

A Practical Guide to Food Safety and Nutrition for Early Years and Childcare Settings



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INTRODUCTION

The health and well being of children in Somerset is of paramount importance and we have a duty to ensure that we provide safe and nutritional food in our settings. This toolkit provides practical support to help achieve this and also gives guidance to practitioners on food safety and nutrition.

Healthy eating and physical activity are vital for proper growth and development in childhood. Research has shown a balanced nutritious diet impacts on children's ability to learn. Early years providers can encourage children to eat well and establish healthy eating patterns that will help set the foundations for their future health and well-being.

It is important that early years providers comply with the Statutory Framework for the Early Years Foundation Stage (September 2014) www.foundationyears.org.uk which gives the following requirements:

Food and drink

- 3.47. Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water must be available and accessible at all times. Providers must record and act on information from parents and carers about a child's dietary needs.
- 3.48. There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary including suitable sterilisation equipment for babies' food. Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.
- 3.49. Registered providers must notify Ofsted or the childminder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Source: EYFS 2014

Providers should also be aware of their responsibilities under food hygiene legislation which is enforced by local Environmental Health Officers. This includes the registration of premises with the relevant district Environmental Health Department. Please see Section 3 for contact details of District Councils. Information on regulation and legislation can be found on the Food Standards Agency website at www.food.gov.uk/enforcement/regulation.

Purpose of the toolkit

The purpose of the toolkit is to provide early years and childcare providers with information that can be used to ensure that they:

- comply with statutory requirements and guidance with regard to food safety and nutrition;
- provide parents with consistent food safety and nutritional advice.

The toolkit gives key guidance and signposts to recommended information on food safety and nutritional standards.

Who should use the toolkit

All early years providers and practitioners providing meals, snacks and drinks to children including:

- children's centres
- childminders
- private, voluntary and independent nurseries
- local authority maintained nurseries
- foundation units within primary schools
- pre-schools and playgroups
- out of school and holiday provisions

How to use this toolkit

The toolkit is divided into three sections:

- Food Safety
- Nutrition
- Resources for putting guidelines into practice (this section contains useful prompt sheets and templates).

This toolkit should be used as a reference guide in conjunction with other guidance such as:

- Food Portions Book 1-4
- **'Eat Better Start Better'** the voluntary food and drink guidelines for early years settings www.childrensfoodtrust.org.uk.
- Somerset County Council's Food Safety Policy www.somerset.gov.uk/eyproviderinfo

You can extract information for use in your policies or to create prompt sheets as reminders for all members of staff who have a responsibility for food safety and nutrition in any capacity.

Information sheets, sample menus and example templates have been included for use as required. If you already have effective systems in place and use your own checklists there is no need to alter your current practice.

Section One

FOOD SAFETY



FOOD SAFETY

All premises where food is handled, must comply with food safety legislation and it is a legal requirement to have an appropriate documented food safety management system in place. The type of food safety management system required in the setting depends on the level of food handling that is carried out. Use the table below to identify which level applies to your setting.

In addition, where food is handled on Somerset County Council owned and run premises, settings must comply with **SCC's Food Safety Policy** (November 2013) This can be downloaded from www.somerset.gov.uk/eyproviderinfo.

Food handling in Settings	Food Safety Management System (FSMS) required	Recommendations
Settings that provide meals prepared and served on site	<ul style="list-style-type: none"> Fully comprehensive FSMS including appropriate food safety training of all staff handling food. FSMS based on the principles of Hazard Analysis Critical Control Point (HACCP) Monitor and record fridge, freezer, core food temperatures daily 	<p>Food Standard Agency's Safer Food Better Business Pack</p> <p>See Section 3 of this toolkit</p> <p>Adapt relevant documents in Section 3 of this toolkit</p>
Meals brought into settings by a catering provider either from school or a private caterer. <p>Note: Includes those settings that provide mid morning/mid afternoon snacks, breakfast or tea.</p>	<ul style="list-style-type: none"> Catering provider has FSMS in place. Including recording the time and temperature of the food as it is put into the transportation boxes The setting should have their own FSMS including appropriate food safety training of all staff handling food. Monitor and record fridge, freezer temperatures daily and core food temperatures as necessary 	<p>Setting to keep a copy of the caterer's FSMS with their food safety documentation</p> <p>Food Standard Agency's Safer Food Better Business Pack</p> <p>Adapt relevant documents in Section 3 of this toolkit</p>
Settings that supply snacks and drinks only <p>Note: Includes settings that store children's lunch boxes</p>	<ul style="list-style-type: none"> Limited FSMS including appropriate food safety training of staff, monitoring and recording of fridge temperature and an appropriate cleaning schedule. 	<p>See Section 3 of this toolkit</p>

Hazard Analysis Critical Control Points (HACCP)

HACCP is a management system to address food safety by having an appropriate risk assessment process in place.

In Section 3 you will find several useful tables which are examples of HACCP systems. These help you to identify potential hazards from receiving raw food through to handling and consuming the finished product. The tables show you the control measures and monitoring that you can put in place.

Food brought in from home

In your setting children may be required to bring their own meals or snacks to eat. Always ensure that the food is labelled with the child's details and safely stored until it is needed and reheated safely. Refer to the Food Standard Agency's Safer Food, Better Business pack online for more advice.

If food is taken home by parents, instructions should be given concerning the correct storage, shelf life and if appropriate information on reheating.



Good Practice Tip

Use the Self-Audit Checklist on food safety in Section 3 of this toolkit to make sure you comply with best practice.

PREVENTING THE SPREAD OF HARMFUL BACTERIA

The following guidance is based on the Food Standards Agency Guidance (revised July 2014) on the control of cross-contaminates such as *E. coli* O157 at www.food.gov.uk.

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. Food businesses, like childminders and nursery settings, must practice good food hygiene at all times to make sure the food they produce is safe.

To ensure that your kitchen is safe from harmful bacteria please follow the guidelines below.

Always Separate

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 work areas, surfaces and equipment for raw and ready-to-eat foods is the only certain way of preventing contamination.



Stop bacteria spreading

Work areas: Provide separate working areas, storage facilities and clothing for the handling and storage of ready-to-eat food.

Storage: Use separate storage and display facilities, including refrigerators and freezers. Where separate units are not provided, the areas for different food use should be sufficiently separated and clearly identifiable.

Utensils: Separate chopping boards and utensils must be used for raw and ready-to-eat foods unless cleaned and disinfected between uses.

Cleaning products: Effective cleaning is essential to get rid of harmful bacteria and stop them spreading to food. Work surfaces and equipment should be washed regularly and disinfected between tasks. Single-use, disposable cloths should be used wherever possible.

Cleaning and disinfecting

Disinfection can be used to destroy bacteria from surfaces. 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 a cleaning product to remove visible dirt, food particles and debris, and rinse to remove any residue
- Apply disinfectant using the **correct dilution and contact time**, according to the manufacturer's instructions, and rinse with drinking 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:

Utensils: If using a dishwasher, water reservoirs should be kept above 80°C for at least 15 seconds. Dishwashers should be cleaned regularly, including the removal of food debris, plastic wrapping and limescale from the water jets, filters and drains.

Cloths: Re-usable cloths should be washed on a hot cycle, at 82°C or above, and dried between tasks.

Handle food hygienically

It is vital for people working with food to follow good personal hygiene practices to help prevent harmful bacteria spreading to ready-to-eat food by cross-contamination.

Handwashing

Anyone handling food should wash and dry their hands thoroughly before, using a recognised technique, for example from the Department of Health or the NHS. It is particularly important to wash your hands before touching ready-to-eat food, after going to the toilet, after touching raw meat or surfaces that might have come into contact with staff handling raw food. Single-use towels or air driers are recommended for drying hands hygienically.

Anti-bacterial hand gels should not be used instead of thorough handwashing!

NOTE: Encourage children to wash their hands before eating.

Handling food

Minimising direct contact with food will reduce the risk of harmful bacteria spreading.

Safety Tips

Use tongs and other utensils to handle food

- Keep hands clean to prevent contamination of handles.

Wear clean clothing or disposable aprons

- Change outer clothing (e.g. aprons and overalls) before handling ready-to-eat food.
- Wash hands after changing contaminated clothing and before putting on clean clothing.

Remember as well as preventing cross contamination it is important to:

- Cook food thoroughly –above 75°C
- Keep cold food cold – below 5°C
- Keep hot food hot – above 63°C

For further details refer to Section 3 in particular the guidance contained in the Hazard Analysis documents.

TEN GOLDEN RULES FOR FOOD HANDLERS



ALWAYS wash your hands before handling food, after using the toilet and regularly throughout the preparation, cooking and serving of food.

TELL your line manager at once of any skin, nose, throat or bowel trouble.

ENSURE cuts and sores are covered with waterproof dressings, preferably blue.

KEEP yourself clean, wear clean clothing and wear appropriate protective clothing.

DO NOT SMOKE or wear jewellery in a food room. Never cough or sneeze over food.

CLEAN as you go. Keep all equipment and surfaces clean.

PREVENT cross-contamination. Prepare raw and cooked food in separate areas if possible. Keep your hands off food as far as possible

COOK foods thoroughly. Keep food covered and either refrigerated or piping hot.

ENSURE waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.

TELL your line manager if you cannot follow the rules.



DO NOT BREAK THE LAW.

Section Two

NUTRITION



NUTRITION

Children’s Minister Sarah Teather said: “Healthy eating is at the heart of helping every child get the best start in life”

It is important to help children eat more healthily by establishing good food habits in their early years. A balanced and nutritious diet will help them learn and develop.

To ensure a balanced diet for children plan your meals around the four food groups: **Starchy foods, Fruit and vegetables, Meat, fish, eggs, beans and other non-dairy sources of protein, Milk and dairy foods.** Try to use a variety of combinations to make meals interesting.

The table below has been taken from Eat Better, Start Better guidance and gives a summary of the four food groups and the nutrients they provide.

Food groups	Examples of food included	Main nutrients provided	Recommended servings
Starchy foods	Bread, potatoes and sweet potatoes, starchy root vegetables, pasta, noodles, rice, other grains, breakfast cereals	Carbohydrate, fibre, B vitamins and iron	Four portions each day Provide a portion as part of each meal (breakfast, lunch, and tea) and provide as part of at least one snack each day
Fruit and vegetables	Fresh, frozen, canned, dried and juiced fruit and vegetables, and pulses	Carotenes (a form of vitamin A), vitamin C, zinc, iron and fibre	Five portions each day Provide a portion as part of each main meal (breakfast, lunch and tea) and with some snacks
Meat, fish, eggs, beans and non-dairy sources of protein	Meat, poultry, fish, shellfish, eggs, meat alternatives, pulses, nuts* * Be allergy aware	Protein, iron, zinc, omega 3 fatty acids, vitamins A and D	Two portions each day Provide a portion as part of lunch and tea (Two to three portions for vegetarian children)
Milk and dairy foods	Milk, cheese, yoghurt, fromage frais, custard, puddings made from milk	Protein, calcium and vitamin A	Three portions each day provided as part of meals, snacks and drinks

Source: ‘Eat Better, Start Better’ www.childrensfoodtrust.org.uk.

The guidance in Eat Better, Start Better gives plenty of suggestions to help you plan menus and also gives guidelines on drinks, and the use of fat, salt and sugar.

Sample menus can also be found in Section 3 of this toolkit.

Portion Control

Make sure children eat the right amount of food for their size and age. If they eat more than their bodies need this will convert to stored fat which in later life can lead to diseases like heart disease and type 2 diabetes. It is recommended that a healthy diet should consist of three main meals and two snacks per day.

(Refer to the Food Portions Book for 1-4 year olds) issued by the Department of Health)

Good practice tips

- Encourage children to eat a wide range of foods
- Offer tasters and samples of new or unfamiliar foods
- Plan weekly menus and display in advance
- Keep it simple
- Have positive and enthusiastic staff
- Drinking water should be available throughout the day
- Be allergy aware

Food allergies

All members of staff working in the setting must be food allergy aware. If a child eats a food that they are allergic to it can cause a very severe reaction called anaphylaxis which can in extreme cases result in death. As a business you have to be food allergy aware in order to comply with food safety legislation.

Early years practitioners should have robust written policies and procedures that clearly set out what needs to be done if a child suffers an allergic reaction. Every child with an identified food allergy should have their own individual emergency action plan to ensure that everyone knows what to do in such an event.

The common foods that children are allergic to include, peanuts, tree nuts, milk, eggs, wheat and fish. You can find out more from www.allergyuk.org.

Physical activity

In conjunction with a nutritious and balanced diet children need to take part in regular physical activity. The Department of Health recommends that all children under the age of five years should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

Physical activity includes all forms of activity, such as walking, active play and active games. Children are more likely to maintain a healthy weight if they are physically

active for at least 180 minutes (three hours) each day, as recommended for children under five years in the UK.



Good Practice Tip

Use the Self-Audit Checklist on nutrition in Section 3 of this toolkit to make sure you comply with best practice.

Example of good practice from Little Nippers

My name is Caroline Payne I am a childminder and I work alongside Sarah Stuttford, together we run Little Nippers Childminding. We have been operating since February 2009.

We provide meals and snacks for the children in our care, snacks are inclusive of the hourly rate charged and we charge separately for Breakfast, lunch and Afternoon tea (we make no profit from the monies we receive for the children's meals).

Our philosophy from the start has always been to provide the children in our care with well balanced and nutritional food that we would eat ourselves. All of us eat together from babies through to the school children and staff.

We used the Caroline Walker Trust training materials as a guide to help us start and then built up our knowledge.

We cook a varied and sometimes adventurous menu which encourages the children to try new taste sensations, some are successful and some are not!

We do not employ a cook we have always cooked the meals ourselves and therefore have established a good routine around mealtime which allows us the time to prepare the meals and clean up afterwards.

Sarah and I are proud of the meals we provide for the children, some are classic favourites like spaghetti bolognaise and some are more unusual like our chicken tagine. Our mealtimes are for us all to sit together and eat and to talk about our day or just to sit and enjoy the food.

HANDY TIPS

- Choose meals which can be prepared within an hour.
- Think about dishes which can be prepared in the morning and put in the oven to cook as you are caring for the children eg lasagne, cottage pie.
- Try new tastes within a meal you know the children enjoy. e.g. New vegetables incorporated within a pie or pasta sauce.
- Don't be put off an unusual recipe, try it; young children are not biased about trying new tastes.
- Some meals we have served are not instantly popular but we try it a few times and the children get used to a new taste. If it really doesn't go down well at least you tried.
- Annabel Karmel recipe books are great. We use recipes from her books titled 'Feeding your baby and toddler' and 'After school meal planner'.
- Always use good health and hygiene practices. As childminders, we are registered with the South Somerset Food and Safety unit and we refer to their Safer Food Better Business for Childminders folder.
- We tailor the meals we provide for weaning babies or we prepare an alternative.

Section Three

Resources for putting guidelines into practice

SELF AUDIT CHECKLIST – FOOD SAFETY	
Are written Food Safety procedures on site and used?	
Are the appropriate records kept up to date?	
Is a Fridge and Freezer Temperatures record maintained?	
Do you record the temperature of food when it is cooked? [75c]	
Do you maintain a Cleaning Record?	
Is food correctly stored?	
Is a clean, calibrated food probe correctly used?	
Is all 'high risk' hot food held at or above 63C?your	
Is all 'high risk' cold food served at or below 8C?	
Are fridges operating at 8C or below? [recommend 5C or below]	
Are freezers operating at -18C or below?	
Is good personal hygiene demonstrated?	
Is regular hand washing carried out using hot water, anti-bacterial soap and disposable hand towels?	
Are chopping boards, utensils, pots and pans etc clean?	
Are all food and hand contact surfaces sanitised?	
Are the service tables and equipment sanitised?	
Are chilled foods reheated to 82c before serving and recorded?	
Are all staff handling and serving food wearing suitable protective clothing?	
Do staff follow the correct procedures for illnesses, particularly stomach upsets/ diarrhoea?	
Is there a visual check for pest control carried out regularly?	
Are there appropriate facilities for the disposal of food waste?	
Have staff who handle packed food received induction training in food safety?	
Have staff handling open food received formal Level 2 food safety training?	
Has refresher training in the principles of food safety been received in line with the SCC Food Safety Policy? (5 years)	
Are the premises of appropriate/sound construction and maintained?	
Is the equipment, including ventilation, maintained properly?	
Is the kitchen clean?	
Are suitable cleaning chemicals in use and adequately stored?	
Are washing up facilities and procedures adequate?	
Are containers for the transportation of food of a suitable specification and in good order?	

NOTE: Not all questions apply to all settings this is dependent on the type of services you provide. If your answer is No and the question is applicable, then you will need to identify how you can remedy the issue and implement in your setting.

CLEANING SCHEDULE

Commencing:

TASK	FREQUENCY	MATERIALS AND METHODS	SPECIAL PRECAUTIONS	COMPLETED DATE AND INITIALS	CHECKED DATE AND INITIALS

HAZARD ANALYSIS – To be followed by early years providers on SCC premises e.g. Children's Centres

CRITICAL CONTROL POINTS FOR FROZEN READY TO SERVE FOODS

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Frozen Food Supply	Bacterial growth Physical contamination	Good Suppliers Delivery at -18°C or below Properly date marked Reject goods with damaged packaging	Use reputable supplier Check all goods for temp, date and condition	Avoid poor suppliers Reject bad deliveries out of specification
Storage	Growth of bacteria Additional contamination	Store -18°C or below Wrap foods Label and date Clean freezers	Check freezer temps at least daily and record Visual checks Cleaning schedules	Adjust and /or repair Re wrap if necessary and organise freezer space Clean again.
Defrost	Growth of bacteria Additional contamination	Defrost in fridge at 5°C or below with drip tray in place Staff hygiene Correct position in fridge (above potential contaminants) Good cleaning Maintenance of equipment	Check fridge temps at least daily and record Visual checks Cleaning schedules Visual check	Adjust and /or repair Retrain staff Clean again Record maintenance request
Storage (holding for service)	Growth of bacteria Additional Information	Store below 5°C Correct position in fridge Cover food Maintenance/sanitizing of utensils Good cleaning	Check fridge temps at least daily and record Visual checks Cleaning schedules	Adjust and/or repair Retrain staff Clean again

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Serve	Growth of bacteria More contamination	Either serve from refrigerated cabinet at 5°C or below, or serve at room temperature taking food from refrigerated store only as and when required. Keep covered, if possible, and dispose of left-over's within 4 hours. Staff hygiene Maintenance and sanitizing of utensils	Check fridge temperatures at least daily and record Check time service commenced Visual checks Cleaning schedules Visual check	Adjust and /or repair Dispose after 4 hours Retrain Staff Clean again

CRITICAL POINTS FOR FROZEN FOOD REQUIRING REHEATING OR COOKING OFF

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Frozen Food Supply	Bacterial Growth Physical contamination	Good supplies. Delivered and store at - 18°C or below, wrapped, date marked and labelled	Use reputable supplier Check all deliveries for temp, date, condition	Avoid poor suppliers Reject deliveries out of specification
Storage	Growth of bacteria Additional Information	Store at - 18°C or below Clean freezers Ensure foods are wrapped and labelled with contents and date code	Check fridge/freezer temps at least daily and record Cleaning schedules Visual checks	Adjust and/or repair Clean again Re-wrap foods and /or reorganise deep freeze storage
Preparation for cooking	Growth of bacteria if too long at room temp. Additional Information	Defrost if required under refrigerated conditions with drip tray in place Prepare quickly in cool conditions Good cleaning Trained staff	Visual checks Time Check Cleaning schedules Visual checks	Put surplus food into chill Stop preparation until clean Retrain staff
Cooking (if undertaken)	Survival of bacteria	Cook thoroughly. Food must reach temps above 75 °C at the centre. Meat must reach above 75 °C at the centre or thickest part	Check temp with food probe.	Continue cooking until temp is achieved.
Reheating (if undertaken)	Survival of bacteria	Reheat thoroughly. Food must reach temps above 82 °C at the centre. Meat must reach above 82 °C at the centre or thickest part	Check temp with food probe.	Continue reheating until temp is achieved.
Storage	Growth of bacteria	Hot food kept at 63°C or above and disposed of after 2 hours Cold food - store below 5°C Use by the end of next day	Check temp. At least daily and record Code with day of cooking. Check codes	Adjust or repair equipment if faulty Discard if out of date

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Portioning	Contamination Growth of bacteria	Clean and sanitise food contact surface Trained Staff Portion quickly keeping hot food at 63°C or above or chill within 90 minutes and refrigerate	Cleaning schedules Visual checks Check temp of hot holding Check time lapse and temperature of chilled food	Stop portioning until clean Adjust or repair faulty equipment Reorganise work practices in order to reduce heat in food quicker
Serve	Growth of bacteria More contamination	Keep hot food at 63 °C or hotter Dispose of after 2 hrs Serve cold food from refrigerated cabinet or serve at room temperature and dispose of leftovers within 4 hrs. Clean environment - Maintenance/sanitising equipment Staff hygiene Keep food covered where possible	Check cold holding temp Check holding times. Check cold holding temp Check holding times Check cleaning schedule	Repair equipment if faulty or adjust Dispose of leftover food Clean again Retrain staff

CRITICAL POINTS FOR STEWS, CASSEROLES, STOCKS, SAUCES AND SOUPS

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Raw food supply	Excessive bacterial contamination	Good suppliers Delivery of high risk foods at 5 °C or below or transport in a cool box Approximately packed and date marked	Check supplier Check all deliveries for temp, date, condition	Avoid poor suppliers Reject deliveries out of specification
Storage	Growth of bacteria Extra contamination	Store appropriately, high risk foods below 5 °C Clean fridges Separate foods	Check fridge temps daily and record Cleaning schedules Visual checks	Adjust and /or repair Clean again Move foods apart
Preparation for cooking	Growth of bacteria if too long at room temp. Additional contamination	Prepare quickly in cool conditions Good cleaning Staff hygiene	Time checks Cleaning schedules Visual checks	Put surplus food into chill Stop preparation until clean Retrain staff
Cooking	Survival of bacteria	Cook thoroughly. Food must reach temps above 75 °C at the centre or thickest part	Check temp with food probe	Continue cooking until temp is achieved.
Portioning	Contamination Growth of bacteria	Clean and sanitise food contact surfaces Staff hygiene Portion quickly, hot food must be kept at 63 °C or hotter	Visual checks Cleaning schedules Visual check Check temp for hot storage	Stop preparation until clean Retrain staff Maintain heat before going on
Storage	Growth of bacteria	Temperature above 63 °C	Check temperature of hot cupboard	Adjust or repair equipment if faulty

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Serve	Growth of bacteria Toxin production More contamination	Keep at 63 °C or hotter Dispose of hot food after two hours Cold food may be kept at ambient temperature for up to 4hrs only Clean environment	Check hot holding temperature Check time service commenced Time check Cleaning schedule	Dispose of hot food after 2 hours Repair or adjust equipment Dispose of cold food kept longer than 4hrs at ambient temperature Clean again

CRITICAL POINTS FOR COOKING FRESH FOOD

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if it's not right?
Receipt of food	Bacterial contamination Physical contamination	Good Supplier Delivery of high risk foods at 5° C or below or transport in a cool box. Date marked with either date of purchase or >use by= date. Reject goods with damaged packing	Use reputable supplier Check goods for temperature, date, condition	Avoid poor suppliers Reject goods out of specification
Storage	Growth of bacteria Additional contamination	Store at 5°C or below if appropriate Date label food, wrap/cover. Store in correct position in fridge Use by recommended date Clean fridge	Check fridge temperature daily and record Visual checks Cleaning schedule	Adjust or repair Dispose if out of date Clean again
Preparation for Cooking	Growth of bacteria and Additional contamination	Limit time at room temperature. Maintenance and sanitizing utensils and equipment and hand contact surfaces. Effective cleaning Staff hygiene Staff food handling training	Time check Cleaning schedule Visual check and training records.	Return to refrigerated conditions Clean again Retrain
Cooking	Survival of bacteria	Cook thoroughly. Food must reach 75°C at the centre or thickest part	Check temperature with food probe	Continue cooking until temperature is achieved.
Portioning	Contamination Growth of bacteria	Clean and sanitise food contact surfaces. Staff hygiene Portion quickly	Visual checks Cleaning schedules Visual check and training record Check temperature is 63°C or above.	Stop portioning until clean Return food to heat Retrain Reorganise work practice
Serve	Growth of bacteria More contamination	Keep at 63°C or hotter for no more than 2 hrs. Dispose of unused food Clean environment Clean food handling practices	Check hot holding temperature is at least 63°C with temperature probe. Check storage time. Cleaning schedule Visual check	Repair or adjust equipment if faulty Clean again Retrain

CRITICAL POINTS FOR SALADS/SANDWICHES AND FRESH FOODS NOT REQUIRING REHEATING

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Fresh food supply	Excessive bacterial contamination Physical contamination	Good suppliers deliver at safe temperatures or transport in a cool box properly date marked. Reject goods with damaged packaging.	Check supplier Check all deliveries for temperature, date and condition. Chilled food to be 5 °C or below.	Avoid poor suppliers Reject deliveries out of specification.
Storage	Growth of bacteria Additional contamination	Store at a safe temperature. High risk foods to be refrigerated at 5 °C or below with adequate space avoiding cross contamination. Clean storage areas Rotate stock and use within date code	Temperature checks of refrigeration at least daily and record Visual check Cleaning schedules Visual checks	Adjust and/or repair Move foods apart Clean again Dispose of out of date food
Preparation	Growth of bacteria if too long at room temperature Additional contamination	Prepare quickly in cool conditions Wash well or sanitize, as appropriate. Good cleaning and maintenance or equipment and utensils. Staff hygiene	Time check Visual checks Cleaning schedule Visual check Visual check	Put surplus food into chill Wash again Clean again Request maintenance Retrain staff
Storage	Growth of bacteria Additional contamination	Store at temperature below 5 °C Cover food Label with date of production Use by end of next day Clean fridge	Temperature checks at least daily and record. Visual checks Cleaning schedules	Adjust and/or repair Dispose of out of date food Clean again
Service	Growth of bacteria Additional contamination	Either serve from a refrigerated cabinet at 5 °C or below, or serve at room temperature. Keep food covered if possible and dispose of leftovers after 4 hours Staff hygiene Maintenance and sanitizing of utensils	Temp checked and recorded Visual checks Staff training Cleaning schedules	Adjust and/or repair Dispose of leftovers after 4 hours Retrain staff Clean again

CRITICAL POINTS FOR FROZEN FOOD REQUIRING REHEATING OR COOKING OFF

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Frozen Food Supply	Bacterial Growth Physical contamination	Good supplies. Delivered and store at - 18°C or below, wrapped, date marked and labelled	Use reputable supplier Check all deliveries for temp, date, condition	Avoid poor suppliers Reject deliveries out of specification
Storage	Growth of bacteria Additional Information	Store at - 18°C or below Clean freezers Ensure foods are wrapped and labelled with contents and date code	Check fridge/freezer temps at least daily and record Cleaning schedules Visual checks	Adjust and/or repair Clean again Re-wrap foods and /or reorganise deep freeze storage
Preparation for cooking	Growth of bacteria if too long at room temp. Additional Information	Defrost if required under refrigerated conditions with drip tray in place Prepare quickly in cool conditions Good cleaning Trained staff	Visual checks Time Check Cleaning schedules Visual checks	Put surplus food into chill Stop preparation until clean Retrain staff
Cooking (if undertaken)	Survival of bacteria	Cook thoroughly. Food must reach temps above 75 °C at the centre. Meat must reach above 75 °C at the centre or thickest part	Check temp with food probe.	Continue cooking until temp is achieved.
Reheating (if undertaken)	Survival of bacteria	Reheat thoroughly. Food must reach temps above 82 °C at the centre. Meat must reach above 82 °C at the centre or thickest part	Check temp with food probe.	Continue reheating until temp is achieved.
Storage	Growth of bacteria	Hot food kept at 63°C or above and disposed of after 2 hours Cold food - store below 5°C Use by the end of next day	Check temp. At least daily and record Code with day of cook. Check codes	Adjust or repair equipment if faulty Discard if out of date

Step	Hazards What can go wrong here?	Control What can I do about it?	Monitoring How can I check?	Corrective Actions What if its not right?
Portioning	Contamination Growth of bacteria	Clean and sanitise food contact surface Trained Staff Portion quickly keeping hot food at 63 °C or above or chill within 90 minutes and refrigerate	Cleaning schedules Visual checks Check temp of hot holding Check time lapse and temperature of chilled food	Stop portioning until clean Adjust or repair faulty equipment Reorganise work practices in order to reduce heat in food quicker
Serve	Growth of bacteria More contamination	Keep hot food at 63 °C or hotter Dispose of after 2 hrs Serve cold food from refrigerated cabinet or serve at room temperature and dispose of leftovers within 4 hrs. Clean environment - Maintenance/sanitising equipment Staff hygiene Keep food covered where possible	Check cold holding temp Check holding times. Check cold holding temp Check holding times Check cleaning schedule	Repair equipment if faulty or adjust Dispose of leftover food Clean again Retrain staff

FOOD TEMPERATURE RECORDING CHART

A food temperature probe should be used every time food is cooked to ensure that the correct safe temperature is reached at the centre of the food. This is **75°C or above** for freshly cooked food and **82°C or above** for reheated food.

[illegible]

FRIDGE/FREEZER TEMPERATURE RECORDING CHART

The temperature of all refrigerators and freezers should be monitored and recorded at least once a day. Fridges should be running at **5°C or below** and freezers at **-18°C or below**. Should the temperature recorded be above these temperatures then remedial action should be put in place and recorded.

[illegible]

SELF AUDIT CHECK LIST - NUTRITION	
Are you aware of the guidance on portion size available, and do you follow it?	
Does the meal served match the menu?	
Are medical/vegetarian/religious diets available on request?	
Are fried foods restricted?	
Is salt restricted in cooking and none available to children?	
Is at least one item of bread, cereals or potatoes available daily? [starchy food]	
Does starchy food make up about 1/3 of the diet?	
Are wholegrain varieties of starch offered in moderation?	
Are fruit and vegetables offered regularly throughout the day? [4 -5 types across a whole day]	
Is fresh drinking water available, with clean cups, at all times?	
Are water, milk & diluted pure fruit juice the only drinks offered?	
Is fruit juice offered with meals diluted to 1 part juice to 1 part water?	
Do all main meals [lunch / tea] contain meat, fish or other source of protein?	
Is oily fish offered at least once every three weeks?	
Are raw and partially cooked eggs avoided?	
Are whole nuts, peanuts and other potential choking hazards avoided?	
Are allergy plans in place for children at risk?	
Are 3 servings [300 - 400ml] of milk offered daily?	
Are children up to the age of 2 years offered full fat milk?	
Are yoghurts and fromage fraies with high sugar content [above 15g per 100g] avoided?	
Are foods high in fat, salt and sugar restricted?	
Are artificially sweetened foods and drinks avoided?	

SAMPLE MENUS

Menu 1: An example menu for 1-4 year olds in child care

	Monday	Tuesday	Wednesday	Thursday	Friday
Mid morning snack e.g. 10:00am with milk	Canned peaches in juice Whole milk yoghurt	Tabbouleh Breadsticks Cherry tomatoes	Vanilla yoghurt with banana	Finger food selection of: sliced grapes, celery & red pepper	Wholemeal savoury pancakes with butter Apple chunks
Lunch e.g. 12:00 -1:00 pm Water & diluted fruit juice available	Chicken Korma Brown Rice Naan bread Fresh fruit salad	Lamb Burgers Bubble & Squeak Rice pudding with sultanas	Sardines on toast Sliced tomato Milk jelly with mandarins	Vegetable lasagne Mixed salad Stewed apples & custard	Cottage pie Peas Broccoli Rhubarb crumble
Mid afternoon snack e.g. 3:00pm with milk	Cucumber & carrot sticks Pitta bread Mint & cucumber dip	Popcorn Sliced pear	Wholemeal toast fingers with margarine Apple	Paprika potato wedges Cheese chunks Orange	Fromage Frais with pineapple
Tea e.g. 5:00pm Water & diluted fruit juice available	Egg & cress sandwiches Lettuce Cherry tomatoes Banana custard	Tuna & sweetcorn pasta Cucumber Red Peppers Fromage frais Satsuma	Savoury omelette Baby jacket potatoes Semolina with pears	Baked beans & white toast squares Yogurt with dates	Chicken & vegetable couscous salad Fresh fruit jelly

Source: CWT Eating Well for Under-5s in Child Care report

Drinking water should be available throughout the day

Menu 2: An example vegetarian menu for 1-4 year olds in child care

	Monday	Tuesday	Wednesday	Thursday	Friday
Mid morning snack e.g. 10:00am with milk	Breadsticks Houmous dip & cherry tomatoes	Wholemeal savoury pancakes with butter Celery sticks	Apple chunks & sliced grapes	Yoghurt with sliced banana	Wholemeal toast fingers with soft cheese Carrot sticks
Lunch e.g. 12:00 -1:00 pm Water & diluted fruit juice available	Vegetarian Bolognese with wholemeal spaghetti Semolina pudding with dates	Stuffed peppers Potato Salad Bean sprouts & cherry tomato salad Banana custard	Broccoli quiche Mashed potato Baked beans Stewed fruit with greek yoghurt	Chickpea fritters Sweet potato Sweet corn Green beans Milk jelly with mandarin	Mixed bean casserole New potatoes Petit Pois Swede Fresh fruit salad
Mid afternoon snack e.g. 3:00pm with milk	Cucumber & carrot sticks Cream crackers with soft cheese	Fromage frais with canned peach	Breadsticks with mint & cucumber dip Kiwi	Popcorn Apple chunks	Mini bowl of curried salad Sliced yellow & orange pepper
Tea e.g. 5:00pm Water & diluted fruit juice available	Egg & cress sandwiches Lettuce Fruit flan	Wholemeal pasta swirls Chickpea salad Cucumber & carrot sticks Greek yoghurt with orange	Vegetable couscous Mixed salad Homemade coleslaw Rice pudding with sultanas	Baby jacket potatoes with ratatouille sauce Oaty fruit crumble with custard	Quorn burger in a bun Lettuce & tomato Orange & lemon rice

Source: CWT Eating Well for Under-5s in Child Care report

Drinking water should be available throughout the day

Allergy Checklist

Question	Yes/No	Action required
Do you and your staff know which children have a food allergy?		
Is the information regarding children who have allergies accessible?		
Are all staff trained on food allergens?		
Do staff receive regular training on food allergies?		
When planning play activities such as food tasting do you consider allergies?		
In the kitchen do you store food that can cause allergic reactions separately from other food products?		
Have you got risk assessments and individual plans/protocols in place for children who have a food allergen?		
Are staff trained in the use of an Epi pen?		
Name: Signature:		Date:

USEFUL LINKS/REFERENCES

Early Years settings providing food and drink must register their premises with their local Environmental Health Department:

Mendip District Council	01749 648999 www.mendip.gov.uk
Sedgemoor District Council	0845 408 2540 www.sedgemoor.gov.uk
South Somerset District Council	01935 462462 www.southsomerset.gov.uk
Taunton Deane Borough Council	01823 356356 www.tauntondeane.gov.uk
West Somerset Council	01643 703704 www.westsomersetonline.gov.uk

Eat Better Start Better - *Recommended Guidance*

Voluntary Food and Drink Guidelines for Early Years Settings in England.

www.childrensfoodtrust.org.uk

SCIL (Somerset Centre for Integrated Learning)

Somerset's strategic vision for Early Years and Childcare is to support and develop high quality early years education and childcare provision which is accessible, affordable, responsive and sufficiently flexible to meet the needs of the children.

www.scilearning.org.uk

Caroline Walker Trust's Eating Well for Under 5's in Childcare

Training materials providing lots of useful information about foods, recipes and menu planning can be obtained online.

www.cwt.org.uk

Safer food, better business - childminders

The Food Standards Agency has produced a "Safer Food, better business for childminders" pack on-line especially for childminders. The pack gives simple, straightforward advice on food safety including information on feeding babies and children, cooking, cleaning, chilling and looking after a child with a food allergy.

<http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders>

Somerset County Council Food Safety Policy

View the Somerset Food Safety Policy on the SCC early years web pages under the heading Information and Resources

www.somerset.gov.uk/eyprovid erinfo

Allergies

Information on allergies, supporting children with allergies and developing an allergy plan.

www.allergyuk.org

Food Allergen Labelling

People with food allergies have to be extremely careful about what they eat. Food labelling is therefore very important to those with food allergies as there can be potentially serious consequences from eating food that they are allergic to. The Food Standards Agency explains new food labelling rules from December 2014.

<http://www.food.gov.uk/science/allergy-intolerance/label>

<p><u>Allergen Information for Loose Foods</u></p> <p>The Food Standards Agency has produced a leaflet with advice on the new Food Information Regulations for small and medium food businesses.</p>	<p>https://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoods/leaflet.pdf</p>
<p><u>HENRY (Health Exercise Nutrition in the Really Young)</u></p> <p>HENRY is an exciting new initiative designed to tackle early childhood obesity by training community and health practitioners to work more effectively with parents and young families. HENRY offers a variety of courses and training opportunities for individuals and organisations.</p>	<p>www.henry.org.uk</p>
<p><u>Healthy Eating – Live Well – NHS Choices</u></p> <p>Find recipes, tips and advice on what to feed you and your family. The website also has many tools and self assessments to help you live a healthy life and change the way you eat.</p>	<p>www.eatwell.gov.uk</p>
<p><u>5 a day</u></p> <p>A few small changes can help you and your family get the recommended five portions of fruit and vegetables a day. Find meal planners for all the family including packed lunch ideas!</p>	<p>www.nhs.uk/LiveWell/5ADAY</p>
<p><u>Let's Get Cooking</u></p> <p>Let's Get Cooking is a national network of cooking clubs for children, families and their communities across England. New clubs are recruited in small geographical clusters, so that they can build up a local network and attend nearby training events. Visit the website for more information and details on how you can get involved.</p>	<p>www.letsgetcooking.org.uk</p>
<p><u>Change 4 Life</u></p> <p>Change 4 Life offers a variety of meal plans for all the family and lots of fun ideas to keep families active.</p>	<p>www.nhs.uk/change4life.co.uk</p>

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