

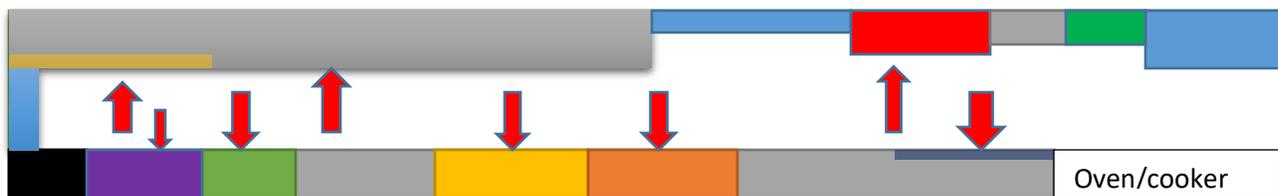
Lilly Brook Pre School Food Safety Management Policy and procedure

What foods are provided?

We as a pre-school provide a small snack for the children at two different times of the day, once in the morning and once in the afternoon. The children have lunch boxes with food bought in from home. We do not reheat any food for any of the children.

What areas of the shared facility do we utilise?

At Bickley Park Cricket club, we utilise:



Key to Plan of Kitchen

	Boiler		Wash Hands Sink		Door
	Wash food sink		Dish Washer under worktop		Cupboards Lilly Brook Pre School
	Surfaces/worktop		Fridge under worktop		First aid box / health and safety folder
	microwave		Food cabinet for Lilly brook		

Relevant Legislation that feeds into this policy and procedure.

Statutory Framework for the Early Years Foundation Stage (September 2014)

Food and drink

3.47. Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water must be available and accessible at all times. Providers must record and act on information from parents and carers about a child's dietary needs.

3.48. There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary including suitable sterilisation equipment for babies' food. Providers must be

confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.

3.49. Registered providers must notify Ofsted or the childminder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Food and Safety act 1990

- Not possessing or selling food that is unfit for consumption

Early Years Foundation Stage links

Personal, social and emotional development

Meal times offer children experiences to taste different foods, overcome dislikes and learn how to share. Cooking activities offer opportunities for learning through working with others and increasing self-esteem.

Physical development.

Fine and gross motor skills can be developed through activities such as gardening, using knives and forks, preparing food, and washing up. Mealtimes can be used to help children to make healthy food choices.

Literacy

Many stories involve food. Use these to teach about ingredients, where food comes from and about food for special occasions and from different cultures. Language can be developed and senses explored through discussing and describing the taste, texture, size, look and smell of food.

Mathematics. Activities such as counting out spoons and pieces of fruit when setting the table or at snack time can be used to support numeracy skills. Sorting and matching foods into different types can help promote organisational skills and reasoning.

Communication and language. Sitting around a table eating food together is a good way to teach conversation and social skills such as looking after neighbours.

Understanding the world. – food tasting activities teach children about ingredients, the seasons and where food comes from including food from different cultures – growing fruit and vegetables teaches children about where food comes from, about life cycles, about gardening and how to look after plants. It is also a good form of physical activity. If there is limited growing space, many vegetables and herbs can be grown on window sills and in pots or bags.

Expressive arts and design.

Art activities can engage children with colours and shapes of food.

Temperatures to remember

We will not necessarily be cooking although it is good practice to note:

- Above 75*c Cook food thoroughly
- Below 5*c keep cold food cold
- Above 63*c keep food hot

Fridge

Chilling food properly helps stop harmful bacteria from growing.

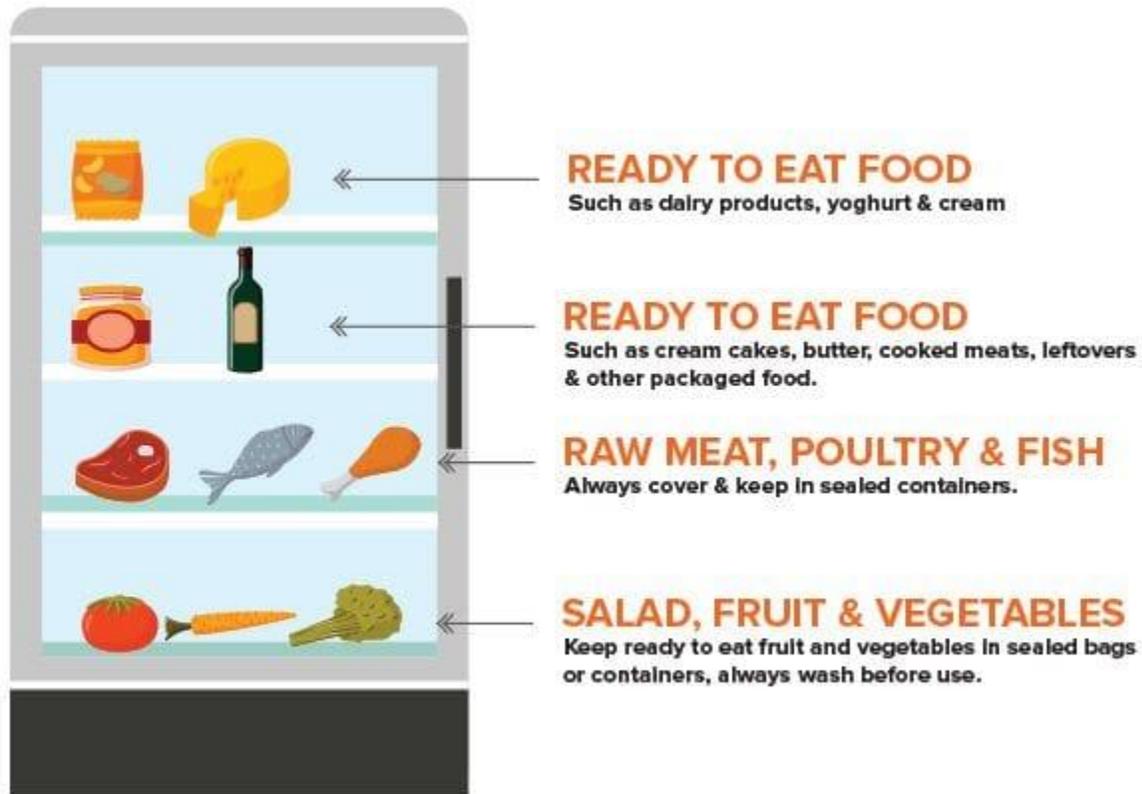
To keep your food safe:

- store any food with a 'use by' date, along with cooked dishes, salads and dairy products, in your fridge
- keep chilled food out of the fridge for the shortest time possible during preparation
- cool cooked food quickly at room temperature and then place in the fridge within one to two hours

You need to check that your fridge is cold enough using a fridge thermometer. This is because the dials on fridges don't always show you the right temperature. The coldest part of the fridge should be below 5°C.

Don't overfill your fridge. Leaving space allows air to circulate and maintains the set temperature.

Fridge layout plan



Food Safety

- We ensure that all staff have appropriate Food safety training.
- We record fridge Temperature daily
- We have a kitchen cleaning schedule
- It is the responsibility of all staff to maintain high levels of cleanliness.

Stop the spread of bacteria

- Work tops – They are kept clear, clothes and jackets and bags are kept out in the changing rooms. We do not eat or prepare raw meats. We use colour coded boards to prepare fruits and vegetables.

Red = Raw Meat

Blue - Raw Fish

Yellow = Cooked Meats

Green = Fruits & Salad

Green = Vegetables

White = Dairy & Bakery

- Storage – All staff personal belongings are stored in the backroom. We do not use storage facilities to hold food at temperatures as we do not cook.
- Utensils – All utensils are cleaned and disinfected after each use and stored away in a covered container. If utensils are put back into the cutlery holder, then covered tightly with cling film. In the blue boxes with green inserts the green inserts will be covered tightly with cling film at the end of the week.
- Cleaning products – antibacterial wipes are used to wipe all sides after use. All plates and cups are washed in the dishwasher with a sterilising tablet. There is a cleaning rota in place located in the first aid cupboard.

Cleaning and disinfection

We clean firstly with an antibacterial spray to remove visible dirt, food particles and debris. We then wipe clean with hot water to remove residue. We use disposable cloth to wipe the sides and once air dry we wipe down with antibacterial disposable wipes.

Dish Washer

The dishwasher temperature should be above

Washing is conducted with **65–71 °C / 150–160 °F** temperatures and sanitation is achieved by either the use of a booster heater that will provide the machine **82 °C /180 °F** "final rinse" temperature or through the use of a chemical sanitizer.

If the dishwasher isn't regularly maintained, then it could result in unpleasant smells or even dishes streaked with old food. We endeavour to keep our dishwasher clean with this easy five-step maintenance that doesn't take much time, but will help get your dishes clean and your dishwasher working better for longer.

Five step method to cleaning dishwasher

- 1. Clean the dishwasher filter Weekly.
 - This prevents food waste that has become trapped in the filter ending up back on your dishes. The inner filters can be cleaned under the kitchen-sink tap with a soft brush. The outer metal filter just needs rinsing with hot water.
- 2. Wipe the dishwasher door seals clean Weekly. Food stuck on the door rim can lead to the seals perishing and your dishwasher leaking, and it's really easy to prevent this. If you use your dishwasher regularly, a quick weekly wipe of the rim and seals with a damp cloth is all you need to do.
- 3. Top up with dishwasher salt and rinse aid When? Monthly/when indicated Why? Salt stops lime scale building up, and softens the water – dishwasher detergents only work effectively in soft water. Rinse aid helps dishes to dry without streaking. If you're struggling when topping up the salt, try investing in a funnel to make it easier to access and reduce spills.

- 4. Remove and clean the dishwasher spray arms every Six-months
Why? Blocked spray arms can lead to unsatisfactory dishwashing. Every six months, remove the spray arms, poke the holes clear of any blockages, and rinse under a tap.
- 5. Run the dishwasher empty and hot every Six-months Why? The hot water will help remove any food residue which can build up and lead to nasty smells. Don't use bleach or harsh cleaners, though. This can degrade the seals and components and cause damage to the machine.

<https://www.which.co.uk/reviews/dishwashers/article/how-to-clean-a-dishwasher>

Handwashing

Please find below a link to a handwashing guide on how to wash your hands correctly.

<https://www.youtube.com/watch?v=1DuQOGvtjGI&feature=youtu.be&list=PLdoHQ0EjWyOfXcDOzOimiL6gEiqdLbapl/youtu.be/1DuQOGvtjGI?list=PLdoHQ0EjWyOfXc>

- Staff are required to wash their hands before putting on gloves to prepare snack and after their removal.
- Staff are required to wash hands after visiting the toilet in the toilet sinks with a good amount of hand soap with antibacterial ingredients.
- Staff do not wash their hands and dry them on reusable towels staff must use the air dryer to do so or use single use towels.
- Staff need to wash their hands after taking off external clothing and putting on clean overalls or apron.
- Do not touch apron before washing your hands.

Anti-bacterial should not be used instead of thorough hand washing!!!

Protective Clothing and hair

- Staff are required to wear clean white protective clothing /an apron at all times when in the kitchen.
- Staff are required to wear blue gloves whilst preparing food
- Hair should be tied back / in a hairnet.

Packed Lunches Procedure

- All packed lunches must be labelled with a child's name. If lunches are not labelled, then staff will affix a sticker to label and selotape it in place to ensure it is not misplaced or fall off
- Insulated lunch boxes help maintain food at a safe temperature until lunchtime.
- We as the staff of Lilly Brook will ask parents to ensure food is wrapped or contained properly with appropriate cold pack. If this is not evident, we as staff will need to label yoghurts with names on labels and perishable other items and place into the fridge on entry to pre-school.
- Perishable lunch foods, such as cold cut sandwiches and yogurt, can be left out at room temperature for only 2 hours before they may become unsafe to eat. But, with an insulated lunch box and a

chilled freezer gel pack, perishable food can stay cold and safe to eat until lunch. All lunchtime children are asked to have a freezer gel pack.

- You may ask why we need to keep food cold? Harmful bacteria multiply rapidly in the "Danger Zone" — the temperatures between 40 and 140 °F. So, perishable food transported without a cold source won't stay safe long.
- Clean Hands: Staff must always make sure hands are clean before preparing lunches. And, make sure children understand that they need to wash their hands thoroughly before eating lunch or snacks. "Washing hands thoroughly" means using soap and warm water, and rubbing hands for 20 seconds (the time it takes to sing "Happy Birthday" twice).
- Freeze your juice box: You can freeze juice boxes and use them as freezer packs. By lunchtime, the juice should be thawed and ready to drink.
- Hot Foods: To keep hot foods hot, use an insulated bottle like a thermos for foods such as soup, chili, or stew.
- Non-Perishable Food: Some food is safe without a cold source. Lunch items that don't need to be refrigerated include whole fruits and vegetables, hard cheese, canned meat and fish, chips, breads, crackers, peanut butter, jelly, mustard, and pickles.
- Due to food hygiene needs we will need to ensure all perishable items are thrown in the bin once your child has finished eating. This is because they have been unrefrigerated too long!