which is kept next to the refrigerator, at the end of the week the manager should sign the log to ensure that the checks have been carried out and that the results are satisfactory.

The completed temperature control logs should be kept in the food safety file.



## **Food Safety Policy - Cleaning of Food Preparation Areas**

### **Purpose of Policy**

The purpose of this section of the food safety policy is to ensure that all areas of Little Dreams Nursery that are used for food preparation are kept clean and tidy in order to minimise food related risks and hazards.

### **Who is Responsible?**

It is the responsibility of the manager to ensure that the cleaning schedule for food preparation areas is accessible and available to all members of staff.

It is the responsibility of the member of staff preparing the food to ensure that the food preparation area is clean and tidy according to setting policy.

### **How is this policy to be implemented?**

The manager of Little Dreams Nursery will devise a cleaning schedule that should be followed by all members of staff, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy

The cleaning schedule should be kept on the wall of the food preparation area and the member of staff cleaning the areas should complete the schedule, sign and date it.

The manager is responsible for checking that the cleaning schedule has been completed and sign and date the schedule once per week, to confirm that the required tasks have been completed.

### **Fridges and Freezers**

All members of staff have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once per month following the same guidelines for fridges.



## **Food Safety Policy - Cross Contamination**

### **Purpose of Policy**

The purpose of this section of the food safety policy is to ensure that where possible, cross contamination of foods does not occur in Little Dreams Nursery

### **Who is Responsible?**

The manager has a responsibility to ensure that cross contamination controls are documented and that all members of staff are aware of them.

All members of staff have a responsibility to ensure the correct implementation of cross contamination controls.

### **How is the policy to be implemented?**

Cross contamination of food can occur in the following ways:

- By ready to eat food coming into contact with raw food.
- By ready to eat food being prepared on surfaces which are unclean or have been used in the preparation of other food
- Through poor hygiene practices
- By pests

The manager should ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented in the cross contamination - risks and controls form.

All staff should be familiar with the cross contamination - risks and controls form and should ensure that the documented controls are implemented

The cross contamination - risks and controls form should be kept in the food safety file

All members of staff should ensure that the cleaning arrangements section of this policy is adhered to

All staff should maintain high standards of personal hygiene, please see the personal hygiene section of this policy for further information.

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