

03 Food safety and nutrition procedures

03.1 Food preparation, storage and purchase

General

- All staff have up to date certificated training on food safety except bank staff who will not be allowed to prepare food or complete safety checks.
- Cooks from Girton Glebe will refer to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
- Emma/Laura is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- Cooks from Girton Glebe and all staff responsible for preparing food have undertaken Food Allergy training
- Emma/Laura is responsible for overseeing that the above is happening, and all food handlers to ensure hygiene and allergy procedures are complied with.
- Emma/laura has responsibility for conducting risk assessment based on the 'Hazard Analysis and Critical Control Point.
- Emma/Laura maintain a Food Allergy and Dietary Needs folder with:
 - a list of all children with known food allergies, intolerances 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 food menus along with any allergens
 - a copy of the FSA booklet 'Allergen information for pre-packed and loose foods' available at <https://www.food.gov.uk/business-guidance/allergen-information-for-pre-packed-and-loose-foods>
 - a copy of the Food Allergy training certificate
- Emma/Laura informs Ofsted of any food poisoning who then reports 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.
- 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- Bulk buy is avoided where food may go out of date before use.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.
- Bottles and jars are cleaned before returning to the cupboards.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, meat and fish 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/fish is stored on lower shelves and in drip-free dishes.
- 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.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

Preparation of food and school dinners

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food allergens must be identified on the menus and displayed for parents.
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- Meat and fish should be washed and patted dry with paper towels. This does not include chicken which must not be washed because of the risk of campylobacter.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example when cooling down.
- A food probe is used to check temperature of food, including where heated in a microwave; it is checked in several places to avoid hot spots.
- Food is cooked in time for serving and is not prepared in advance of serving times.
- Hot cupboards or ovens are not used to keep food warm.

- Potatoes and vegetables are peeled when needed, not in advance and left in water.
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- 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.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- 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.
- Food is served for children in separate covered containers for each table.
- 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
- 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 key person to ensure that (and its ingredients do not contain any of the allergens for that child.
- Food is taken from the kitchen to the rooms on a trolley, not carried across rooms.
- Tables are cleaned before and after.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.

School dinners at Girton Glebe

- Menus are on a 3-week rotation with 2 vegetarian choices on a Monday (meat-free Mondays) and meat and vegetarian choices Tuesday-Friday.
- The school kitchen staff are made aware by preschool if there are any preschool children who have booked a dinner that have an allergy, intolerance or food preference. The school kitchen staff will prepare a separate meal for those children.
- Dinners are prepared daily in the Girton Glebe Primary School kitchen

- Dinners are temperature checked once cooked by the kitchen staff. The temperature must be above 75°C. The temperature is recorded on the record sheet.
- Kitchen staff also complete the service allergen checker, listing all allergens in that day's food.
- The food is immediately packed in metal serving dishes which are all placed into a thermal storage box.
- The temperature checks and packing the food is done just before 11.30am.
- Any foods required for allergies, intolerances and preferences are prepared and stored separately to avoid cross contamination.
- A member of preschool staff goes to the kitchen at 11.30am to collect the school dinners and the temperature record sheet and the service allergen checker to take back to preschool. (Short walk through the school building)
- Dinners are temperature checked on arrival at preschool by the preschool staff member. The temperature must be above 63°C for hot holding. The temperature is recorded on the temperature record sheet.
- For the preschool temperature checks, the probe used is sanitised after each use using disposable probe wipes. The probe has a re-calibration check at the start and end of each half term.
- The preschool staff member checks the service allergen checker that the kitchen has completed and checks this against the preschool dietary requirements board for any allergies or intolerances that any preschool children are known to have.
- Dinners are served to children by the preschool staff, ensuring a safe temperature for children to eat as they serve.

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 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](#)

[Common allergens.pdf](#)

[Allergen checklist for food businesses | Food Standards Agency](#)