

## Food Safety Policy

### Policy Statement

The goal of the Food Safety Policy is to ensure the production of safe and nutritious food for all children, staff, and visitors. This will be achieved by guaranteeing that the selected food items are prepared and served in a safe and hygienic manner, whether by the contracted food production service or by Katey's Nursery and Preschool staff.

The Company is dedicated to maintaining hygiene and safety standards in its food operations that exceed legal requirements. We are committed to the principles of hazard analysis, have identified potential food hazards in our operations, and have implemented effective control and monitoring procedures at critical points to ensure food safety.

### Training of Food Handlers

This policy ensures that all food handlers receive training appropriate to their work responsibilities. The following categories of staff will be involved:

All levels of management within the Nursery  
Kitchen staff

All Nursery staff involved in food handling

Nursery Managers will be trained to Food Safety and Hygiene (Level 2) within one month of their appointment. Previous Level 2 certificates will be accepted only with documentary evidence. If the certificate is more than three years old, the staff member must retake the course.

All training will include the principles of HACCP.

Chefs, Kitchen Assistants, and other staff managing the kitchen will be trained to Food Safety and Hygiene (Level 2) during their induction and before working in the kitchen. This training will be renewed every three years.

Cooks and Kitchen Assistants may be trained to Advanced Food Safety and Hygiene (Level 3) within six months of their employment, with renewals every three years.

All staff members working with children will be trained to Level 2 Food Safety within one month of employment.

### Refresher Training

Katey's Nursery and Preschool acknowledges that training is an ongoing commitment essential to maintaining food hygiene standards. To ensure this, training must be an integral part of the food safety management process. The company will ensure that all

staff members working with children complete the Food Safety and Hygiene (Level 2) training, which will be renewed every three years.

## Agency Cook

Occasionally, the company relies on agency cooks to work in the kitchen and expects these individuals to be trained to Food Safety and Hygiene (Level 2). Agencies must confirm to Katey's Nursery and Preschool that all food handlers have received Food Safety and Hygiene (Level 2) training and provide evidence in the form of certificates. These certificates will be required before the agency cook begins their shift and must not be older than three years.

## Training Records

Any training conducted must be recorded in the company training matrix. All records must be available for inspection at any time. Copies of certificates should also be retained in the personnel file.

## Personal hygiene

### Introduction

All food handlers at Katey's Nursery and Preschool must maintain high standards of personal hygiene and adhere to all related instructions and procedures.

### Hand Washing

Every time food is handled, the risk of contamination increases.

All staff who work with food must follow effective handwashing procedures and ensure they always wash their hands thoroughly. All food handlers at Katey's Nursery and Preschool must maintain high standards of personal hygiene at all times. Therefore, hands should be clean at all times and washed as follows:

- Before touching any food or starting work
- Before preparing a special diet meal
- Between handling raw and ready-to-eat food
- After smoking, going to the toilet, or eating
- After blowing your nose, coughing, or sneezing
- After touching the face or hair
- After changing out of any outdoor clothing
- Before and after sterilising equipment and making bottles
- After handling any food that may be a potential source of E. coli O157 (e.g., raw meat, vegetables with soil)

- After handling any food that may be a potential source of food allergens
- After handling waste
- After cleaning

## Hand Washing Regime

Handwashing should be an integral part of all food handlers' routines. There must be an adequate supply of handwashing basins with hot water, soap, and drying facilities available.

Effective handwashing takes time and requires proper technique using soap and water, as outlined by the Department of Health and the NHS Wet Wash posters displayed in the Nursery. These techniques include the following stages:

- Wetting hands before applying soap
- Applying antibacterial soap
- Washing hands thoroughly using soap and hot water, physically removing contamination from all parts of the hands
- Rinsing
- Hygienically drying hands using disposable paper towels

Each setting will have at least one designated handwashing sink, separate from the sink used for washing fruits and vegetables, referred to as the 'Kitchenette.' The opening and closing of the Nursery Kitchenette must be documented on Daily Kitchenette open and close checks (Appendix 4).

Where practicable, use one sink for vegetable and fruit washing only and not for hand washing or dish washing, equipment washing etc. If a separate food sink is not provided, then ensure one sink is kept for washing during preparation time and that the sink is thoroughly cleaned prior to it being used for equipment and utensil washing etc. and vice versa. Under no circumstances should a sink be used for washing equipment and utensils and then used for food washing unless it has been thoroughly sanitised between uses.

## Protective Clothing

Every person working in a food-handling area must maintain a high degree of personal cleanliness and wear suitable, clean, protective clothing.

Cross-contamination can occur if food handlers handle both raw foods and ready-to-eat foods without adequately changing clothes and aprons in between. Food handlers are legally required to wear clean, washable protective clothing while handling food. Remember, the purpose of the clothing is to protect the food from contamination, so it must be clean before use.

White and/or red disposable aprons should be worn during each mealtime and disposed of after each use.

Handwashing should take place after changing out of contaminated clothing and before putting on clean clothing.

## **Hair**

Hair must be kept clean and hygienic. If working in or entering the main kitchen, hair must be completely covered by a hat or hairnet, which will be provided by the company. All long hair must be tied back. Staff are not permitted to touch or comb their hair in a food-handling area.

## **The Nose, Mouth and Ears**

Staff are asked not to touch their nose, mouth, or ears except when absolutely necessary, such as when coughing, sneezing, or blowing their nose. In such cases, a disposable paper tissue should be used, and the food handler should turn away from the food. Hands should be washed thoroughly before resuming food handling.

## **Smoking**

Smoking of any kind is strictly prohibited on all premises of Katey's Nursery and Preschool.

## **Jewellery and Perfume**

Food handlers should wear minimal jewellery while preparing food, as it can harbour dirt and bacteria and pose a risk of physical contamination. Nursery staff must adhere to the uniform standards outlined in the Staff Handbook. Additionally, excessive perfume and aftershave should be avoided by food handlers, as they can taint food items.

## **Illness Reporting**

By law, all food handlers, including Nursery staff and visitors to food areas, must inform the Nursery Manager if they experience the following illnesses:

- Vomiting
- Diarrhoea
- Septic sores
- Discharge from ear, eye, or nose
- Skin rash

Employees, visitors, and anyone else experiencing symptoms of diarrhoea and vomiting will be excluded from food handling duties until they have been symptom-free for 48 hours.

If an employee develops any of the above symptoms during working hours, the Nursery Manager should immediately stop them from working and ask them to leave the premises until they have recovered.

## Food Safety and Hygiene

### Chilled Foods

Any perishable foods subject to temperature control legislation should be checked upon receipt. It is essential to record this information for all chilled food deliveries. The legal requirement is that most chilled products must be delivered at 8°C or colder.

While there is no legal obligation to deliver chilled raw meat, eggs, poultry, or fish under refrigerated conditions, Katey's Nursery and Preschool aims to adopt best practices and thus requires these items to be delivered under refrigerated conditions.

### Frozen Foods

Frozen food should be accepted if it is below -18°C and rejected if it is above -12°C. Any temperature that exceeds these specifications should result in rejection.

Occasionally, check the temperature of frozen foods using a probe thermometer. Ensure that antibacterial probe wipes are used to clean the probe before and after each use, and between probing different product items.

When a delivery is rejected, the Chef should record the details, including the product, date codes, and the number of boxes rejected. Both the supplier and the Nursery Manager should be informed of the rejected delivery.

### Maintaining the Cold Chain

Maintaining the cold chain is crucial to prevent bacterial growth. To ensure this, the delivery vehicle must be well-organized, and the delivery and acceptance process should be carried out promptly.

- Keep vehicle doors closed except during unloading.
- Clear a suitable space in the kitchen for the food delivery, away from heaters and preparation surfaces, while taking care to prevent cross-contamination.

Check food against the specified criteria and store it as soon as possible in the following order:

- Chilled
- Frozen
- Ambient

## Food storage

The following procedures should be followed:

**Remove Outer Packaging:** Take all outer packaging off goods away from the food preparation area to prevent open food from being exposed to contamination from loose packaging materials such as staples.

**Rotate Stock:** Use the "First In, First Out" (FIFO) method to ensure that older stock is used first.

**Avoid Over-Stocking:** Do not overstock any storeroom or shelving as it hinders cleaning, complicates stock rotation, and encourages pests.

**Store Goods Properly:** Store all goods off the ground on racks or shelving made of impervious material.

**Maintain Storage Conditions:** Ensure the storage area is dry, cool, clean, well-lit, well-ventilated, and protected against pests.

**Keep Food Separate:** Store all food well away from cleaning equipment and chemicals.

**Bread Storage:** Store bread in a cool, well-ventilated area to prevent mould growth.

**Handle Produce:** Remove all plastic bags and other packaging from fruit and vegetables immediately upon delivery and before storage.

**Refrigerate Produce:** Store salad items and soft fruits in the refrigerator.

**Inspect Produce:** Regularly inspect fruit and vegetables and discard any that show signs of spoilage.

**Label and Date:** Label and date all food prepared or defrosted on the premises.

## Storage of Food in Refrigerators

Refrigeration slows bacterial growth, making it essential to keep perishable or high-risk foods under refrigeration until they are ready for use.

**Refrigerator Temperature:** Maintain the refrigerator air temperature at +8°C or below (ideally +5°C). Record the temperature twice a day on Fridge Temperature Log Book (Appendix 3)

The following principles should be observed:

**Stock Placement:** Place newly delivered items behind or below existing stock to ensure proper rotation.

**Meat Storage:** Store raw and cooked meats separately in the designated refrigerator. If separation is not possible, ensure that raw meat is stored below cooked meat to prevent cross-contamination from raw meat juices.

**Cover Foods:** Keep all cooked foods or foods removed from their original containers covered at all times using covered containers, greaseproof paper, or foil.

**Temperature Checks:** Regularly check and record the refrigerator air temperature using Daily Monitoring Critical Control Form (Appendix 1) twice a day—once during morning opening checks and once after lunchtime service. The Nursery Manager should review and sign off on these records weekly.

**Cooling Hot Food:** Do not place hot food directly into the refrigerator as it can raise the internal temperature and compromise food safety. Cool the food for a maximum of 90 minutes before refrigerating.

**Discard Spoiled Food:** Immediately discard any food showing signs of mould growth, decay, or decomposition.

**Avoid Over-Packing:** Do not over-pack the refrigerator as this impedes proper air circulation and temperature control.

**Secure the Fridge Door:** Ensure the fridge door is closed securely after use. An open door allows warm air to enter, raising the internal temperature and potentially compromising food safety.

## **Storage of Food in Freezers**

Frozen products must be stored at  $-18^{\circ}\text{C}$  or below and should be covered in bags or containers to prevent freezer burn. Regularly check and record freezer temperatures twice a day.

The following principles should be observed:

**Stock Rotation:** Use the oldest stock first and check frozen stock weekly. If food is frozen in-house, it should be given a shelf life of one month.

**Seal Integrity:** Ensure that freezer lids and doors are effectively sealed and check them regularly.

**Separate Storage:** Store cooked and raw foods separately and arrange them according to food regulations.

**Bacteria Growth:** Note that freezing does not kill bacteria; it only slows down their rate of growth.

## Storage and Use of Pre-Packed Items

Any specific instructions from the supplier on the product label must be followed.

Cooked meats that are vacuum-sealed or in modified atmosphere packaging have an extended shelf life, provided the packaging remains intact and they are stored in refrigeration at the correct temperature. These products must be used before the use-by date printed on the packaging label.

Unused products should be wrapped and labelled with a use-by date according to the manufacturer's instructions or the manufacturer's use-by date, whichever is shorter. If there are no on-pack instructions, apply a label with a use-by date of 72 hours or the manufacturer's use-by date, whichever is shorter.

Opened and partially used packs of dry, loose, or powdered ingredients must be transferred to a clean, lidded plastic or metal container, or the partially used pack should be placed inside a clean, lidded container. The container should be properly identified, and if the original packaging is removed, the best-before date should be marked on the container. The ingredients list should also be included if relevant.

For products labelled with best-before dates that also specify a use-by period after opening (e.g., sauces), ensure these products have a 'date of opening' and a 'consume by date' applied.

All food produced or prepared in the Nursery must be wrapped or covered, labelled with the date of production, and refrigerated if not used immediately.

## Temperature control

### Defrosting

All frozen products must be defrosted in the refrigerator. They should not be defrosted at ambient temperature, in a microwave, or using any other method.

### Cooking

Whenever possible, the sequence of 'cooking, cooling, and reheating' should be avoided, with items cooked as close to the time of consumption or service as possible.



If reheating is unavoidable, it should only be done once, and any leftovers must be discarded.

If food needs to be reheated, it must reach a core temperature of at least 75°C for 30 seconds.

## Cooling

Cooked items that need to be cooled should be left covered in a cool, ventilated area for no more than 1½ hours before being refrigerated.

Cooked items produced in bulk, such as stocks, soups, stews, and sauces, should be transferred into smaller quantities immediately after cooking to facilitate quicker cooling.

Pre-cooked items intended to be served cold or reheated should be clearly marked with a use-by date. This date must not exceed three days from the production date.

Pre-cooked food items that are to be stored frozen should be cooled within 1½ hours before freezing, and the freezing shelf-life policy should be adhered to.

## Re-Heating

Reheating must be at least as thorough as the initial cooking, targeting temperatures of 75°C or above. Always use a probe thermometer to check reheating temperatures, and record these temperatures. Never reheat food more than once.

To accurately check the temperature:

- Clean the probe using a probe wipe.
- Insert the probe into the most solid, thickest part of the food.
- Read the temperature on insertion.
- Slowly push the probe towards the centre of the food.
- Observe the temperature display.
- Continue inserting the probe past the centre zone until the temperature rises (it may not always do so).
- Withdraw the probe slightly until the lowest temperature observed during insertion is seen.
- Clean the probe using a probe wipe.

## Hot Holding

Food should not be hot held for longer than two hours, where it is stored at less than 63°C. The temperature (at or above 63°C) should be measured and recorded at hourly intervals and recorded.

Hot food is served into labelled stainless steel containers, which are placed in Insulated EPP Food Transport Boxes. The kitchen assistant / delivery person will document the time on Daily Monitoring Critical Control Form (Appendix 1) when the hot food is transferred into the containers and departs from the kitchen.

All hot food deliveries to the nursery will be inspected by the kitchen assistant, with the results documented in the Food Temperature Log Book (Appendix 2). All hot food must reach a minimum core temperature of 63°C.

In the event of an emergency during transport that causes a delay, the food can be kept below 63°C for up to two hours. In this case, the Nursery Manager will contact the kitchen to confirm the time the hot food was served.

Any hot food left over cannot be re-heated and must be thrown away.

Nursery Managers must review and sign these forms on a weekly basis.

## Temperature Records

All records must be kept for a minimum of six months. Each Nursery will be provided with a sufficient number of digital probes to ensure efficient temperature monitoring. Every probe should measure temperatures to the nearest tenth of a degree and be accurate to within  $\pm 1.0^{\circ}\text{C}$ .

To maintain probe accuracy, the following monthly checks should be conducted:

**Boiling Water Method:** Place the probe in a pan of boiling water. If the reading is within  $\pm 1.0^{\circ}\text{C}$  of  $100^{\circ}\text{C}$ , the probe thermometer is considered accurate at the high end of the scale.

**Ice Water Method:** Place three inches of crushed ice into a plastic jug or bowl and cover with water. Leave the probe in the ice/water mixture for three minutes. If the reading is within  $\pm 1.0^{\circ}\text{C}$  of  $0^{\circ}\text{C}$ , the probe thermometer is considered accurate at the cold end of the scale.

## Preparing and Storing Formula Feeds

Disposable aprons must be worn when preparing formula. Do not use artificially softened, bottled, or repeatedly boiled water.

Step-by-Step Guide to Preparing Formula Feed:

- Fill a kettle with at least 1 litre of fresh tap water (avoid using previously boiled water).

- Boil the water and let it cool for no more than 30 minutes, ensuring it remains at a temperature of at least 70°C.
- Clean and disinfect the surface you will use.
- Wash your hands thoroughly.
- If using a cold-water steriliser, shake off any excess solution from the bottle and teat, or rinse the bottle with cooled boiled water from the kettle (not tap water).
- Place the bottle on a clean surface.
- Follow the manufacturer's instructions to pour the required amount of water into the bottle. Double-check that the water level is correct. Always add the water first, while it is still hot, before adding the powdered infant formula.
- Attach the teat to the bottle by holding its edge, then screw the retaining ring onto the bottle.
- Cover the teat with the cap and shake the bottle until the powder is fully dissolved.
- Cool the formula by holding the bottom half of the bottle under cold running water, ensuring the water does not touch the cap covering the teat. Test the temperature on the inside of your wrist; it should be body temperature—warm or cool, but not hot.
- Discard any leftover formula within an hour of preparation.

Alternatively, the Tommee Tippee Perfect Prep Machine can be used to prepare bottles. Always adhere to the manufacturer's guidelines when using this machine.

## Parents Bringing in Formula Powder or Expressed Milk

Formula feeds prepared at home and brought to the nursery must be clearly labelled with the child's name and stored in the classroom fridge.

Original containers of formula milk powder brought in by parents should also be clearly labelled with the child's name.

Expressed milk brought in by parents should be in sterilised containers or breast milk storage bags, with each container or bag clearly labelled with the child's name, the quantity of milk, and the date the milk was expressed.

Expressed milk should be stored in the fridge at a temperature of 4°C or lower. The sterilised container or breast milk storage bag must be placed in a secondary container within the fridge.

Parents must supply expressed milk daily.

## Hot Water Supply

It is a legal requirement to have hot water available in both the kitchen and staff toilets. Catering operations cannot continue with only cold water; only pre-packed, ready-to-eat foods may be served under these conditions.

If the dishwasher has its own heating element, it can continue to be used. All equipment and utensils that fit in the dishwasher must be cleaned in it. For handwashing, hot water must be available at all times. In cases of temporary loss of hot water, antibacterial hand gel may be used as a contingency measure.

Catering water boilers are provided for all nurseries and may be used, following the procedures outlined in the risk assessment to minimize the risk of scalding. A supply of cold water for mixing and a plug should be available at the basin to ensure that the temperature does not exceed 42°C.

## Pest Control Introduction

Common pests associated with food premises include:

Rodents: Such as rats and mice

Birds: Including sparrows and pigeons

Crawling insects: Such as cockroaches and ants

Flying insects: Such as houseflies, bluebottles, wasps, and moths

Pests can contaminate and spoil food, and they may transfer food poisoning bacteria through their bodies and excreta.

## Spotting Signs of Pests

Possible signs of pests include:

- Droppings
- Marks on food or spillages
- Small mounds of food debris
- Nibbled wrappings or holes in cardboard
- Pest carcasses or live pests
- Unusual smells
- Damage to woodwork, such as gnaw marks from mice and rats

If any of these signs are observed, staff must inform the Nursery Manager immediately. The Nursery Manager is responsible for addressing the issue and should arrange for a survey of the premises by a professional pest control contractor if a problem is detected.

It is the Nursery Manager's duty to ensure the building is adequately proofed against pests. Note that food premises can be closed down if infested with pests, as it poses a risk of food contamination.

## Food Complaint Procedures

If a foreign object is found in food, follow these steps:

- Obtain the Foreign Object: Secure the offending item if possible. This helps in understanding the nature of the contamination.
- Report the Incident: Inform the Nursery Manager immediately.
- Notify the Chef: Make sure the Chef is aware of the incident.
- Escalate the Incident: Report the issue to the Operations Manager They will provide guidance on the next steps for conducting an internal investigation.
- Conduct a Review: Objectively assess the complaint and investigate all food production processes to determine where the foreign object may have originated.
- Identify and Address the Source: If the foreign object came from the kitchen or another food processing area, implement corrective measures to prevent a recurrence.
- Document the Investigation: Keep a detailed record of the investigation, including steps taken to improve procedures that led to the complaint.
- Update Management: The Manager should update the Operations Manager on the findings and actions taken. of any results from the investigations.

## Appendices:

- Appendix 1 Daily Monitoring Critical Control Form
- Appendix 2 Food Temperature Log Book
- Appendix 3 Fridge Temperature Log Book
- Appendix 4 Daily Kitchenette open and close checks

Policy Date	21/08/2024	Approved by	Sinead Johnson CEO	Date of next review	21/08/2025
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