



Registered Charity # 1203754

## Food Hygiene and Safety Policy

### Introduction

Houghton and Wyton Pre-school is committed to ensuring a clean, safe, and healthy environment in which food is stored, handled, and served responsibly. We follow all relevant food hygiene legislation and the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework (2025).

### Aim

To provide a safe, clean, and hygienic environment that supports children's health, development, and learning by ensuring high standards of food hygiene and safety.

### Objectives

We will achieve this by:

- Ensuring staff are trained in food hygiene and follow all safety procedures.
- Conducting regular risk assessments in line with the Hazard Analysis and Critical Control Point (HACCP) principles.
- Maintaining clear records of cleaning schedules and food handling practices.
- Promoting allergy awareness and adhering to food safety guidance for children with dietary needs.
- Collaborating with parents to support nutritional choices and manage individual food requirements.

### Roles and Responsibilities

- Pre-school Manager: Oversees food hygiene practices, staff training, allergy procedures, and ensures compliance with statutory guidance.
- Deputy Managers: Support implementation of hygiene protocols and help maintain allergy records.
- All Staff: Follow food safety procedures and maintain hygiene standards at all times.
- Parents: Share up-to-date allergy and dietary information and avoid sending prohibited foods (e.g. nuts).

### Implementation Procedures

#### Staff Training and Oversight

- All staff involved in food handling hold up-to-date food hygiene certificates.
- The Pre-school Manager monitors compliance and updates allergy procedures as needed.

#### Food Preparation and Handling

- No meals are prepared on-site. Snacks are managed in line with hygiene and allergy protocols.
- Food handlers:
  - Wash hands and cover cuts with blue plasters.
  - Use colour-coded knives and chopping boards.
  - Separate raw and cooked foods.
  - Wash all fruits and vegetables thoroughly.
  - Cover food left out for cooling.
  - Do not heat food for children in microwaves.

#### Purchasing and Storage of Food

- Food is purchased from reputable suppliers.
- Pre-packed food is checked for allergens and this information is shared with parents.



- Loose food allergen details are obtained from retailers and communicated.
- Staff ensure:
  - No nuts or nut-containing products are brought in.
  - Food is stored in sealed, labelled containers.
  - Expiry dates are checked; expired food is discarded.
  - Fridges are maintained at 0–5°C and checked daily.
  - Fruits and vegetables are washed before refrigeration to reduce E. coli risk.
  - Staff personal food is kept in a designated area.

### **Allergy Awareness and Risk Management**

- A display of children's food allergies and dietary needs is kept updated (at least termly).
- Allergy information is sourced from parents during enrolment and reviewed regularly.
- Allergy risks are managed through:
  - Labelled lunch boxes
  - Risk assessments for individual children
  - Seating children with allergies near staff
  - Ensuring children are not singled out
  - Using non-bleach cleaners to clean tables before and after meals

### **Serving of Food and Lunchboxes**

- Parents are encouraged to pack balanced, healthy lunches.
- Food allergens in pre-school-provided foods are clearly labelled.
- Cooking activities follow dietary guidelines and could include all four food groups:
  - Meat/fish/protein alternatives
  - Dairy
  - Cereals and grains
  - Fruit and vegetables
- Staff serving food follow hygiene protocols, including handwashing and wound covering.

### **E. coli Prevention**

- Staff follow Food Standards Agency guidance on E. coli O157 prevention when handling unprocessed produce.

### **Review and Monitoring**

- The policy is reviewed annually by the Board of Trustees or earlier if guidance or procedures change.
- Records are reviewed termly and spot-checked to ensure compliance.

### **Record Keeping & Confidentiality**

- Cleaning logs, fridge temperature checks, allergy information, and incident reports are securely maintained.
- Confidential medical information is stored in individual children's files and only accessed when necessary.

### **Communication and Accessibility**

- Policies are available via the pre-school website, Family platform, and upon request.
- Information is shared with parents at enrolment and updated regularly.

### **Legislation and Guidance**

This policy is informed by:



Registered Charity # 1203754

---

- Regulation (EC) 852/2004 on the hygiene of foodstuffs
- Food Information Regulations 2014
- Food Safety Act 1990
- Childcare Act 2006
- Health and Safety at Work etc. Act 1974

#### **Further Guidance**

- *Safer Food, Better Business* (Food Standards Agency)
- *Allergen Information for Loose Foods* (FSA, 2017)
- *E. coli O157 Guidance* (FSA)
- *Eat Better, Start Better* (Action for Children, 2017)
- *Example Menus for Early Years Settings* (Public Health England, 2017)

#### **Acknowledgment**

All members of the Houghton and Wyton Pre-school community are required to read and acknowledge this policy. By doing so, they agree to adhere to its procedures and support a safe, inclusive, and hygienic environment for all.



Registered Charity # 1203754

---

## **Legislation and Guidance**

This policy adheres to the following legislation:

- Regulation (EC) 852/2004 on the hygiene of foodstuffs
- Food Information Regulations 2014
- Childcare Act 2006
- Health and Safety at Work etc. Act 1974
- Food Safety Act 1990

## **Acknowledgment**

All members of the Houghton and Wyton Pre-school community, including staff, trustees, volunteers, parents, and carers, are required to acknowledge that they have read and understood this policy. By doing so, they agree to adhere to its principles and contribute to a safe and hygienic environment.