

InceyWinceys Day Nursery

Food Safety

(Including procedure for reporting food poisoning)

At Incey Winceys Day Nursery and Preschool we provide food to children throughout the day. We adhere to the guidelines of the FSA (Food Standards Agency) and update policy as appropriate.

- All staff follow the guidelines of Safer Food Better Business (SFBB).
- The premises is registered with the local borough Environmental Health Agency and subject to an annual inspection.
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is a risk assessment of the purchase, storage, preparation and serving of food to prevent the growth of bacteria and food contamination.
- Daily temperature logs are kept for every fridge and freezer using a thermometer and monitored to ensure the temperatures are suitable to ensure the safety of the food being stored. The fridges are kept at a temperature between **2-5°C**, and freezers must be at least **-18°C**. If any fridge or freezer temperature is not between the safe temperatures this is reported immediately to Management.
- Any food that is frozen will be labelled with the date of freezing. Food is defrosted in the fridge and always used within 1 day or disposed of. Any food that is cooked past it's use-by date has been frozen within date, stored safely, and cooked thoroughly. Any frozen meat must be used within 3 months or disposed of.
- All staff involved in the preparation and handling of food have received training in food hygiene.
- Staff use a dishwasher or hand wash pots, crockery and cutlery, which are then allowed to air dry and are not stored away until dry.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See Safer Food Better Business)
- We use reliable suppliers for the food we purchase, and food deliveries are checked to ensure the temperature of the food in transit meets requirements and that food is safe to consume.

The quality of the food is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould. Stock checks are carried out regularly to ensure food is used within date.

Revised on 8TH October 2025

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- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before use as well as after use, adhering to the instructions of cleaning products to ensure adequate cleaning.
- There are separate facilities for hand washing 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.
- In exceptional circumstances food may be prepared off the premises. The same methods and controls are in place where possible and when external caterers are used the responsibility is placed upon them to cook and deliver food that can safely be consumed. Upon serving, the food will be checked by staff to ensure it is safe to eat and served at an appropriate temperature.

When children take part in cooking activities, they:

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

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness and diarrhoea are a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- 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 setting, the manager will contact the Environmental Health Department and the Health Protection Agency, 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 reasonably practicable, and always within 14 days of the incident.