



F 7. Food Handling, Hygiene and Education (SF 3.49)

We have a kitchen which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary, suitable for hygienic preparation of hot and cold food. 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 the local authority Environmental Health Department.

F 7.1. Safe Handling & Hygiene Procedures

- ✓ All staff follow the guidelines of *Safer Food Better Business*. Only those staff who must have received current and valid training in food hygiene will be responsible for preparing and handling food. Primary staff responsible for food safety and hygiene are:

| Person in Charge | Persons Responsible |
|---|--|
| Sofia Ullah – Nutritionist and Kitchen Lead Early Years Practitioner | Beverly Fleming – Early Years Practitioner Janilza Lopes – Early Years Practitioner Alice Agatea – Head of School |

- ✓ staff responsible for food preparation understand the principles of *Hazard Analysis and Critical Control Point (HACCP)* and *Safer Methods*. This is set out in *Safer Food, Better Business for Caterers* (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.
- ✓ The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- ✓ Food preparation areas are cleaned before use as well as after use.
- ✓ We use reliable suppliers for the food we purchase. No homemade food purchases where we do not have reliable source data. Even if from friends or neighbours we do not source food in that way. Parents agree to allow their children to eat food prepared by other parents during special occasions only.
- ✓ Food is stored at correct temperatures (on the fridge is a laminated paper stating different temperature requirements for fridge and freezer and temp of different types of food that is being served) 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. We remind parents of the need to stick to these times and bring in their packed lunch no earlier than 8.30am.
- ✓ There are separate facilities for hand-washing and for washing up. Hand washing sink is always stocked with antibacterial soap and disposable drying paper.
- ✓ All surfaces are clean and non-porous. We don't prepare raw food on the wooden foldable table.
- ✓ All utensils, crockery etc... are clean, dry and stored appropriately.
- ✓ Waste food is disposed of daily.
- ✓ Cleaning materials and other dangerous materials are stored out of children's reach.
- ✓ We have a regular rota for auditing food supplies – in the freezer, fridge and cupboards – at every food order e.g. fortnightly.
- ✓ We undertake termly deep clean behind cupboards, inside cupboards and disinfecting storage areas including the fridge, a cleaning list is given to the cleaner at end of each term and give her a notification to undertake deep clean that Sunday.
- ✓ We undertake weekly cleaning of the whole setting, including the kitchen.
- ✓ We have a daily rota for cleaning kitchen surfaces, thorough disinfecting and floor cleaning.



MONTESSORI GARDEN Nursery School

F7. Food Handling, Hygiene and Education

- ✓ We have an external company managing pest control and details can be found together with building management contact details at the setting. We collect evidence of visits and co-ordinate with other building tenants to undertake this service.
- ✓ Children do not have unsupervised access to the kitchen.
- ✓ When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing before and after the cooking activity
 - other hygiene rules are reminded such as licking fingers, licking the spoons, nose picking, coughing into the crease of their elbows instead of palm, not to multi-task with other activities etc...
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment such as blenders etc.
- ✓ Adults do not carry hot drinks through the classroom and do not place hot drinks within reach of children.
- ✓ (Health and Safety) We do not use microwave to heat up children's food to avoid hot spots, we may occasionally microwave liquid food and these must be shaken or stirred well before checking temperature.
- ✓ Snack times are appropriately supervised and children sit to eat (i.e. must not walk about with food and drinks)
- ✓ We operate systems to ensure that children do not have access to food/drinks to which they are allergic such as supervision of meal and snack times.

F 7.2. 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 the setting, the Manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- ✓ Any confirmed cases of food poisoning affecting two or more children looked after on the premises will also be notified to Ofsted 0300 123 1234 as soon as is reasonably practicable, and always within 14 days of the incident. We recognise that failing to comply with this requirements without reasonable excuse would commit an offence.