

Food safety and nutrition procedures

**Food preparation, storage and purchase**

**General**

* All staff have up to date certificated training on food safety.
* Frimley Green Pre-School does not cook meals however we are aware of the following Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
* The most senior staff member is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
* All staff responsible for preparing food have undertaken the Food Allergy Online Training
* The setting supervisor /most senior staff member is responsible for overseeing the work of all food handlers to ensure hygiene and allergy procedures are complied with.
* The setting supervisor/senior staff member and Health and Safety Officer has responsibility for conducting risk assessment based on the ‘Hazard Analysis and Critical Control Point’ method set out in Safer Food Better Business.
* Staff preparing food carry out and record daily opening/closing checks, four weekly reviews and dated records of deep cleaning.
* The setting supervisor/senior staff member maintains a Food Allergy and Dietary Needs information folder with:
* a list of all children with known food allergies, intollerances or dietary needs 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). This is displayed for all staff and the risk assessment shared.
* a record of foods along with any allergens
* a copy of the FSA booklet ‘Allergen information for loose foods’ available at www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf
* a copy of the Food Allergy Online Training certificate for each member of staff that has undertaken the training
* The setting supervisor is responsible for informing thetrustees who then reports to Ofsted of 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 and donated by parents/carers.
* 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 staff and recorded on storage packaging. For example, a meat pie bought at a supermarket or a tin of baked beans or the ingredients for a recipe prepared on site. (Frimley Green Pre-School does not supply meals)
* If food that is not pre-packed (described as ‘loose food’), such as sandwiches bought from a bakery is served, then allergen information will have been provided by the retailer, this information must then be shared in the same way.
* Parents/carers are requested not to bring food that contains (or may contain) nuts. Staff check packets to make sure they do not contain nuts or nut products.
* Bulk buy is avoided where food may go out of date before use.
* All opened dried food stuffs are stored in airtight containers.
* Dried packaged food is not decanted from packaging into large bins or containers as this prevents monitoring of sell by/use by dates and allergen information.
* Food is regularly checked for sell by/use by dates and any expired items are discarded.
* Cups and bowls are cleaned before returning to the cupboards.
* ‘Squeezy’ plastic bottles are not used for sauces.
* Items are not stored on the floor; floors are kept clear so they can be easily swept.
* Perishable foods such as dairy produce are to be used the next/same day. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
* Packaged frozen food should be used by use by dates.
* Freezer containers should be labelled, dated and used within 1-3 months.
* Fridge and freezer 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 recorded daily to ensure correct temperatures are being maintained.
* Freezers are defrosted every 3 months or according to the manufacturer’s instructions.
* Meat and fish are not served by Frimley Green Pre-School.
* Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E. coli contamination.
* Staff’s own food or drink should be kept in separate designated area of the fridge; where possible.
* Items in fridges must be regularly checked to ensure they are not past use by dates.

**Preparation of food**

Food handlers must not handle food if they are feeling unwell.

* Food handlers must check the content of food/packets to ensure they do not contain allergens.
* Food allergens must be identified and displayed. Bread sticks/cheese biscuits are decanted into separate labelled airtight pots.
* Food handlers wash hands and cover any cuts or abrasions before handling food.
* Separate boards and knives are used for chopping food.
* Raw and cooked foods are prepared separately.
* Frimley Green Pre-School does not prepare meat.
* All vegetables and fruit are washed before preparing.
* Food left out is covered, for example when cooling down.
* Where a microwave is used, food is cooked according to manufacturer’s instructions. It is not used to reheat children’s food.
* Hot cupboards or ovens are not used to keep food warm.
* Vegetable for snack are peeled when needed, not in advance and left in water.
* Frimley Green Pre-School does not provide cooked meals.
* The toaster is not to be used for children with a wheat or gluten allergy. (A separate toaster would need to be used).
* Snack food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.
* Raw eggs are not to be given in any form.
* When given to children, eggs are fully cooked.

Serving Food

There is a named person who is responsible for ensuring that the food being provided meets all the requirements for each child. This person will be the staff member who is preparing and overseeing the snack bar.

* 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
* red bowls are used for children with allergies.
* place mats have dietary requirements
* 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.
* Food served to children with identified allergies is checked by the snack person to ensure that the snack (and its ingredients) does not contain any of the allergens for that child.
* The snack person remains present throughout the child’s mealtime.
* Food is taken from the kitchen to the room via the serving hatch, not carried across rooms.
* 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#.U7FCVGlOWdI](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGlOWdI)

**Further guidance**

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

[Common\_allergens.pdf](https://assets.ctfassets.net/dvmeh832nmjc/1UcJVonGkBHy9lHHNt9GmL/90b081db600d8cad30b870f458a60ed6/Common_allergens.pdf)

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

Amended 1st September 2025.

This policy was updated by Frimley Green Pre-School on 1st Sept2025

Signed on behalf of Frimley Green Pre-School by……………………………………..Date…………………

Reviewed by…………………………………………………………………Date………………………………………..

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