

Oaks Nursery Food Safety Policy

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Introduction

The Oaks Nursery is situated on the University of Kent Campus, Parkwood Road, Canterbury CT2 7FL. We provide day care for up to 90 children a day, from the ages of 3 months to 4 years. The nursery is open for 50 weeks of the year, Monday to Friday 08:00-18:00. We employ 28 permanent staff and have a supply bank of temporary workers.

The nursery environment

Main kitchen

- A fully fitted commercial kitchen consisting of 2 convection ovens, 3 induction hobs, a steamer and microwave for cooking and re-heating.
- Fridges and freezers, and dry store cupboards for food storage.
- Stainless steel work preparation and service areas.
- 1 hand wash sink.
- A single sink and drainer for food preparation.
- A commercial dishwasher with double sink and rinse area.
- A biological drain maintenance cleaning system.

The kitchen layout is designed to enable the cook and kitchen assistant 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 using a trolley, with dirty dishes being returned to the main kitchen for cleaning. A daily cleaning schedule is in place.

External bin storage

A secure fenced pen with external lighting, located via the kitchen external door. Bins are wheeled out the collection point in the car park adjacent to the nursery building and returned to the pen after emptying. Details of refuse disposal and collection days listed below;

Virridor	General waste (including food)	Monday & Thursday
V.R.Sanico	Clinical waste	Thursday
University of Kent	Recycled paper, card & plastic	Weekly

Children's kitchen

A split level purpose built kitchenette area located in Squirrels room for staff and children to enjoy cooking/ food activities. Food requiring cooking will be transported to the main kitchen by a member of staff. This area is used as servery for breakfast, lunchtime meals and teas. A daily cleaning schedule is in place.

Milk kitchen

Located in the Caterpillar room; a small kitchenette area for nursery staff to prepare milk formulas and reheat baby food. Consisting of a sink and drainer, microwave, fridge, kettle and storage cupboards. A daily cleaning schedule is in place.

Staff room

Provision for staff to use as a rest area during working hours. Entrance with locker storage and coat pegs leading to a small seating area, dining space and workstations to the rear of the room, with access to a private courtyard. The kitchenette consists of a single sink unit and drainer, storage cupboards and work surface. A standard fridge, dishwasher, and microwave are provided for staff use.

Meal provision

All meals and snacks are provided within the service offer to parents. Children who are in nursery before 8.30am may choose a breakfast from a selection of cereals. Our snack, lunch and tea menus follow a 3 week rolling programme and are reviewed regularly. All food is freshly prepared and cooked daily on the premises ensuring that meals are nutritionally balanced for babies and children under 5. Kent Union uses products from the suppliers listed below, and in addition we source fresh fruit and vegetables locally.

Bookers
Dumbrells
3663
Brake Bros Food Service Ltd
Salvatori
Consort Frozen Foods Ltd
ET Wilmshurst & Sons – Bakers
Oriental Options

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 through individual care plans and other information provided by parents. A colour coding place mat system for the children who receive a specific meal alternative provides a visual reminder to all adults serving food.

Food Management

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 allergen risk assessment
- Excellent food hygiene practices (5* rating)
- 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 information will occasionally be updated or changed to reflect the needs of new children or adults joining the nursery.

Food monitoring systems

The *Safer Food Better Business* (SFBB) file is completed by management and can be located in the office.

Storage and disposal

All fridge temperatures are recorded by the nursery cook or assistant twice a day using an infrared thermometer. If there is a concern that the equipment is malfunctioning it is reported to the manager or deputy who will investigate further.

The temperatures of chilled food provided by our suppliers are recorded on arrival to ensure that they meet with regulation guidelines. The member of staff signing for deliveries will check the supplier temperature records and inform management of any discrepancies. Follow up actions may include retesting temperature or refusing the food delivery.

Milk is delivered to the nursery by our supplier;

Cool Milk A/C no: S1002231

Phone: 0800 195 7945

Milk is refrigerated and any damaged or opened cartons are discarded.

Refrigerated and frozen food is checked and rotated by the nursery cook or kitchen assistant. '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 *Safer Food Better Business* (SFBB) guidelines and will follow hygiene practices included within. The file is located in the office.

Staff will ensure hands are washed prior to food preparation, with any cuts or open wounds suitably covered, wearing blue disposable gloves if necessary. Personal Protective Equipment is provided for use; uniforms and chef's aprons for kitchen staff, blue disposable aprons for nursery workers.

Staff preparing infant formula adhere to the NHS guidelines issued by the Department of Health, publication number 278959, Bottle feeding, and follow additional procedures outlined in the nursery Bottle Policy.

All staff receive a copy of the personal hygiene policy, and sign a food handler's agreement as part of the nursery induction process.

Cleaning schedules

Cleaning schedules are located in the main kitchen, children and milk kitchenette and staff room.

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.

The nursery deep cleaning schedule is arranged with the Kent Union Facilities Manager in advance, and in addition kitchen and nursery support staff will carry out 1 deep clean per term (3 per year).

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. The nursery does not expect staff to handle any substances that may be

hazardous to health within daily cleaning regimes. The facilities department at Kent Union have direct line management of the cleaning team and are responsible staff training and supervision.

Repairs and maintenance

Equipment and the environment is monitored using organisational healthy and safety checklists, and risk assessment procedures. Any minor repairs and maintenance issues regarding the environment are highlighted and management forward any requests to Kent Union Facilities, or University of Kent Estates department. Faulty equipment is repaired or replaced

Pest control

The nursery has monthly pest control schedule in covering the external bin storage area, he maintenance records are located in the office.

Our supplier is; **Pestatak Limited** **01227 768189**

Staff training

The nursery cook and kitchen assistant both hold a Food Hygiene Certificate at level 3 and 2 respectively. 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 professional development review meetings.