

Food Safety Policy

Main Kitchen (The kitchen varies over the 3 settings)

- Fitted Kitchen, dry store, and food storage units
- 1/2 ovens & 1/2 gas hobs
- Microwave
- Overhead fan
- Fridges & freezers
- Stainless steel double sink unit
- 1 hand wash basin
- Dishwasher, washing machine and tumble dryers
- Metal framework of overhead and freestanding units for storage of pans and foods.
- Staff room area

The kitchen unit is designed to enable the cook/assistant to work in a safe environment. Meals are transferred to the rooms using a tray or trolley- accessing the lift as a safer option than the stairs.

A daily/weekly/ monthly cleaning schedule is in place and visible to see in the kitchen -alongside a risk assessment for staff to view.

External bin storage

An area situated away from the nursery building, with external lighting, is where the general waste and recycling is taken.

Milk

Located in the kitchen, milk is delivered via Cool milk and kept in the milk fridge. Milk is received in 4 litre containers and rotated accordingly. Any containers damaged or past their sell-by date /use by date are discarded. The cleaning of the fridge is part of the cleaning schedule.

Staff area

Provision for staff to use as a rest area during working hours, is situated within the kitchen area or a separate staff room. A small seating area is available and storage boxes are available for coats and bags, A staff fridge and microwave is provided for staff use.

Meal provision

All meal and snacks are provided by the nursery. Food is freshly prepared and cooked on the premises. The nursery cook ensures that the meals are nutritionally balanced for babies and children under five years of age.

Our current supplier of food is Tesco's - we receive 2/3 deliveries each week - documenting temperatures on arrival.

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 such as an All about me form

*Written procedure for children with food-related conditions and accompanying photo of the child displayed visually for the team.

Springboard Nursery, Policies and Procedures



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

No Nuts or nut-based products are to be brought into the nursery

Storage and Disposal

All fridge and freezer temperatures are recorded twice a day using thermometers.

Food preparation

Staff will use the hand wash basin and wash their hands prior to food preparation, any form of cuts will be covered, wearing disposable gloves if necessary. Personal protective equipment is provided for use – Aprons, and gloves.

Repairs/Maintenance

All equipment is monitored with risk assessments in place where necessary. Any repairs and maintenance are carried out by Apex Electrical tel: 01482 656181.

All staff are required to have their level 2 food hygiene certificate to handle food – this training is accessed online via safer food handler.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023