

Food Safety Management Policy

How we manage food and drink to be consumed at ACE:

Food Items:

- When items are brought into the nursery they are checked by the cook or qualified staff; for quality, no nuts and use-by dates.
- Fruit is kept in clean fruit bowls and vegetables in a rack in the kitchen.
- Items which require refrigeration are kept in the fridge in the kitchen.
- Items which require cupboard storage are stored appropriately i.e. open packets and open snack crackers are placed in a plastic container with a lid.
- Food items are used within their use-by dates and any outside of this are disposed of; food dates are checked upon opening and closing of the kitchen each day.
- Foods are prepared on colour coded chopping boards. No meat or fish is prepared or consumed in the kitchen downstairs.
- We use lion stamped eggs <http://www.lioneggfarms.co.uk/information/british-lion-quality>

Drink:

Water and milk are offered to the children.

- Water is available to all children throughout the day. It is offered in small clean jugs and water butts so the children can pour their own.
- Milk is delivered by a local milk delivery service.
- Milk is placed in the fridge first thing in the morning; bottles are rotated to make sure the 'left-over' milk is used first.

Staff Hygiene:

- Blue disposable aprons are provided and are worn when preparing or serving food and when sitting at a food table with the children.
- A separate basin for hand washing with soap and blue paper towels for hand drying are available in the kitchen.
- Staff will wash their hands before preparing any food/drink or helping in the kitchen.
- If they sneeze or cough or blow their nose they will wash their hands again.
- If a member of staff feels unwell they will not prepare any food for the children and another member of staff will look after this area.
- The nursery's infection control policy states 48 hours away from nursery (without any symptoms) if staff and children have had either or both vomiting and diarrhoea.

Staff Training:

- The nursery cook and all 3 members of the management team have Level 2 Award in Food Safety in Catering.
- All other staff handling and preparing food will be trained in house using the Safer Food Better Business (SFBB) pack and will be trained by a member of the management team
- Training records can be found in the SFBB pack.
- Level 2 training is refreshed every 3 years.
- In house training is refreshed every year.

Kitchen hygiene:

- All tables are cleaned using anti-bacterial spray before any food is prepared or served and after food has been prepared/consumed. Table cloths are also used on food tables.
- Work surfaces in the kitchen are cleaned using the two-stage process for effective disinfection (see cleaning schedule).
- The kitchen floor and the food area is swept after each use and mopped after lunch and after tea time each day.
- Disposable dishcloths are used when washing up and replaced each day.

Fridge hygiene:

- Cleaned once a week: all items removed, please see cleaning schedule.
- All items checked at the end of each day for use-by dates and organised to ensure consumed in correct order. Any item outside of their date will be disposed of.
- Thermometer kept in fridge and checked for appropriate temperature daily, recorded in Safer Food Better Business (SFBB) folder.
- The thermometer is replaced annually.
- Should the temperature of the fridge rise above 6C the fridge temperature should be turned down to keep the temperature below this figure. The daily check should show if this action has had the desired effect. If it does not then the fridge will need to be looked at professionally and a new fridge purchased if necessary.

Freezer hygiene:

- Defrosted each term just before the nursery closes for a holiday period.
- Thermometer kept in freezer and checked for appropriate temperature daily, recorded in Safer Food Better Business (SFBB) folder.
- The thermometer is replaced annually.
- Should the temperature of the freezer rise above -10C the freezer temperature should be turned down to keep the temperature below this figure. The daily check should show if this action has had the desired effect. If it does not then the freezer will need to be looked at professionally and a new freezer purchased if necessary.

Pest Control Procedures:

- Staff are vigilant for any signs of pests such as mice droppings, damaged containers, ants.
- ACE Day Nursery has a pest control contract in place with pest busters.
- If any signs exist this should be reported to the management team immediately who will contact the pest control company to deal with the problem straight away.

Policy adopted: Summer term 2018

Review date: Summer term 2019

Signed: *Sharon Meen*

Nursery cook: Sharon Meen

Signed: *Sarah Piotrowski*

Position: Manager