



## **Food and Kitchen Hygiene Policy and Procedure**

### **Aim:**

To ensure that good hygiene practices and legal requirements are followed and met in our setting by staff, volunteers and children.

At Horfield Welly Pre-school we serve food for children on the following basis:

- Snacks
- Packed Lunches

We maintain the highest possible hygiene standards with regards to the purchase, storage, preparation and storing of food and will follow procedures as set out below:

In accordance with the Food Premises (Registration) Regulations this setting is registered with the local authority's food safety team. Their contact details are as follows:

Food Safety Team,  
Bristol City Council,  
4<sup>th</sup> Floor, Brunel House,  
St George's Road,  
Bristol, BS1 5UY.  
Tel: 0117 9223251  
Fax: 0117 9222782  
Email: [HESFOOD@bristol.gov.uk](mailto:HESFOOD@bristol.gov.uk)

### **Procedure:**

All rooms, tables and chairs used will be clean and in good repair, so as not to harbour bacteria and dirt.

We will use the sink in the kitchen for food preparation and washing of food items only. A separate sink will be used for hand washing. Lidded storage boxes will be used to store all equipment in a clean and organised way.

Appropriate refrigeration equipment will be available and used.

Any broken or faulty kitchen equipment will be reported immediately to the landlord/manager.

Food Hygiene awareness and training:

All staff who are involved in the preparation of food at the setting, including cookery activities, will complete level 1 training in basic food hygiene and hold an up to date food hygiene certificate. This will either be done by attending a course in person or online and will happen within the first three months of employment.

### **Food Handling:**

If on special occasions we provided the children with any food it will be prepared in the Kitchen (food area) of the setting. Whilst food is being prepared in this area no other activities will take place here. If children are to be involved, the procedure for cooking activities with children will be followed (see below).

At present the children's parents/carers provide a prepared snack for their child in an air tight labelled pot which we give out to them during our rolling snack time.

### **Personal Hygiene:**

Hands will be washed immediately (using sink specified for hand washing) prior to preparing/ handling food and dried with a disposable paper towel. Children will wash their hands immediately prior to eating and will sit at the area that has been cleaned and prepared for food to be eaten from.

Staff will keep themselves clean and let their manager know of any illnesses or infections. Hair will be tied back, clothes will be clean and clean aprons worn when handling and preparing food. Wounds will be covered and jewellery will be restricted.

### **Temperature Control:**

All perishable food e.g. Milk, Bread, fruits, vegetables and spreads will be kept in the refrigerator which is kept between 0-5 degrees. The Fridge has a thermometer showing the temperature of the interior. This will be checked daily.

### **Stock rotation:**

Stock will be rotated to prevent spoilage beyond the product shelf life. Each Friday the contents of the refrigerator will be checked and anything past the use-by date discarded.

### **Cleaning:**

We will ensure that surfaces and utensils are clean before use. We will wipe down work surfaces and tables with a kitchen cloth and antibacterial cleanser. Cloths used to clean in the kitchen **Must** not be used anywhere else in the setting.

Cups will be washed up straight after use with hot water and antibacterial detergent. All surfaces will be wiped down with antibacterial cleanser and a kitchen cloth.

### **Procedure for cooking activities with children:**

Cooking can be considered a high risk activity and as such will be subject to a risk assessment process. Staff that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

- Children and staff will wash their hands immediately prior to starting the cooking activity and dry them with a disposable paper towel.
- Staff will ensure that surfaces and utensils are clean before use. They will wash tables etc. with an antibacterial spray and dry them immediately. Utensils will be stored in a clean container in a cupboard in the kitchen to avoid contamination after being washed.
- A member of staff will supervise the children throughout the activity.
- Children will not have unsupervised access to the kitchen area or sharp kitchen utensils.
- Cooking utensils will be washed up (in hot soapy water) after use and dried immediately. Uneaten food will be discarded and surfaces wiped down with antibacterial cleanser.
- Any food that is saved until parents/carers collect their children will be stored appropriately in the kitchen which is inaccessible to the children.

### **Special Dietary Requirements:**

Any snacks provided will take into account children's dietary needs. Parents/carers will be asked to fill in a dietary needs form when registering their child with the setting. Individual needs must be noted on the allergies list. This list must be kept up to date.

### **Drinking Water:**

Drinking water will always be available and accessible via the water dispenser.

### **Packed Lunch:**

We do not provide lunch for the children at pre-school and instead parents/carers will be asked to provide a packed lunch.

Lunch will be taken within four hours of opening time. If they are taken later than four hours from opening time, they will be stored in the fridge until they are needed. Parents/carers will be advised to pack the lunch container with an ice pack and to be careful to avoid using dairy or poultry products during hot weather. Other advice regarding foods to put in/avoid will also be given. Parents will be asked to provide a

healthy lunch and staff will oversee lunch contents speaking to parents accordingly if the lunch is regularly found to contain unhealthy food choices.

**Allergen Information:**

From December 2014, the EU Food Information for Consumers Regulation (EU FIC) comes into force. There is now a legal responsibility for early year's settings to know about allergenic ingredients which are present in the food which they provide for children in their care.

Below is the list of the 14 major allergens, this list will be used to ensure that children are not given any foods containing an identified allergen.

14 Named Allergens:	Examples and cross-reactivity: <i>(Cross-reactivity refers to foods that a person may also be allergic to if they are to a named allergen.)</i>	Common foods that may contain it:
 <p>Cereals containing gluten</p>	<p>Wheat (including spelt and Khorasan wheat), rye, barley, and oats. May also be allergic to dairy, corn, rice, and potato.</p>	<p>Flour, bread and breadcrumbs, batter, cereals, cakes and brownies, couscous, pasta, porridge, noodles, pastries, croutons, tortillas, beer.</p>
 <p>Celery</p>	<p>Celery leaves, seeds, and salt, and celeriac. May also be allergic to carrots and spices (including coriander, cumin, and aniseed).</p>	<p>Stock, soups and stews, salads, sauces, spice mixes, seasonings.</p>
 <p>Crustaceans</p>	<p>Prawns, crabs, lobster, crayfish, shrimp, and scampi. May also be allergic to molluscs and other seafood.</p>	<p>Dishes containing crustaceans, shrimp paste used in Thai curries or salads, stocks, sauces, fish cakes and pies, soups, sushi.</p>
 <p>Fish</p>	<p>Salmon, cod, mackerel, haddock, tuna, swordfish, sole, and anchovies. May also be allergic to other types of seafood.</p>	<p>Dishes containing raw or cooked fish, sauces, relishes, salad dressings, stocks, Worcestershire sauce.</p>
 <p>Eggs</p>	<p>Chicken eggs. May also be allergic to other types of eggs, such as goose, duck, turkey, or quail.</p>	<p>Cakes, mayonnaise, mousses, pasta, quiche, sauces (e.g. hollandaise), glazing, ice cream, batter, Caesar salad dressing, custard, soups, pancakes, crepes.</p>
 <p>Peanuts</p>	<p>Raw or cooked peanuts, peanut flour, peanut butter, and peanut oil. May also be allergic to other legumes (including peas, lentils, beans, chickpeas, soybeans) and tree nuts.</p>	<p>Curries, sauces (e.g. satay or chili), groundnut oil and powder, nut pastes, egg rolls, biscuits and cookies, cereals and muesli, cakes, ice cream.</p>
 <p>Soya</p>	<p>Soybeans, edamame beans, soya protein, soya flour. May also be allergic to other legumes including peas, lentils, beans, chickpeas, peanuts.</p>	<p>Sauces (e.g. soy sauce, tamari, shoyu, teriyaki, Worcestershire), tempeh, miso, tofu, dishes containing soybeans, bean curd, soups, stews.</p>

14 Named Allergens:	Examples and cross-reactivity: <i>(Cross-reactivity refers to foods that a person may also be allergic to if they are to a named allergen.)</i>	Common foods that may contain it:
 <p>Milk</p>	<p>Cow's milk. May also be allergic to other type of milk (such as goat or sheep) and to beef.</p>	<p>Butter, cheese, cream, custard, yogurt, ice cream, chocolate, sauces (e.g. curry or pasta sauces), mashed potatoes, deli meats, soups, glazing, cheesecake, dressings.</p>
 <p>Nuts</p>	<p>Almonds, cashews, pistachios, walnuts, pecans, Brazil nuts, hazelnuts, macadamia nuts. May also be allergic to peanuts.</p>	<p>Sauces (e.g. pesto, curry sauces, mole sauce, stir fry sauces), dips, soups, marzipan, ice cream, salads, dairy-free alternatives, groundnut powder and oil.</p>
 <p>Mustard</p>	<p>Liquid mustard, mustard powder, and mustard seeds. May be allergic to other seed derivatives, such as sesame, poppyseed, rapeseed etc.</p>	<p>Condiments (e.g. horse radish, wasabi, and vinegar), sauces (e.g. curries or barbecue sauce) marinades, salad dressings, soups.</p>
 <p>Sesame</p>	<p>Sesame seeds, sesame oil, tahini. May be allergic to other seed derivatives, such as mustard, sunflower, flaxseed etc.</p>	<p>Houmous, sushi, prawn toast, breadsticks, bread rolls and bagels, salads, stir fry dishes, oriental dishes.</p>
 <p>Lupin</p>	<p>Lupin seeds and flour. May also be allergic to peanuts.</p>	<p>Certain types of bread, pastries, pasta, etc. Often those imported to the UK from EU countries.</p>
 <p>Molluscs</p>	<p>Clams, oysters, snails, squid, scallops, mussels, whelks. May also be allergic to other types of seafood.</p>	<p>Dishes containing molluscs, sauces (e.g. containing oyster sauce), stews, stock, fish cakes and pies, soups.</p>
 <p>Sulphur dioxide and sulphites</p>	<p>Used as a preservative in many food and drinks.</p>	<p>Canned and dried fruits and vegetables, jams, vinegars, grape juice, condiments, sausages and burgers, wines, ciders, beers.</p>

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When carrying out cooking activities with the children we will think carefully about produce and read labels about ingredients to check if any allergens are present. Children with an identified allergy will not be given foods where the allergen is present. We will also not give the food to any other children at the setting on that day to avoid potential exposure or cross contamination to the allergen.

It is also important that the parents/carers keep the setting up to date about any new allergies/ intolerances that their child develops during their time at welly so we can keep our knowledge about the children relevant and up to date.