



## Food Hygiene

### Links to Legislation and Key Guidance:

- Safer Food, Better Business 2019
- The Food Safety and Hygiene (England) Regulations 2013
- The General Food Regulations 2004
- Food Safety Act 1990

### Policy Statement

Busy Bees Nursery and Pre-School will observe and follow all current legislation regarding food hygiene. We use the safer food better business guide and guidance from the food standards agency to develop our food hygiene procedure outlined below.

All our staff will be trained to follow our policies and procedures and will receive food hygiene training on induction and will be expected to complete a level 2 food hygiene course at the earliest time possible.

### Procedures for Safer Food Practice

#### Before you handle food:

- Always wash your hands, using the hand sink provided (in classrooms, remove washing up bowls to wash hands), making sure you use soap, and clean between your fingers, your palms and the back of your hands for at least 20 seconds.
- Use paper towels or kitchen roll to dry hands, DO NOT use tea towel.
- Wear clean clothes.
- Wear clean apron provided.
- Tell manager if you have had sickness or diarrhoea, and do not handle food.

- Remove watch and jewellery.
- Tie hair back.
- Check food areas are free from pests, record and report to management if not.
- Check food areas are free from any possibilities of contamination, remove broken equipment, and keep cleaning products away from food areas. (Kitchen spray and washing up liquid to be kept on window sill above sink).

**When handling food:**

- No smoking
- No eating or drinking
- Avoid touching face, coughing or sneezing over food.
- Cover cuts with blue plasters.
- Wear disposable gloves if wearing nail varnish or false nails.
- Wash hands after touching any food, emptying bins etc.
- Always cover food.

**Food deliveries:**

- Food to be checked in good condition.
- Fridge temperatures of delivery vehicle to be recorded on daily checklist.
- When food purchased at local supermarket, it must be put in the fridge as soon as you return to Busy Bees.

**Food preparations and food storage:**

- Check dates of fresh food daily, and throw away any out-of-date products.
- Wash all fruit and vegetables.
- Use clean chopping board and knives. Red chopping board for meat preparations.
- Any prepared food must be kept in fridge in sealed containers or covered with cling film.
- Separate food cupboards for baking, snack, breakfast and tea products.
- When food deliveries we will ensure we rotate our stock and check dates of cupboard items, throwing away any out-of-date products.

- Fresh products, such as yoghurts, ham, hummus, milk, bread, fruit and vegetables shall be purchased weekly.
- Meat shall be purchased weekly from local butcher and used within 4 days of purchase. Meat shall be kept in a sealed container.
- Pastry and bread may be frozen, and shall be consumed within the month.
- All open produce to be kept either in sealed container or wrapped in cling film.
- Any snacks kept in classrooms must be kept in sealed containers.
- Fridge in kitchen to be organised where possible into dairy shelf, lunch shelf, tea shelf and fruit.
- Fridge in baby room is for milk, yoghurts, staff and children's food shelf, and meat to be kept in bottom by itself.

#### **Cooking on site:**

- Any food cooked on site will follow the safer food guidelines.
- When preparing meat, a separate knife and chopping board shall be used.
- Food cooked shall be consumed that day.
- If cooked food needs to be kept, for example if a child is asleep over lunch, we would cool it as quickly as possible, no longer than 2 hours, cover it and follow the reheating food method below.

#### **Allergies:**

- A list of allergies is displayed in the kitchen.
- Where there is an allergy, we would develop an action plan tailored to the individuals needs of that person.

#### **Checking food temperature probe:**

- Check food probe weekly and record it's working on checklist. Report to management and replace if not working.
- Place the probe into iced water where you should have a reading between -1°C and 1°C, then place in boiling water where you should have a reading between 99°C and 101°C.

#### **Reheating food and recording food temperatures:**

- Food that is reheated must reach temperatures above 75°C. This must only be done once.

- Use food probe to check temperature, by placing in the centre of the food. The temperature must hold its heat at 75 degrees or over for 30 seconds.
- Record temperature on daily kitchen checklist sheets for each child or tea that is reheated.
- Clean food probe after every use using probe wipes provided.

#### **Heating bottles:**

- Where possible make all bottles fresh, using cooled boiled water.
- Cooled boiled water to be made fresh daily, do not reheat water in kettle, always empty and use fresh. Pour into water jug provided.
- Use stainless steel jug to warm bottles with hot water, ensuring out of reach from children to avoid scolds.
- When using microwave to heat cow's milk, ensure you test the temperature before giving to a child to avoid scolds.

#### **Storing bottles and breast milk:**

- Do not store readymade bottles, always ask parents to provide powder for us to make bottles when needed.
- Breast milk must be stored in the fridge, if in storage bags, make sure they are in a pot to avoid spillages.

#### **Storing lunch boxes:**

- Parents are expected to put a cool pack in lunch boxes. Where this is not the case put labelled food items into fridge.
- DO NOT put lunch boxes in fridge.

#### **Cleaning and maintenance:**

- Use yellow clothes for washing up and green ones for cleaning surfaces.
- All aprons, clothes and tea towels shall be washed daily, on a boil wash 90°C.
- All aprons, clothes and tea towels must be changed throughout the day if soiled. Tea towels must not be dried throughout the day, once wet, put in wash and get a clean one.
- Chopping boards must go straight in the dishwasher.
- All other crockery and cutlery to be put in dishwasher or washed up immediately by hand using antibacterial washing up liquid.

- All kitchen surfaces, cupboards, splash backs, sinks and bins to be wiped down using either hot water with antibacterial washing up liquid or purple spray (both purchased through clean my biz) daily.
- Floor to be mopped daily.
- Microwave to be cleaned daily.
- Bins to be emptied daily and more if needed.
- Fridge to be cleaned weekly, at least, more if needed.
- Repair any damages as soon as possible.
- Clean extractor fan regularly.
- Replace any broken equipment.

**Paperwork:**

- Training certificates will be kept in each individual persons files
- Induction training to be recorded and stored in individual files.
- Daily checklist to record:
  - \* fridge and freezer temperatures,
  - \*cooked food temperatures
  - \* reheated food records,
  - \* food areas have been checked and are free from pests,
  - \* probe test