**Braemar Nursery Food Hygiene Policy.**

**All premises where food is handled, must comply with food safety legislation and it is a legal requirement to establish, implement and maintain a food safety management system based on the principles of HACCP. This policy is in line with the guidelines stated in the “Food Hygiene Handbook for Scotland handbook” (2015). This handbook is kept within the kitchen area for all staff to refer to.**

**1. Food Hygiene will**

* Protect food from risk of contamination.
* Prevent bacteria multiplying and causing illness.
* Destroy bacteria.

Food hygiene is the responsibility of employers to ensure staff are trained commensurate with their work activities

**BUT**

It is everyone’s responsibility to maintain high standard of hygiene.

**2. Reducing Food Contamination**

Pathogenic bacteria, such as, salmonella, staphylococcus aureus and E. coli O157 are invisible to the naked eye, so they can easily be spread to food without you realising. These bacteria could make children and adults seriously ill, and can even kill. Braemar Nursery will practice good food hygiene at all times to ensure the food they produce is safe.

Cross-contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto ready-to-eat food from other food, surfaces, hands or equipment. Identifying separate and clean work areas, surfaces and equipment for raw and ready-to-eat foods will prevent contamination and stop bacteria spreading, along with a good hand washing technique.

**3. Fridge**

* Fridge temperature must be between 1-4 and this is checked daily and documented in the daily checklist.
* Store food ‘ready to eat’ at top of fridge
* Take minimal amount of food out for snack, such as yogurt and cheese as if left in danger zone this can increase bacterial growth.
* Clean fridge as required **but** also weekly.
* Defrost and clean fridge termly.

**4. Food Preparation**

* Staff must protect themselves and others by wearing the **red** washable apron or a disposable apron when washing ‘dirty’ fruit and vegetables.
* Washing of ‘dirty’ fruit and vegetables must be done in the large sink, within the kitchen area.
* The sink must then be washed with soapy water, then by the disinfectant spray, following the cleaning procedure, (11).
* Staff must use correct coloured chopping board, for foods. This is displayed on the cupboard door within the kitchen area.
* Home prepared food should not be eaten in nursery unless there is a specific dietary request. This must be labelled by the parent, with details of the shelf life, storage and reheating instructions.

**5. Allergy or Intolerance**

* Allergy is a reaction of the immune system and can be life threatening.
* Intolerance is an illness that is not life threatening.

Braemar Nursery will ensure any allergy or intolerance of a child is documented and what treatment is required, should a child ingest an allergen. This will be clearly visible for all staff, in the kitchen area. This will be reviewed by the Key Worker of the child, with parents/ carers termly.

Staff must wash hands prior to preparing allergen foods and prepare allergen foods first, prior to all other food, to reduce the risk of cross contamination. Cleaning surfaces / equipment with hot soapy water and agitation will remove residue of allergenic material.

It is a requirement that there is a Paediatric First Aider within the setting and all staff must follow correct procedures, should a child with an allergen ingest or come in contact with the food.

**6. Stock Control**

* All foods which have been opened must be stored in an individual water-tight sealed container, labelled clearly when opened, with packaging displaying expiry date and allergen information.
* Ensure the packaging is intact with no damage or signs of contamination.
* No food to be stored on the floor.
* Do not top up containers. Empty and wash before refilling.
* Any high risk food once opened should be relabelled with a use by date based on manufacturer’s instructions or if no instructions available then relabelled with date of opening plus two days as the use by date, e.g. opened on Monday use by Wednesday.
* If a product states use by 24, it must be used by 24.
* If a product states best before 24, the food may not be in its best condition, but still may be fit for consumption. Provided it is the quality that the children expect.
* Store food ‘ready to eat’ at top of fridge.
* All foods prepared within the setting, such as home baking, must be used within 24 hours.
* Dispose of any goods beyond use-by date or unfit for use.

**7. Food Handler**

Within Braemar Nursery, staff will handle food hygienically and will follow good personal hygiene practices to help prevent harmful bacteria spreading to ready-to-eat food, by cross-contamination. They will;

* Ensure any cuts are covered with a blue plaster.
* Staff will not eat food whilst preparing foods.
* Staff must have clean, short and polish free nails. Jewellery to be removed, only solid wedding band allowed.
* Staff will wash their hands following correct guidelines.

Food handlers with a food-borne disease, or infected wounds, skin infections, sores or diarrhoea **must not handle food** and has a duty to report this to their manager. They must be 48 hours symptom and medication free before returning to work.

Food handler and children will be excluded from food handling if they are suffering from a heavy cold.

**8. Staff Training**

* All staff to receive training in hand washing, reporting illness and safe handling of food on induction.
* All food handling staff to complete REHIS Elementary Food Hygiene Certificate as soon as a course becomes available.
* Refresher training carried out at regular intervals and recorded in staff’s own CPD file.

**9. Hand Washing**

Anyone handling food should wash and dry their hands thoroughly before, using a recognised technique, as demonstrated in the Infection Control Guidelines (2015). It is particularly important to wash your hands;

* On entering and leaving food rooms.
* after visiting the toilet.
* between handling raw and high risk foods such as ‘dirty’ foods.
* after cleaning.
* after eating, smoking, being outdoors or blowing your nose.
* after handling food waste or refuse.
* after wearing gloves.
* before touching ready-to-eat food.

Single-use towels are recommended and used within Braemar Nursery for drying hands hygienically. Anti-bacterial hand gels are not to be used instead, of thorough hand washing.

It is important to ensure where non-hand operated taps are in use that all taps are switched off using a clean paper towel and never with a clean towel.

Children within Braemar Nursery are encouraged to wash their hands before eating food, minimising direct contact with food will reduce the risk of harmful bacteria spreading. As a result children will be encouraged to use tongs and other utensils to select and handle food.

**10. Environment**

* All equipment should be capable of being cleaned.
* All equipment should be in good condition and rust free.
* Food preparation area and work surfaces should be in good state of repair and free from additional ‘clutter’.
* No food waste must be left in food preparation area.
* Fruit and vegetable scraps will be re-cycled in compost bin outside.
* Staff must adhere to daily, weekly and termly cleaning and sign appropriate cleaning schedules, when complete.
* It is a requirement that there must be adequate washing facilities, therefore small sink within kitchen area is only to be used for hand washing and larger sink in kitchen area has a dual purpose for washing fruit and vegetables, (but must follow the correct cleaning procedure) and utensil wash.
* All food areas must be washed with hot soapy water, including snack table and snack table cover.
* Snack table cover to be washed in same manner at end of snack and left to air dry.
* **Table cloths must never be folded while still wet or damp.**
* Bin to be emptied daily and cleaned weekly.
* Staff to check weekly, for signs of droppings, smear marks, gnawed packaging etc.

**11. Cleaning**

Disinfectants can be used to destroy bacteria from surfaces, if used correctly. However, chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.

This is the two-stage process for effective disinfection:

• Use hot soapy water to remove visible dirt, food particles and debris, and rinse to remove any residue

• Apply disinfectant (suma-bac), using the correct dilution and contact time, (5 minutes) this is according to the manufacturer’s instructions, and rinse with water.

Heat cleaning, Heat is one of the best ways of killing bacteria, but the temperature and contact time must be sufficient to destroy harmful bacteria. For example when using a dishwasher, water should be kept above 80°C for at least 15 seconds. The dishwasher is cleaned daily by staff with the filters being cleaned weekly.

Staff will only use blue cloths in the kitchen area. These will be washed on a hot cycle, at 82°C or above, and dried between tasks.

**Finally**

Should Braemar Nursery have a child with suspected food poisoning, we have a duty to report this to the Care Inspectorate and the Infection Control Team.

Please refer to the Infection Prevention and Control in Childcare Settings document, with regards to outbreaks of infection in childcare settings, Section 6.

May 2017.

**To be reviewed in May 2019.**