



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

3.01 Food preparation, storage and purchase

General

- All staff have up to date certificated training on food safety.
- The setting manager is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- All staff have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The setting manager is responsible for overseeing that all food handlers ensure hygiene and allergy procedures are complied with.
- Staff carry out and record daily opening/closing checks
- The setting manager maintains a Food Allergy and Dietary Needs folder with
 - a list of all children with known food allergies, intolerances or dietary needs is updated at least once a term (the personal/medical details about the allergy or dietary needs remain in the child's file along with a copy of the risk assessment if required). This is clearly displayed for all staff and the risk assessment shared with all staff.
 - A copy of the 14 allergens and list of choking hazards
 - Food Allergy Online Training CPD certificates for all staff
- The setting manager is responsible for informing the Commuter who then reports to Ofsted any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.

Purchasing and storing food

- Food is purchased from reputable suppliers.
- Pre-packed food (any food or ingredient that is made by one business and sold by another such as a retailer or caterer) is checked for allergen ingredients and this information is communicated to parents of a child with allergies.
- Parents are requested not to bring food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- All opened dried food stuffs are stored in airtight containers.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Food is stored in a large trolley in the cupboard behind the Kitchen.

- Perishable foods are used the next/same day. Chilled items and soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Fridge thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), and freezers 0 degrees Fahrenheit (-18 degrees Celsius). Temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.
- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E.coli contamination.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

Preparation of food

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food allergens must be identified and shared with parents of a child with allergies
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- All vegetables and fruit are washed before preparing.
- Food waiting to be served is covered.
- Food prepared for children with specific dietary needs is prepared first and served separately.
- A separate toaster is kept and used for children with a wheat or gluten allergy.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.

Serving Food

- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening, for example:
 - check the list of children's dietary requirements displayed in the food preparation area
 - coloured plates
 - other methods as agreed by the setting manager
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Tables are cleaned before and after, with soapy water or a suitable non-bleach product.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.

E.coli prevention

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli 0157 guidance, available at:

www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOwDl

Further guidance

[Safer Food Better Business](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb) www.food.gov.uk/business-guidance/safer-food-better-business-sfbb

Campylobacter (Food Standards Agency) www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014

Food allergy/anaphylaxis guidance

<https://www.bsaci.org/wp-content/uploads/2020/02/BSACIAllergyActionPlan2018NoAAI2981-2.pdf>

<https://www.nhs.uk/conditions/anaphylaxis/>

<https://www.nhs.uk/conditions/food-allergy/>

[Early Years Foundation Stage nutrition guidance](https://www.earlyyears.org.uk/early-years-foundation-stage-nutrition-guidance)

[Common allergens.pdf](https://www.earlyyears.org.uk/sites/default/files/2018-06/early-years-foundation-stage-nutrition-guidance-common-allergens.pdf)

[Allergen checklist for food businesses | Food Standards Agency](https://www.food.gov.uk/business-industry/guidancenotes/allergen-checklist-for-food-businesses)