

# New Monkland Nursery Class



***Getting it Right for Every Child***

## Food Storage and Preparation Policy



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Nurture      Mindful      Passion      Successful



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### Toucan spray

#### **Rationale**

This policy has been devised to comply with Health and Safety legislation and practice. It is essential this policy is put into practice and all staff act consistently when following procedures outlined within.

#### **Food Storage**

- The fridge is cleaned every week. This is logged by a staff member.
- The fridge temperature should be checked on a daily basis. The temperature should be 5° or under. This is logged on daily risk assessment paperwork and stored in completed paperwork folder.
- The fridge must be kept clean at all times, with particular attention paid to the seal area around the door.
- Check dates on milk cartons and use oldest dates first. Milk to be taken out fridge just before use.
- All fruit and vegetables must be removed from their plastic bags, as the goods will sweat.
- Vegetables should be stored at the bottom of the fridge and fruit in the basket within the cupboard.
- Items such as bread, crackers, rice cakes, and so on should be stored appropriately with attention paid to sell-by dates.
- A common-sense approach to using food and storing food should be followed, i.e. do not leave out too many items that could go to waste.
- Sell-by dates regularly checked on all food packages.
- Open packages will be dated and consumed as soon as possible.
- All food waste to be disposed of into food bin and emptied daily.

#### **Food Preparation**

- Staff must be familiar with any specific dietary requirements and/ or allergies. A record of these is contained in a folder in medical cupboard.
- All surfaces at snack, including the table, worktop and sink area, should be kept clean and hygienic at all times.
- Bacterial spray should be used before and after each session.

- Antibacterial spray bottles should be clearly labelled and instructions followed by the cleaning supervisor.
- Staff must wash their hands before handling food.
- Aprons must be worn at all times during food preparation.
- A brush, mop and small brush and pan should be available at all times (Black is used for food areas) as spillages should be cleaned immediately.
- Paper towels and paper rolls must be kept fully stocked.
- No metal items prone to rust should be put in the dishwasher.
- Fruit and vegetables should be washed under running water before being offered to the children. Sink is clearly labelled.
- Children should wash their hands before snack.
- All hot food must be tested with a food probe and have reached the required safe temperature - 75° - as highlighted in the Food Hygiene Handbook. The food must be cooked to the manufacturer's requirements.
- Coloured chopping boards should be used in line with guidance displayed in the kitchen area.

**The following procedures must be followed when using the cooker, microwave and induction hob within playroom and school kitchen area.**

- The cooker /I.H. / Microwave should only be used if there is more than one adult in the playroom.
- The cooker /I.H. / Microwave should never be left unattended.
- Each time the cooker /I.H. / Microwave is in use safety issues must be highlighted and discussed with the nursery children.
- The area surrounding the cooker should be highly supervised and risk assessed while in use. It may require to be sectioned off to ensure children's safety.
- The cooker /I.H. / Microwave must be cleaned before and after use.
- Oven gloves must be worn by staff.
- Staff should ensure no wires are hanging near the cooker /I.H. / Microwave.
- Fire extinguishers are located in each playroom. This is serviced annually by Chubb.
- A fire blanket is located next to the snack area.
- Staff should be mindful that if the rings are used due to the high temperature and necessary cooling down period. (playroom) they require close supervision and risk assessment carried out when in use.
- If using cooker within the school, children will be aware of safety rules and supervised in smaller ratios when in the cooking area.
- All cooking utensils will be checked regularly for any defects and replaced accordingly.

Food Standards Agency - Guidance: <https://www.food.gov.uk/here-to-help>

### **UNCRC Links**

**Article 3:** All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

**Article 24:** You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

**Article 27:** You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.