



<b>Name:</b>	<b>Date written:</b>
<b>Food and Kitchen Hygiene Policy</b>	<b>Sept 2022</b>
<b>Written by/Reviewed by:</b>	<b>Date of Review:</b>
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### **Policy Statement**

Being conscious of food hygiene in early years settings is part of our legal responsibility regarding children under 5 in our care. This policy illustrates how Young Friends Kindergarten staff act within safe and legal guidance when working with and around food.

### **Aims and Purpose**

We are inspected by Environmental health annually to ensure health and hygiene standards are being met.

When preparing food, staff will observe current legislation regarding food hygiene and training.

We are committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting.

We have set high standards of personal hygiene for all members of staff involved in the handling and preparation of food.

We make use of the "Safer Foods, Better Business" pack and guidance published by the Food Standards Agency (FSA).

### **Applicability**

Staff  
Children

### **Definition of Terms**

**HACCP:** Hazard Analysis Critical Control Points (HACCP) is the Law. All businesses which handle food and drink must put in place a 'Food Safety Management System based on HACCP principles' and keep up-to-date records on food production activity. HACCP is a risk assessment for your food and the start of your legal defence system.

**Hazard Analysis:** this means looking at all stages of food production and service for threats to safety.

**Critical Control Points:** this means putting in place changes where a failure would be

critical to food safety.

## Overview

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## Procedures

### General Procedures

The staff team, who handle food always ensure that they....

- ✦ Wash hands with anti-bacterial soap and hot water before and after handling food, using the toilet or changing nappies.
- ✦ Change cloths daily
- ✦ All sponges and scrubbing brushes go in the dishwasher at the end of the day and to be changed monthly
- ✦ Follow and sign daily cleaning tasks and checks
- ✦ Probe all food before consumption and record
- ✦ Clean probe after use and calibrate every month
- ✦ Are not involved in food preparation if feeling unwell
- ✦ Wear correct protective clothing- hair tied back, clean apron, etc.
- ✦ Hold a current Food Hygiene certificate.
- ✦ Make sure all fruit and vegetables are washed before being served.
- ✦ Avoid wearing jewellery, especially rings, watches and bracelets.
- ✦ Cover any cuts, spots or sores on the hands and arms with a waterproof dressing
- ✦ Keep fingernails short and clean, food handlers, including children should not wear nail varnish as this may contaminate food.
- ✦ Adhere to this policy at all times when handling food.

### The Law

By law food handlers must:

- ☞ Keep themselves clean
- ☞ Keep workspace clean
- ☞ Wear suitable protective clothing
- ☞ Store food at a safe temperature
- ☞ Prepare food at a safe temperature
- ☞ Display food at a safe temperature (not applicable to us)
- ☞ Inform employer of food borne illness

#### Employer Requirements:

- Premises must be registered with local government body
- Premises must be designed, equipped, and operated to prevent contamination
- Premises must have adequate hand washing facilities.
- Staff must be trained and supervised to work hygienically and safely.
- Assess risk to food and take action.

#### The Power of the Local Authority

An Environmental Health Officer can enter the premises without notice, carry out an inspection and seize samples for investigation. They can impose an improvement order, close down businesses and fine or prosecute. Failure to co-operate is a criminal offence.

### **Bacteria**

**There are three types of Bacteria:**

1. Good
2. Spoilage (mould)
3. Pathogenic (microscopic)

**We endeavour to keep bacteria within safe levels. Cross-contamination happens when harmful bacteria is spread from one surface to another. There are many vehicles of contamination (spreading agents) e.g. phones, knives, surfaces, clothes, chopping boards, sponges, cloths, hands and handles.**

**Some of the main procedures we have in place to reduce cross-contamination are:**

**Colour-coded chopping boards**

**Wash all cloths daily**

**Bin sponges weekly**

**Wash hands after each cooking stage**

**Wear protective aprons**

**Use anti-bacterial sprays and hand wash, adhering to instructions.**

**There are four main factors needed for bacteria to grow:**

1. **Food** – can be a host to all three bacteria. Food provides energy and nutrients for bacteria to grow. High risk foods particularly protein foods such as chicken and dairy products are rich in nutrients and moisture and so promote bacterial growth.
2. **Moisture** – bacteria grow faster on foods with high moisture content such as chicken.
3. **Warmth** – food temp between 5°C and 63°C is in the danger zone. Food must be cooked until it reaches 75°C for at least 2 mins at the core. Reheated temperature should be over 82°C for at least 2 mins at the core. You should never leave food out of the fridge for more than two hours; however, if the temperature is above 33°C, food should be left out for no longer than one hour
4. **Time** - if provided with the optimum conditions for growth, bacteria can multiply to millions over a small period of time via binary fission. This is when a bacterium divides in two every 20 minutes.

## Food Poisoning

There are four main types of food poisoning:

1. Pathogenic bacteria
2. Foodborne disease
3. Food poisoning viruses
4. Non-bacterial

To reduce or eliminate the possibility of food poisoning we:

1. Restrict time in the danger zone
2. Use a reputable food supplier
3. Prepare, cook and serve as quickly as possible
4. Good hygiene practices

How we control food poisoning:

- Control the time and temperature of food. Ensure it is not sat in the danger zone for more than two hours.
- Cook food to 75°C and above
- When food is cooked it must be kept at 63°C and covered until it is ready to eat, for a max of 4 hours only.
- Only reheat food once
- Cool hot food which is not going to be cooked that day to 5°C or colder within 90 mins (preferably 30 mins).
- Reheat to 82°C

## Temperature Probe

- The food temperature probe must be cleaned after every use with warm water and antibacterial soap. It should then air dry.
- The temperature probe should be calibrated once a month.
  - Boil tap water and pour into a suitable container (e.g. a mug or beaker).
  - Place the probe into the container.
  - Check that the temperature is between 99°C and 101°C
  - If the temperature is not correct, purchase a replacement.

## Spoilage and Preservation

Food spoilage can be detected by:

1. Mould
2. Smell
3. Discolouration

To reduce food spoilage bacteria forming:

- Cover food
- Have good hand hygiene
- Reduce time in the danger zone
- Reduce moisture

Food labels

Use By: is a legal requirement. Seen mainly on highly perishable, high-risk foods. Relating to food safety

Best Before: Relating to food quality. The food will be safe to eat after this date but may not be at its best. Its flavour and texture might not be as good

## **Hazards and Allergens**

**A food hazard is something that could make food unsafe or unfit to eat. It's important to identify those stages when hazards could be present so they can be removed or reduced to safe levels.**

**There are three main types of food safety hazards:**

1. **microbiological - involving harmful bacteria. As discussed within this policy.**
2. **chemical - involving chemical contamination. We must ensure we store chemicals safely and follow instructions**
3. **physical - involving objects getting into food e.g jewellery, plasters etc**

## **Allergens**

**There are 14 food allergens. These are listed on food labels in bold. It is important that we know of anyone in the nursery with allergies and have stringent procedures in place (see relevant food and medication policies).**

## **Personal Hygiene**

Procedures in place are:

- Wear aprons
- Wash hands thoroughly and regularly using anti-bacterial soap
- Tie long-hair back
- Have separate hand washing sinks with hot and cold water

## **HACCP and Storage**

As Food Handlers we must understand the basic concepts of HACCP (Hazard Analysis Critical Control Points) and how our actions affect the safe running of Young Friends' Food Safety Management System (FSMS).

What is HACCP?

**HA** = Hazard Analysis (what could go wrong?)

**CCP** = Critical Control Point (what can you do about it?)

**HACCP stands for 'Hazard Analysis Critical Control Point'.**

HACCP is the principle on which a food safety system is built, and it is designed to ensure that food production is controlled and monitored.

As a Food Handler you play an important role in food safety by:

- Participating in training
- Playing your part in the Food Safety Management System based on HACCP Principles (see Safer Food, Better Business File, Food Safety Checks and Kitchen Risk Assessment)
- Protecting food from contamination
- Following the basic rules of temperature control

- Looking out for any food safety hazards
- Reporting faults, problems and possible food hazards to Emma or Jes
- Washing your hands at the right time and in the right way

The Food Safety Management System based on HACCP principles (HACCP) needs to include all stages in the food preparation process. Other than this policy, documentation for each stage is in bold and brackets

**This includes:**

1. Delivery (Food Safety Checks)
2. Storage (Safer Food, Better Business)
3. Prep (Safer Food, Better Business)
4. Cook (Safer Food, Better Business)
5. Serve (Food Safety Checks and Safer Food, Better Business)

Critical Limits

**These are limits that have been set to ensure that food is safe:**

- **Fridges** - Safe operating temperature is below 5°C (check and record at least twice a day)
- **Freezers** - Safe operating range is -18°C to -25°C (check and record at least twice a day)
- **Cooking** - Safe operating temperature is 75°C for at least to 2 minutes to core
- **Hot-Holding** - Safe operating temperature is 63°C for a maximum of a recommended 2 hours
- **Reheating** - Safe operating temperature is 82°C for at least 2 minutes to core

If you are cooling cooked food, you need to **record the time it has been cooling.**

Monitoring

**Monitoring** involves checking the food at delivery, storage, preparation, cooking and service. This will include checking food for signs of damage and spoilage and monitoring fridges and freezer temperatures, together with core temperatures of cooked and hot-held foods to ensure they stay within their **Critical Limits.**

Deliveries

**Key delivery points:**

- Is the food fresh?
- Is it at the correct temperature?
- Is the packaging clean and undamaged?
- Is it in date?
- Can the delivery immediately be put into appropriate storage (freezer, fridge etc.)?

**When to reject a delivery:**

- High risk or perishable foods delivered within the **Danger Zone** temperature (5-63°C)
- Frozen food thawed or partly thawed
- Dirty, wet or damaged packaging
- Cans dented, bulging, rusty or leaking
- Signs of mould or other forms of spoilage

- Past a 'use by' or 'best before' date mark

## Storage

### Correct storage helps to:

- Prevent foodborne illness
- Preserve the taste, appearance and nutritional value of the food
- Provide adequate supplies when they are needed
- Avoid spoilage and wasted food

When storing, always put the stock with the shortest shelf life at the front, this should then be used first. Always check the date mark, packaging and condition of the food before use.

## Refrigerated Storage

- **All high risk and perishable foods must be refrigerated below 5°C** to prevent or slow down bacterial multiplication.
- Stack shelves neatly so you can easily check the stock.
- Allow enough room around food for air to circulate allowing the food to reach the target temperature quickly.
- Ensure you store food in sealed packaging with correct date labels showing when opened and when they need to be used by.

### What not to do:

- **Never leave refrigerator doors open** (food can quickly be exposed to the **Danger Zone**)
- **Never put hot food into a refrigerator** (this raises the temperature and causes condensation which can cross-contaminate by dripping onto other food)

## Frozen Storage

- At -18°C or below, bacteria become dormant so cannot multiply, but **remember freezing does not kill all bacteria**. Some foods can contain spores and often survive freezing. Once food re-enters the Danger Zone, bacterial multiplication can start again.
- Frozen food should **never be refrozen** once it has thawed or partly defrosted as the food may have been sufficiently warm for long enough to allow bacteria to resume multiplication.
- It is not advisable to freeze food close to the 'use by' date and it is **ILLEGAL** to freeze food on the 'use by date'.
- Our nursery freezer temperature is on the lower side so all food should be stored for no longer than 2 months.

## Stacking a Freezer

- Place raw foods below high risk foods to avoid any risk of cross-contamination.
- Place stock with a shorter shelf life in front of stock with a longer shelf life. Keep food in the suppliers packaging if it is clean and undamaged and always re-seal opened packaging.
- If food needs to be re-wrapped, label it clearly and include the date it was frozen. Do not put unwrapped food in the freezer as it could become contaminated or be

damaged by freezer burn.

### Dry Goods Storage

- Dry goods must be stored in **cool, dry, well-ventilated** conditions.
- The goods must be kept off the floor, with sufficient space around to allow air to circulate and checks to be carried out.
- Never stack food in cardboard boxes directly on the floor or against a wall. This attracts moisture from the wall or floor and can destroy packaging.

### Key rules to dry goods storage:

- Food must be kept in **secure packaging or containers** (many dry foods attract pests)
- Although dry and canned foods have a long shelf life, care should be taken to **check and rotate stock** regularly
- Root vegetables, such as potatoes, need a cool dark storage area. Keep away from other foods to **ensure soil does not contaminate** them
- Use plastic containers with secure lids for storing flour, pasta, rice etc. This will also help for allergy awareness identification

### Pests and Pets

- Pets must be kept out of the kitchen

### We prevent pest problems by following these rules:

- **Keep food covered**
- **Store food off the floor** in suitable containers
- **Never leave food outside**
- **Check deliveries carefully** (packaging, vegetables, fruit, cereals and grain)
- **Check stored goods regularly** and rotate stock
- **Report any signs of damage**, torn, pierced or gnawed packaging
- **Daily vermin checks**
- **Store waste food in bins** with securely fitting lids
- **Keep door and window screens closed**
- **Tell Emma or Jes** if you see any holes in brickwork or around windows, doors or pipes
- Maintain a clean workplace, paying special attention to food preparation areas, stores, drains, gullies and bin areas and clean as you go. Ensure you clean up any spilled food immediately.

Get a specialist in if any evidence is seen.

### Premises and Equipment

#### 13 Essentials of Premises & Equipment:

##### 1. Essentials Services Connected

All units must have a 'potable' water supply (ie water that is safe to drink). For fixed location premises this must be mains supplied. Mobile units are allowed to carry potable water in food grade containers. All premises must also have adequate provision for disposal of dirty water (drainage to a mains sewer).



## **2. Other Services**

All gas supplies must be safe and allow access for cleaning. Electricity connection must be safe and use UK domestic grade fittings as a minimum, including earth protection, RCD (Residual Current Device/Breaker) and isolators where appropriate. Use of commercial switches and other fittings is strongly recommended.

## **3. Working Surfaces**

Surfaces must be smooth, cleanable, non-absorbent and non-toxic. It's important there are no gaps that can harbour bacteria, food items or pests (hence tiles are not generally recommended). Kitchen grade stainless steel is widely used and strongly recommended.

## **4. Segregated Areas to Prevent Cross-Contamination**

Where possible premises should provide clearly defined areas for different tasks. This approach, also called 'Zoning', and provides distinct areas for unpacking, preparing, washing, cooking, holding or serving and storage. At the very least, even a small mobile unit should demonstrate some zoning in the form of clearly separated areas for preparation/raw foods, and cooked/ready-to-eat foods.

## **5. Adequate Lighting**

Lighting should be sufficiently bright and uniform to allow safe working and aid the identification of threats to food safety, for example juice from meats accidentally falling onto a surface, or a physical threat such as a pest or plaster falling into food. Lighting should be screened to prevent glass hazards in event of bulbs smashing or exploding.

## **6. Floors & Walls**

Walls and floors should be cleanable non-absorbent and non-toxic. Suitably hard-wearing and resistant to water, grease, heat, chemicals and impact. The use of commercial grade lino with sealed and curving joins instead of skirting board is strongly recommended.

## **7. Ceilings**

Painted surface in good condition and not offering any physical hazard (flaking paint, plasterboard, nails etc). No gaps that may harbour or allow entry to pests. If a suspended ceiling is used, the gap/void above must be accessible for inspection. Light colours are recommended, reflecting light and assisting safety.

## **8. Ventilation**

Natural or mechanical ventilation will be required to prevent internal temperatures rising too high or allow steam to condense, creating threats to staff and food safety. A lack of ventilation leads to poor working conditions which leads to mistakes.

## **9. Windows & Doors**

In good condition and maintained to prevent access for pests. Any window capable of being opened for ventilation must be completely screened. All doors should fit securely and completely to prevent access to mice and rats.

## **10. Pest Access Prevention**

While this is covered by its own chapter, pest prevention is mentioned here as it links to the design and maintenance of appropriate premises. Fit an insectocutor, door and window grills/meshes and don't leave doors open to assist ventilation or because there's a delivery coming.

### 11. Food Storage

Adequate food storage must be available from ingredients to completed product. The size and layout of storage will depend on the needs of the food business. Dry storage must be cool, dry, sealed from pests but ventilated, well-lit and with appropriate surfaces, floors and ceilings.

### 12. Staff Changing Area

Changing facilities should provide storage of outdoor clothing and footwear so that they are separate from food areas. Staff should change out of uniform to use the toilets or go for a break.

### 13. Toilet & Washing Facilities

All fixed location units should provide staff toilets, separated by two doors from food service or preparation areas. Hand-washing facilities and soap must be provided with the toilet area.

A hand-washing sink must be provided in the food preparation area, separate to any ingredient or pot washing facilities. On no account should the hand-washing sink be used for food washing and preparation.

#### Equipment:

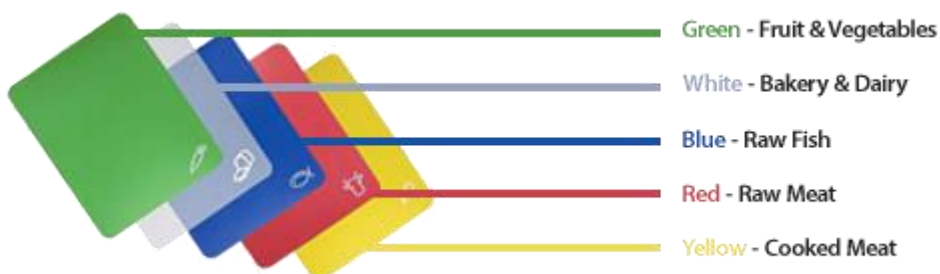
The best materials for food equipment and utensils are:

- Durable and easy to clean
- Smooth and resistant to chipping or cracking
- Impervious, non-toxic and rust resistant
- Food Grade stainless steel is best

Tableware should have no chips or cracks that could harbour bacteria. Work surfaces should ideally be stainless steel. Wall and floor tiling offers a potential home to bacteria in the grouting and edges, so should ideally be avoided.

- Colour coded equipment and utensils are best
- Chopping boards and knife handles should ideally be made of polypropylene (plastic)
- Soft wood is not recommended as it is absorbent and cannot be properly cleaned

The use of different coloured boards and knives is also recommended. These are the most usually used colours in the UK:



#### Equipment and Services

Machinery, cookers, fridges and freezers should be moveable to provide easy access for cleaning and maintenance. Refrigerators should be large enough to store raw and cooked food separately.

## First Aid

We supply a well-stocked first aid box within easy reach and instruct staff on where the box is situated.

## Cleaning

### Six Stages of Cleaning

1. **Pre-clean:** Remove loose and heavy soiling, e.g. scrape plates
2. **Main clean:** Wash with hot water and detergent
3. **Rinse:** Remove any traces of detergent and food particles with clean hot water
4. **Disinfection:** Use a chemical disinfectant, and leave it on for the correct contact time
5. **Final rinse:** Use clean hot water
6. **Dry:** If possible, leave items to dry naturally in the air, as drying cloths can cause cross-contamination and spread bacteria

### Cleaning Schedules

Any item or area where food poisoning bacteria can multiply e.g. chopping boards, must be cleaned and disinfected frequently throughout the work period.

This is commonly described as '**clean as you go**' cleaning. It involves cleaning up **after every task**. For example, cleaning and disinfecting work surfaces after handling raw meat. You are the one responsible for cleaning as you go. **Do not assume that someone else will clean up after you.**

### Items that require regular cleaning include:

- **Food contact surfaces** such as chopping boards, preparation tables, work surfaces, utensils and so on.
- **Hand contact surfaces** such as pan handles, knife handles, door handles, cupboards, drawers, taps, switches and waste bins, mixers, slicers, hot plates and so on.
- **Other contact surfaces** such as storage containers, waste bins and lids, mops, the inside of fridges and freezers, drains, walls and so on.

Some equipment and areas may be cleaned at less frequent intervals than those requiring clean as you go treatment. Here are a few examples:

**Daily** cleaning tasks - Floors, bins

**Weekly** cleaning tasks - Underneath a refrigerator

**Monthly** cleaning tasks - High level cleaning

### A Cleaning Schedule should include:

- Item or area to be cleaned
- Frequency of cleaning required
- Chemicals to be used, protective clothing to be worn and safety precautions to take
- Staff involved, including named persons responsible for checking cleaning has been done

The **cleaning schedule** may include the names of cleaning contractors who carry out

specialist tasks, such as moving or dismantling machinery or using hazardous chemicals or techniques.

### **External Links and Organisations**

The Food Standards Agency: [Food safety | Food Standards Agency](#)

Environmental Health – Brighton and Hove Council: [Environmental health \(brighton-hove.gov.uk\)](http://www.brighton-hove.gov.uk)

### **Relevant Policies and Documents**

Bottle Feeding and Preparation Policy

Food, Nutrition and Healthy Eating Policy

Health and Safety Policy

**Managing Food Allergies, Intolerances and Meeting Cultural Needs and Preferences Policy**

**Sickness Policy**

### **Authorisation**

Signature:

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