



## Food Safety Management

**A policy to explain how we manage food and drink consumed at ACE:**

### **Food items purchased by parents for children's consumption:**

- Parents are given a shopping list to be purchased at designated supermarkets. They are asked to look at use-by dates to ensure they are fit to buy and allow us the chance to consume before the expiry dates.
- **When the shopping is delivered to the Nursery they are checked by a senior member of staff; for quality, use-by dates and to ensure they are nut free and do not contain any other food allergens. Details of children with allergies are displayed on the allergies notice board in the kitchen and they are not given any food items they have an allergy to.**
- All food items are stored as instructed by the manufacturer
- Organic fresh fruit and vegetables are delivered weekly from a local supplier and stored in the kitchen or fridge; washed and prepared as appropriate before consumption.
- Items which require refrigeration are kept in the fridges in either the parents' room or basement kitchen.
- The fridges are cleaned weekly and this is recorded
- Food items are used within their use-by dates and any outside of this are disposed of in the compost bin.
- Fruit/vegetables are thoroughly washed and prepared on clean chopping boards. Meat is NOT purchased and offered to the children.
- There is a separate green chopping board for cheese preparation.

### **Food Allergens:**

It has been a legal requirement since December 2014 to inform consumers of the presence of allergens in the food being provided for consumption. At ACE we provide a variety of nut free morning and afternoon snacks for the children which consist of crackers, or pasta, bread/wraps, pitta's, fresh fruit and vegetables plus a choice of water or semi-skimmed cow's milk. Children bring in their packed lunches from home which must also be nut free. We recommend parents place a cool block inside to keep the items fresh as we do not have the facilities to keep lunchboxes in a fridge.

### **Which ingredients can cause a problem?**

**1. Cereals containing gluten** We offer the children a variety of plain crackers, some of which may contain gluten. All parents are required to complete a New Child Information Form before their child joins the setting. This form asks: *Please detail any allergies your child has and please detail any dietary requirements of your child.* Any information given by parents/carers is added to the 'allergies board' in the basement kitchen. If a child has a variety of food allergies we request the parents bring in a supply of appropriate snacks which are kept separate, in a named contained.

**2. Peanuts** ACE is a nut free nursery, with a 'nut free' policy and parents are reminded regularly via email/ as part of a weekly update etc. All packets of crackers are checked to ensure they are nut free before being given to the children. If a parent wishes to bring in cake/cookies to celebrate their child's

birthday, they are reminded it must be nut free; the contents are checked on the packaging before being given to the children. If it is a homemade cake, we ask for the ingredients to be listed on the tin.

- 3. Nuts** As above; nuts are treated in the same way as peanuts.
- 4. Milk** Semi-skimmed cow's milk is purchased as described below \* if a child has an allergy to cow's milk we ask parents/carers to bring in their own supply of alternative milk. The child's allergy is added to the notice board in the kitchen.
- 5. Soya** If a child has an allergy to soya it is added to the allergy notice board as above and food items containing soya are not given to that child
- 6. Mustard** Is not purchased
- 7. Lupin** As a member of the same plant family as peanuts, we do not purchase food items containing lupin
- 8. Eggs** Eggs which are purchased for baking cakes/cookies are free range; we ensure they are in date and kept refrigerated until used. Eggs are not given to the children raw or cooked to be eaten whole; they are only used in baking. Any child who has an allergy to eggs will be added to the allergy board. Parents/carers are asked specifically if their child can eat food containing cooked eggs and this is added to the child's allergy information.
- 9. Fish** Not purchased.
- 10. Crustaceans** Not purchased.
- 11. Molluscs** Not purchased.
- 12. Sesame Seeds** If a child has an allergy to sesame seed it will be added to the allergy board and those children have crackers they can eat kept separate.
- 13. Celery** Not purchased.
- 14. Sulphur Dioxide** Can be found in dried fruits such as raisins, dried apricots and prunes. Dried fruits are seldom purchased for the children to eat and when they are, they are checked to make sure they do not contain sulphur dioxide.

**\* Drinks:**

Water and milk are offered to the children.

- Water is available to the children throughout the day; in the classrooms and when playing outside. It is offered from clean jugs with lids and the children help themselves.
- 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, assuming it is within its use-by date, if not, it is disposed of.

**Staff hygiene:**

- Disposable aprons and gloves are available: Aprons are worn when preparing snacks, serving lunches or taking part in cooking activities. Disposable gloves are available as and when required by staff: toileting duties, cleaning, changing children's clothing.
- A separate hand basin is available in the kitchen with liquid soap and paper hand towels.
- In addition to usual hygiene practices, staff wash their hands before preparing food/drink for the children and whenever they are required to help in the kitchen.

- If staff sneeze or cough or blow their nose they wash their hands again before continuing to prepare food/drink or assist in the kitchen.
- If a member of staff feels unwell they will not prepare any food for the children; another member of staff will cover this area.
- If a member of staff has suffered any stomach upset they will follow the nursery policy and remain home for 48 hours

#### **Kitchen hygiene:**

- Work surfaces and tables are cleaned using a diluted solution of Zoflora and disposable paper towels before food is prepared and after food has been prepared and consumed.
- Kitchen floor is swept after each meal and snack time.
- Kitchen floor is mopped twice a week by the cleaner and as necessary by members of staff using the colour coded kitchen mop.
- Disposable dishcloths are used when washing up and replaced as necessary.
- Disposable paper towels are used to mop up any spillages.

#### **Fridge hygiene:**

- The fridges are cleaned once a week: all items are removed; hot soapy water is used to clean all areas and dried using disposable paper towels.
- All items removed are checked for use-by dates and organised to ensure they are consumed in the correct order. Any item outside their date will be disposed of.
- A thermometer is kept in the fridges and checked for appropriate temperature daily when storing the morning milk delivery. A record of the temperature/cleaning is kept on the chart attached to the front of the fridge.
- Should the temperature of the fridge rises above 6C the fridge temperature is turned down to keep it below this figure.

#### **Pest Control Procedures:**

- As part of cleaning, staff will look out for signs of pests such as mice droppings, damaged containers, ants etc.
- If any signs are become evident a pest control company or the county council will be contacted immediately to deal with the problem.

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Signed: **Lisa Tuohy and Rebecca Fayers**

Position: Health and Safety Officers