

Seedling Nursery

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Seedling Nursery Leamington Spa
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Food Hygiene and Safety

At Seedling Nursery we are committed to the importance of good food hygiene and safety. Recent guidelines have been taken into consideration when drawing up these procedures:

Food Safety & Hygiene (England) Regulations 2013
Guidance on Temperature Control Legislation in the UK Regulations (EC) 852/2004 EC 852/853
Food Hygiene (England) Regulations 2006
COSHH (Control of Substances Hazardous to Health) Regulations May 2017
Health & Safety at Work Act 1974

Main kitchen

We have fitted kitchen consisting of:

- 1 oven, 4 induction hobs, and microwave for cooking and re-heating.
- 2 Fridges and 2 freezers, and dry store cupboards for food storage.
- Stainless steel and counter top work preparation area.
- A double sink with drainer, the bigger side is used for food preparation, the small side is used for hand washing.
- A commercial dishwasher.
- Toasters
- Hot Water Urn

The kitchen layout is designed to enable the cook to work in a safe environment specifically designed for the preparation and delivery of all meals and snacks. Meals are transferred to the nursery rooms, with dirty dishes (Seeds room) being returned to the main kitchen for cleaning. A daily cleaning schedule is in place.

Our external bins are accessed via the kitchen external door. Bins are collected weekly by Fortress.

Meal provision

All meals and snacks are provided within the service offered to children at Seedling Nursery. Children who are in nursery before 8.45am may choose a breakfast from a selection of cereals and toast. Our snack, lunch and tea menus follow a 2 week rolling programme and are reviewed regularly. All food is prepared and cooked daily on the premises ensuring that meals are nutritionally balanced for babies and children under 5.

Alternative dietary requirements

We are able to cater for alternative dietary requirements on request, with parents identifying a preference or need on application. We prepare pureed vegetables and fruit for lunch meals for babies under 9 months, although parents can provide a branded, unopened meal if they so wish that staff will reheat.

The nursery caters for children's specific dietary needs that may include allergies or food intolerances, or because of religious, cultural or ethical reasons. Staff are made aware of children's specialist requirements



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through individual care plans and other information provided by parents. A place mat system for all children provides a visual reminder to all adults serving food.

Snack

Our aim at Seedling Nursery is to provide a wide and varied healthy, nutritious diet at snack times and to encourage children to try things they may not have had the opportunity to try.

The owner buys a variety of snack items, covering the five groups:

1/ fruit and vegetable 2/ breads and cereals 3/milk and dairy products 4/ meat, fish and alternatives 5/foods containing fats and sugars.

Fruit is washed before taken to the Buds and Petals rooms and prepared by children. Seeds room snacks are prepared in the kitchen.

We also take care not to buy food items that children are allergic to. Snacks containing high levels of salt and sugar, such as crisps, chocolate, sweets are never bought for children's snack times. A list of regular items that are bought is displayed. We aim to provide a hygienic/safe quiet area at snack time and we find this a valuable opportunity to develop children's learning by incorporating Personal, Social and Emotional skills as well as Communication and Language. All staff encourage their groups to be independent and choose their own snack, and in preschool, the children hand out drinks and snacks to their peers. Children are given water in between meals and a choice of milk and water at snack time.

Managing allergies

To help us manage the risks associated with food allergies or intolerance the nursery has the following in place;

- Pre-entry information from parents
- Induction information from staff
- Food Hygiene level 2 for all staff
- Food allergen risk assessment
- Food hygiene practices
- Written procedures for children with food related conditions

To ensure that we provide a safe environment for both children and adults who may have intolerances or allergies the following restrictions to foods apply;

- No nuts or nut based products to be brought into the nursery either dried, in spreads or cereal bars.

This will information will occasionally be updated or changed to reflect the needs of new children or adults joining the nursery

Food monitoring

Food monitoring systems are completed by management and can be located in the office.

All fridge (8°C or below) and freezers (below -18°C) temperatures are recorded by the nursery cook using a thermometer located in each fridge and freezer. Fridge If there is a concern that the equipment is malfunctioning it is reported to the manager or deputy who will investigate further. All main meal temperatures are recorded and must be cooked thoroughly to a core temperature of at least 75°C. Food served to children must hold a temperature at or above 63°C.



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The legislation states that foods must be cooled as quickly as possible. Methods such as reducing portion size or spreading food on an open tray can help to cool food quickly before it is refrigerated. The aim is to cool foods to below 8°C within 90 minutes.

When getting chilled food suppliers the owner ensures this is put away as soon as the shopping is completed. The journey back for the supermarket is made with no stops and takes just under 10 minutes.

Any prepared food or leftovers stored in the fridge or freezer will have a date when stored. Any leftovers are used within 48 hours. Seedling Nursery uses the Safer Food and Guidance for Childminders and the safe method for keeping food cold is displayed.

Our chopping boards are colour coded and codes are displayed. All staff use the appropriate chopping board for the product.

Refrigerated and frozen food is checked and rotated by the nursery cook. 'Use by' dates on other food stuffs are checked regularly and any items past their 'sell by' date are discarded, including jars or long life consumables. Food is labelled with 'use by' date once opened.

Nursery staff caring for children under 2 are responsible for monitoring 'use by' dates on products supplied by parents that are stored in the milk kitchenette. Eg; baby milk formula. Staff are responsible for the safe storage of their own food brought into the nursery.

Food preparation

All staff will have due regard to good food handling hygiene and will follow hygiene practices included within their training. Staff will ensure hands are washed prior to food preparation, with any cuts or open wounds suitably covered, wearing blue disposable gloves if necessary. All staff receive a copy of and sign a food handler's agreement as part of the nursery induction process.

Cleaning schedules

Cleaning schedules are located in the main kitchen and nursery rooms. Individual staff to sign off tasks when completed with management signing off weekly sheets that are filed in the office. It is the responsibility of staff to highlight any problems or areas for concern to management either verbally or recorded.

Daily kitchen opening and closing procedures

Opening:

- Personal hygiene; hands, hair, apron
- Check fridge and freezer temperature
- Sanitise all work areas - H2 (as per manufacturer's instructions, 15 minutes contact time).
- Ensure all areas are clean and clear
- Clean hand towels out
- Check food temperatures and record
- Check supply of hot running water and hand washing equipment
- Check for signs of pests
- Sign off opening



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Closing:

- Wipe down all areas H3 and end with sanitise H2
- Ensure all food is covered and dated
- Empty bin and clean lid
- Sweep and mop floor
- All dishes put away and dishwasher emptied and clean
- Put all cloths to wash
- Sign off close

Cleaning and hygiene supplies are checked daily; supplies are replenished and restocked when required. A secure cleaning supplies and equipment cupboard is located to the left of the main entrance corridor.

Access is limited to nursery, kitchen and cleaning staff. Mops and buckets colour coded and labelled for kitchen use or spillages. A COSHH file for handling hazardous substances is available for reference all cleaning substances are coded. The nursery does not expect staff to handle any substances that may be hazardous to health within daily cleaning regimes.

Repairs and maintenance

Equipment is monitored using organisational health and safety checklists, and risk assessment procedures. Any minor repairs and maintenance issues regarding the environment are highlighted and forwarded to management. Faulty equipment is repaired or replaced

Staff training

Every employee who handles foods holds a Food Hygiene Certificate at level 2. Every employee who regularly prepares or serves food as part of their duties is required to take, and renew a food hygiene qualification. This will be identified during supervision meetings.



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10 POINT CODE FOR FOOD HANDLERS.

1. Always wash your hands before touching food, between different actions/processes and always after using the toilet.
2. Tell your supervisor or manager at once of any skin, nose throat or bowel trouble to prevent contamination.
3. Cover cuts and sores with a coloured waterproof dressing.
4. Wear clean clothing and when serving patients food, a green protective apron must be worn. A plain wedding band is permitted, but no other jewellery.
5. Remember that smoking in a food room is illegal and dangerous. Never cough or sneeze over food.
6. Keep kitchen equipment and utensils used clean. All food surfaces should be cleaned as you work to prevent contamination.
7. Keep all food covered and either cold or piping hot. Separate raw and cooked food.
8. Keep your hands off food as far as possible by using utensils e.g. spoons, tongs etc.
9. Always use the foot pedal to dispose of waste and keep the lid on the dustbin when not in use. Do not break the law. Tell your supervisor if you cannot follow the rules.

ALWAYS REMEMBER – FOOD POISONING CAN KILL

Full name:

Date:

I have read and understood; sign:

This policy was last updated	Signed on behalf of the nursery	Date for review
<i>Oct 2019</i>		<i>Oct 2020</i>

