



## **Sheffield Hallam University Nurseries**

### **Food Safety Policy**

At Sheffield Hallam University Nurseries we provide or serve the following for children:

- Snacks
- Packed lunches

We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food.

We are registered as a food provider with the Local Authority Environmental Health Department.

The Manager and all staff members with a valid **Food Safety training** are responsible for food preparation and understand the principles of **Hazard Analysis and Critical Control Point (HACCP)** as it applies to the nursery. The basis for this risk assessment is for the purchase, storage, preparation and serving of food in order to prevent growth of bacteria and food contamination.

Senior staff have undergone training at L3 Food Hygiene. All staff undertake in house training and annual refresher courses in food safety.

#### **Reporting of food poisoning**

- Food poisoning can occur for several reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable. We keep a log of diarrhoea and sickness of staff and children during an outbreak
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the nursery, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as possible, and always within 14 days of the incident.



## Healthy eating statement

A balanced diet is essential for the maintenance and protection of health; to ensure that a child's full mental and physical potential is reached each day and to optimise growth and development. Developing a healthy diet and good eating habits early in life lay the foundations for future health.

The statutory framework for the Early Years Foundation Stage 2024 states:

- The provider must promote the good health of the children
- Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings
- Providers must record and act on information from parents and carers about a child's dietary needs
- Fresh drinking water to always be available.

Sheffield Hallam University Nurseries recognise the importance of a healthy lifestyle. Healthy eating is an integral part of promoting a healthy lifestyle, the foundation for the future.

See Healthy Eating Policy

## Provision of food within nursery

When food is prepared, staff use the corresponding-coloured chopping board for the food to prevent cross contamination. Any cuts or open wounds are covered with a waterproof blue dressing.

Staff **MUST** wear a disposable blue apron and blue gloves when preparing food.

**Snack** - A mid-morning and mid-afternoon snack is provided for the children. There will be fruit offered every day and a variety of other snack foods to sample. These include different breads, fruit, vegetables, salad, cheese, etc. Milk and water is also offered at snack time. All children are encouraged to have a drink even if they don't want anything to eat.



When required individual routines will be followed. Appropriate snack foods will be offered according to the child's age/stage of weaning.

### **Packed lunches**

- Parents are required to send in a packed lunch.
- Packed lunches are to be packed in a suitable clean lunchbox which is labelled with the child's name
- We do not cook, warm or reheat foods, this includes home-made food, therefore we would prefer children to have a picnic lunch rather than a meal
- We will not feed cold, cooked rice due to spores of *Bacillus cereus*
- The nursery recommends parents/carers follow advice from the NHS on nutritious packed lunches. Further information can be found at:

[www.nhs.uk/change4life/recipes/healthier-lunchboxes](http://www.nhs.uk/change4life/recipes/healthier-lunchboxes)

### **Milk**

The milk is delivered and refrigerated at 8.00am, when the Nurseries open. The milk stock is rotated to prevent milk from going out of date. The temperature of the fridge is taken and recorded to ensure it remains between 0 - 5 degrees Celsius.

All children attending the nursery are provided with a free 1/3 of a pint of milk per day.

### **Food Hygiene**

Children are reminded about the importance of hand washing. When working with food, children are encouraged to follow basic food hygiene routines, wearing aprons, washing hands before and after working with food.

Nursery staff are trained in food hygiene practices and this is regularly updated.

There are separate facilities for handwashing and for washing up. All surfaces are clean and non-porous. All utensils, crockery etc are clean and stored appropriately. Waste food is disposed of daily. Cleaning materials and other dangerous materials are stored out of children's reach.

Children do not have unsupervised access to the kitchen.



## **Food handling procedures**

Staff take appropriate precautions when preparing and handling food e.g. washing hands before and after preparing food, wearing aprons, recording food temperatures, checking 'use by' dates, labelling opened food and storing in appropriate containers, cleaning areas before and after food preparation, etc.

Staff preparing/serving food carry out regular checks on the kitchen to ensure standards are met consistently.

Areas that have food in them e.g. kitchen and fridge, are cleaned on a regular basis. The fridges are cleaned weekly. The temperature of the fridges is checked daily to ensure it is at the appropriate temperature, temperatures are logged on the sheet.

When children take part in cooking activities, they:

- Are always supervised
- Understand the importance of hand washing and simple hygiene rules
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment, such as blenders, ovens etc.

## **Cleaning of Food Preparation Areas**

Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains
- Freezers are cleaned regularly following the same procedure.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and blue roll.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- The dishwasher is cleaned daily after the last usage. The blade is removed to ensure that all food waste is removed effectively.



## Food storage

Food is stored in the nursery kitchens, either in the fridge or in airtight bags. Food in the fridge will be dated when opened and when to discard. Limited amounts of food are stored to enable rotation of stock, ensuring nothing is past its use by date.

## Nut Allergy Policy

Please refer to our separate Nut Allergy Policy.

## Staff drinks

Hot drinks can be taken into the rooms in a screw top thermos mug; these must be kept out of reach of the children. Flip lids are not allowed. Outside thermos cups can be placed on the high windowsill, staff **must not** walk around with hot drinks

Water is recommended, however, soft drinks such as squash, must only be in rooms if they are in coloured water bottles so not visible to parents and children. This is to provide positive role models and promote the oral health of children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
20/04/2024	C.E.Carroll	January 2026