

Nursery Food Safety Management System

1.0 Introduction

The Food Safety Management System has been designed to assist Aberdeenshire Council Early Years Catering Operations to comply with EU Directive No 852/2004 Article 5 (retained) & Food Hygiene (Scotland) Regulations 2006. It has been developed using a Hazard Analysis and Critical Control Point (HACCP) based system.

HACCP is a widely accepted Food Safety Management System. The main aim of HACCP is to focus attention on critical points in the operation and to take measures to ensure that problems do not occur.

Everyone involved in the food industry must understand the importance of good food hygiene practices and of the need to handle food in a safe, clean environment.

Explanation of HACCP

To understand HACCP based procedures think of the catering operation as a sequence of process steps. The first step is the purchase of food and the last step is serving it to the customers.

2.0 Flow Chart

3.0 HACCP Charts – Shows potential Hazards at Critical Control Points and demonstrates Corrective Action.

- 3.1 Receipt
- 3.2 Storage
- 3.3 Preparation
- 3.4 Reheating
- 3.5.1 Hot Hold
- 3.5.2 Cold Hold
- 3.6.1 Hot Service
- 3.6.2 Cold Service

4.0 House Rules – Explains day to day safe working practices.

- 4.1 Personal Hygiene
- 4.2 Temperature Control
- 4.3 Cleaning
- 4.4 Stock Control
- 4.5 Prevention of Contamination
- 4.6 Waste Control
- 4.7 Pest Control
- 4.8 Maintenance
- 4.9 Training

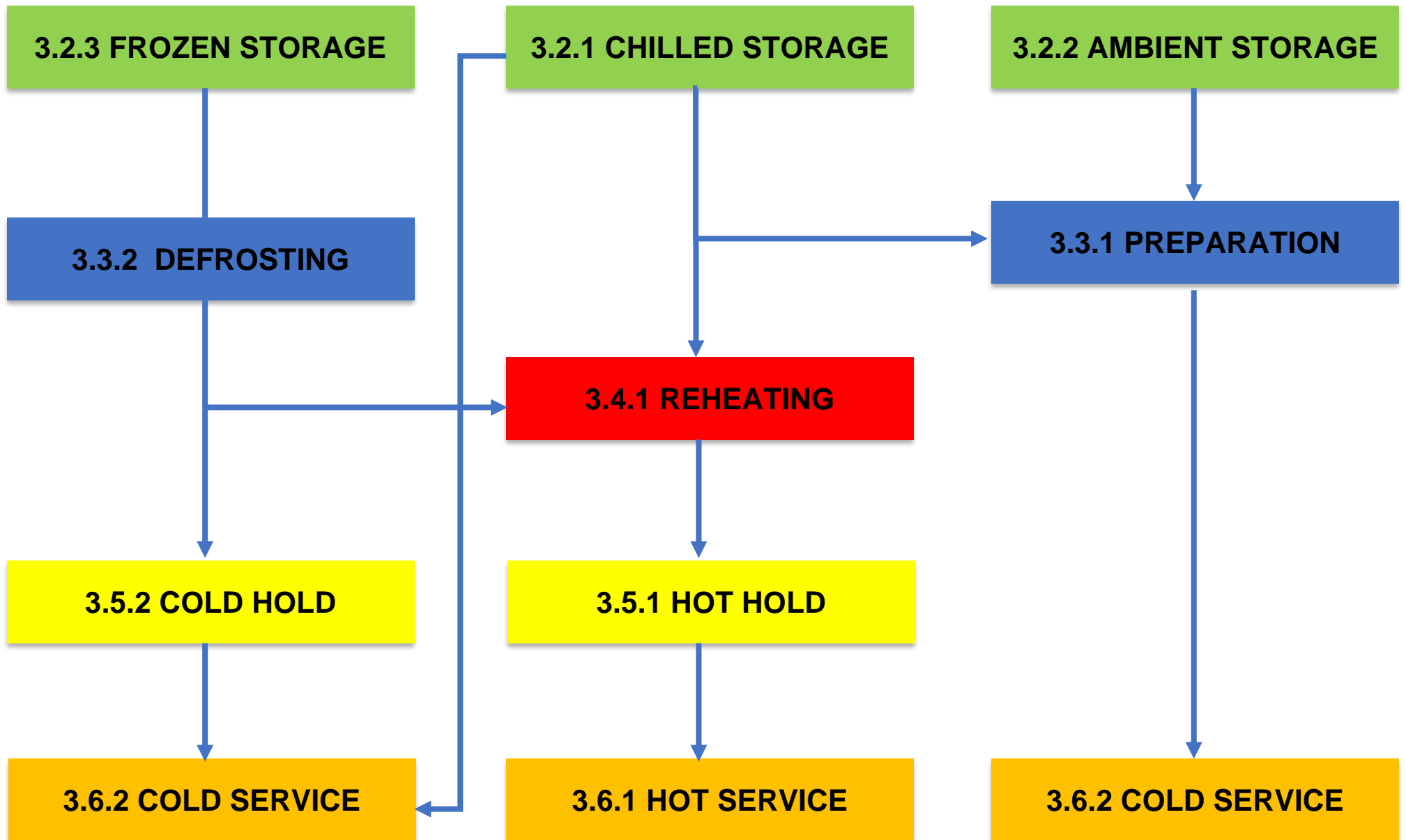
5.0 Operational Guidelines

- 5.1 Use of Temperature Probe
- 5.2 Advice on checking the Accuracy of the Probe

Record Section – Records required to monitor the Food Safety Management System.

- Record 6.1 Cold Food Storage Record
- Record 6.2 Nursery – Daily Temperature Recordings
- Record 6.3 Cleaning Record
- Record 6.4 Monthly Calibration Probe Check Record

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2.0 Flow Chart



3.0 HACCP REPORT SHEET

<p>3.2.1. Chilled Storage</p> <p>House Rules Referred To <i>4.1 Personal Hygiene.</i> <i>4.2 Temperature Control.</i> <i>4.3 Cleaning.</i> <i>4.4 Stock Control.</i> <i>4.5 Cross Contamination.</i> <i>4.6 Waste Control.</i> <i>4.8 Maintenance.</i> <i>4.9 Training.</i> <i>4.10 Allergen Management.</i></p> <p>Operational Guidelines <i>5.1 Temperature Probe.</i></p> <p>Records Required <i>6.1 Cold Food Storage Record.</i> <i>6.6 Weekly House Rules Check List.</i></p>	<p><u>Microbiological</u> Introduction – no significant risk identified.</p> <p>Growth – fridges not operating within the correct parameters allowing food poisoning bacteria and food spoilage bacterial growth. Uncovered food allowing food spoilage bacteria to grow. Food trending towards or already beyond the given Use By date.</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – fridges operating within safe parameters and regularly maintained. All food securely covered at all times. Strict stock rotation on a first in, first out basis.</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – fridges operating between 1°C - 4°C at all times.</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – trained staff member to check all fridges twice daily. Check performed as soon as possible after arrival and after lunch service. Trained staff member to check all dates on storage after delivery, and daily. Food being covered must be checked at this point also.</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – secure fridge door, inform other staff and recheck temperature after 15 minutes. Immediately dispose of food out with Use By date or with no day dot. Retraining of staff if repeated issues.</p>
	<p><u>Chemical</u> Introduction – faulty equipment leaking gas into fridge. Cleaning residue left in fridge.</p>	<p><u>Chemical</u> Introduction – regular planned maintenance of fridges. Cleaning regimes followed by trained staff.</p>	<p><u>Chemical</u> Introduction – adherence to manufacturers guidance on. maintenance frequency.</p>	<p><u>Chemical</u> Introduction – trained staff updating maintenance records monthly. Trained staff undertaking. Cleaning. procedures as per cleaning HR frequency.</p>	<p><u>Chemical</u> Introduction – source alternative fridge storage until repaired/replaced. Staff retraining.</p>
	<p><u>Physical</u> Introduction – dirty fridge and uncovered food being stored in fridge. Personal items from staff not adhering to staff personal hygiene HR e.g. jewellery, pen tops, hair.</p>	<p><u>Physical</u> Introduction – strict cleaning regime in place. Food covered at all times during storage. Staff trained in and adhering to personal hygiene controls.</p>	<p><u>Physical</u> Introduction – observation only.</p>	<p><u>Physical</u> Introduction – trained staff performing designated cleaning procedures daily. Trained staff checking fridges daily. All staff to observe colleague's adherence to personal hygiene policy.</p>	<p><u>Physical</u> Introduction – retrain staff on storage and cleaning procedures. Retrain staff on personal hygiene procedures.</p>
	<p><u>Allergens</u> Introduction – food uncovered allowing for contact with other allergen containing foods. Poor cleaning regimes of storage containers allowing for residue to remain before reuse.</p>	<p><u>Allergens</u> Introduction – food covered at all times. Dedicated containers for high-risk allergen containing foods. Thorough cleaning in hot soapy water or dishwasher for all containers. Clear labelling of all foods including identification of allergen ingredients.</p>	<p><u>Allergens</u> Introduction – observation only.</p>	<p><u>Allergens</u> Introduction – trained staff undertaking daily checks of fridge for secure covering and clear labelling, including allergen identification.</p>	<p><u>Allergens</u> Introduction – reject potentially contaminated food. Purchase dedicated containers for high-risk allergen containing ingredients. Retrain staff in allergen awareness.</p>

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3.2.2.	<p>Ambient Storage</p> <p>House Rules Referred To <i>4.1 Personal Hygiene.</i> <i>4.2 Temperature Control.</i> <i>4.3 Cleaning.</i> <i>4.4 Stock Control.</i> <i>4.5 Cross Contamination.</i> <i>4.6 Waste Control.</i> <i>4.7 Pest Control.</i> <i>4.8 Maintenance.</i> <i>4.9 Training.</i> <i>4.10 Allergen Management.</i></p>	<p><u>Microbiological Introduction</u> – uncovered food will allow for contamination from dirty walls, surfaces, pests, or staff. Food stored against walls, floors or in damp containers may permit the germination of bacterial spores and encourage food spoilage bacteria. Unwashed ground grown fruit and vegetables stored with ambient ready to eat food.</p> <p>Growth – damp food kept at ambient conditions allowing for germinated food poisoning spores to grow. Poor stock rotation allowing for food spoilage bacteria to grow.</p>	<p><u>Microbiological Introduction</u> – food always kept in original sealed packaging or airtight containers. Containers must be cleaned and thoroughly dried before use. Food must never be stored against the wall or on the floor. Staff must observe good personal hygiene at all times. Clear pest control procedures in place. All unwashed ground grown fruit and vegetables stored in raw food area.</p> <p>Growth – food stored in dry containers away from heat sources to prevent sweating. First in, first out policy in place and adhered to at each delivery and clear labelling used.</p>	<p><u>Microbiological Introduction</u> – observation only.</p> <p>Growth – observation only.</p>	<p><u>Microbiological Introduction</u> –trained staff to ensure that all foods are stored appropriately. Weekly visual checks of store areas, including pest control.</p> <p>Growth – trained staff ensuring that appropriate containers are used each time food is decanted and that fruit/veg is stored correctly. Weekly checks on stock rotation and appropriate labelling.</p>	<p><u>Microbiological Introduction</u> – any uncovered food must be assessed as safe or reject. Retrain staff.</p> <p>Growth – out of date food quarantined until deemed safe or reject. Any ready to eat food or packaging contaminated with soil needs to be assessed - use/reject/clean. Retrain staff. Review labelling procedures if unclear.</p>
	<p>Records Required <i>6.3 Cleaning Record.</i> <i>6.6 Weekly House Rules Check List.</i></p>	<p><u>Chemical Introduction</u> – non-food items being stored in ambient food stores due to lack of space or poor practices. Reuse of non-food containers to store foods. Cleaning procedures not being adhered to leaving a chemical residue on containers or storage shelves.</p>	<p><u>Chemical Introduction</u> – strict separation of all food and non-food (packaging/chemicals). No non-food containers to be used. Trained staff to follow strict cleaning procedures including thorough rinsing.</p>	<p><u>Chemical Introduction</u> – observation only.</p>	<p><u>Chemical Introduction</u> – weekly checks on storage. Trained staff using pre-agreed cleaning procedures and signing off daily.</p>	<p><u>Chemical Introduction</u> – any suspect food quarantined until deemed safe/rejected. Retrain staff on cleaning procedures.</p>
		<p><u>Physical Introduction</u> – uncovered food allowing for ingress of pests, or items from poor staff personal hygiene procedures.</p>	<p><u>Physical Introduction</u> – food remains in original sealed packaging or airtight containers at all times. Strict personal hygiene</p>	<p><u>Physical Introduction</u> – observation only.</p>	<p><u>Physical Introduction</u> – weekly checks on storage areas.</p>	<p><u>Physical Introduction</u> – suspect food quarantined until deemed safe/rejected.</p>

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			procedures including jewellery, hairs and use of pens.			
		<u>Allergens</u> Introduction – open packaging allowing for ingress of other ingredients. Poor or no labelling allowing for incorrect storage of allergen containing ingredients. Allergen free ingredients being stored underneath allergen containing ingredients.	<u>Allergens</u> Introduction – food remains in original sealed packaging or airtight containers at all times. Strict allergen labelling or original packaging labelling attached to storage boxes at all times. Removed when containers are washed. Labelled shelving to ensure correct storage of allergen containing foods.	<u>Allergens</u> Introduction – observation only.	<u>Allergens</u> Introduction – weekly checks on storage area. Monthly checks on shelving labelling to ensure still in place after deep cleaning.	<u>Allergens</u> Introduction – suspect food quarantined until deemed safe/reject. Retrain staff on allergen controls. Permanent labelling to be considered for storage areas. Consider colour coded storage containers for ‘high risk’ allergens.
3.2.2.	Frozen Storage House Rules Referred To 4.1 Personal Hygiene. 4.2 Temperature Control. 4.3 Cleaning. 4.4 Stock Control. 4.5 Cross Contamination. 4.6 Waste Control. 4.8 Maintenance. 4.9 Training. 4.10 Allergen Management. Operational Guidelines 5.1 Temperature Probe.	<u>Microbiological</u> Introduction – no significant risk identified. Growth - freezers not operating within the correct parameters allowing food poisoning bacteria and food spoilage bacterial growth. Food trending towards or already beyond the given best before date.	<u>Microbiological</u> Introduction – n/a Growth - freezers operating within safe parameters and regularly maintained. All food securely covered at all times. Strict stock rotation on a first in, first out basis.	<u>Microbiological</u> Introduction – n/a Growth – freezers operating at - 18°C or below at all times	<u>Microbiological</u> Introduction – n/a Growth - trained staff member to check freezer daily. Check performed as soon as possible after arrival. Trained staff member to check all dates on storage after delivery, and daily. Food being covered must be checked at this point also	<u>Microbiological</u> Introduction – n/a Growth - secure freezer door, inform other staff and recheck temperature after 15 minutes. If out of specification, consider accept or reject of stored foods. Retraining of staff if repeated issues.
		<u>Chemical</u> Introduction –Cleaning residue left in freezer.	<u>Chemical</u> Introduction –Cleaning regimes followed by trained staff.	<u>Chemical</u> Introduction – observation only	<u>Chemical</u> Introduction –Trained staff undertaking cleaning procedures as per cleaning HR frequency	<u>Chemical</u> Introduction – Staff retraining.
		<u>Physical</u> Introduction – dirty freezer and uncovered food being stored in freezer. Personal items from staff not adhering to staff personal hygiene HR e.g. jewellery, pen tops, hair	<u>Physical</u> Introduction – strict cleaning regime in place. Food covered at all times during storage. Staff trained in and adhering to personal hygiene controls	<u>Physical</u> Introduction – observation only	<u>Physical</u> Introduction – trained staff performing designated cleaning procedures daily. Trained staff checking freezers daily. All staff to observe colleague’s adherence to personal hygiene policy	<u>Physical</u> Introduction – retrain staff on storage and cleaning procedures. Retrain staff on personal hygiene procedures.
		<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>

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	<p>Records Required 6.1 Cold Food Storage Record. 6.3 Cleaning Record. 6.6 Weekly House Rules Check List.</p>	<p>Introduction – food uncovered allowing for contact with other allergen containing foods. Poor cleaning regimes of storage containers allowing for residue to remain before reuse</p>	<p>Introduction – food covered at all times. Dedicated containers for high-risk allergen containing foods. Thorough cleaning in hot soapy water or dishwasher for all containers. Clear labelling of all foods including identification of allergen ingredients</p>	<p>Introduction – observation only</p>	<p>Introduction – trained staff undertaking daily checks of freezer units for secure covering and clear labelling, including allergen identification.</p>	<p>Introduction – reject potentially contaminated food. Purchase dedicated containers for high risk allergen containing ingredients. Retrain staff in allergen awareness.</p>
3.3.1.	<p>Preparation</p> <p>House Rules Referred To 4.1 Personal Hygiene. 4.2 Temperature Control. 4.3 Cleaning 4.4 Stock Control 4.5 Cross Contamination. 4.6 Waste Control. 4.8 Maintenance. 4.9 Training. 4.10 Allergen Management.</p>	<p><u>Microbiological</u> Introduction – cross contamination between dirty fruit/veg and ready to eat foods due to incorrect usage of equipment or poor staff procedures. Dirty fruit and vegetables not washed properly introducing microbes to ready to eat dishes.</p> <p>Growth – chilled food in danger zone (5°C-63°C) for extended period of time allowing food poisoning bacteria to multiply.</p>	<p><u>Microbiological</u> Introduction – designated areas or time separation for raw and ready to eat preparation and ideally colour coded equipment. Staff to wear designated apron when washing dirty fruit/veg and observe strict handwashing. Dirty fruit and vegetables washed at appropriate sink before preparation in ready to eat area.</p> <p>Growth – adhere to temperature control procedures, ideally food in danger zone for no longer than 20 mins. Staff trained in handling procedures and food safety awareness. Minimise volume of food in danger zone at all times.</p>	<p><u>Microbiological</u> Introduction – observation only.</p> <p>Growth – observation only.</p>	<p><u>Microbiological</u> Introduction – daily checks by all staff observing personal hygiene.</p> <p>Growth – constant observation by all staff to colleague practices.</p>	<p><u>Microbiological</u> Introduction – any contaminated ready to eat food must be recorded and disposed of. Retrain staff. Increase signage if necessary. Consider purchase of ready washed fruit and vegetables if deemed necessary.</p> <p>Growth – ready to eat food to be used immediately or rejected. Retrain staff.</p>
	<p>Records Required 6.3 Cleaning Record.</p>	<p><u>Chemical</u> Introduction – poor cleaning practices allowing for aerosol contamination or residue remaining on surfaces or equipment. Staff contamination from perfume, aftershave, hand creams due to a breach in personal hygiene procedures.</p>	<p><u>Chemical</u> Introduction – strict cleaning procedures adhered to by all staff. Cleaning carried out by trained staff out with food handling times or food covered. Staff following personal hygiene rules as no strong perfume,</p>	<p><u>Chemical</u> Introduction – observation only.</p>	<p><u>Chemical</u> Introduction – daily observation by all staff.</p>	<p><u>Chemical</u> Introduction – retrain staff on safe use of chemicals. Retrain personal hygiene rules for all staff. Consider provision of unscented hand cream for staff use.</p>

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	<p>6.6 Weekly House Rules Check List.</p>		<p>aftershave or scented hand creams.</p>			
		<p><u>Physical</u> Introduction – uncovered food allowing foreign matter ingress. Staff not adhering to personal hygiene controls such as jewellery, hair coverings etc. Poor cleanliness or condition of fabrication or equipment.</p>	<p><u>Physical</u> Introduction – food kept covered all times where possible. Staff personal hygiene procedures in place, trained out and followed at all times. Regular cleaning of all preparation areas and equipment. Regular checks and planned maintenance of fabrication of kitchen.</p>	<p><u>Physical</u> Introduction – observation only.</p>	<p><u>Physical</u> Introduction – daily observation by all staff.</p>	<p><u>Physical</u> Introduction – consider safety of food – use or reject. Retrain staff on safe use of chemicals. Retrain personal hygiene rules for all staff.</p>
		<p><u>Allergens</u> Introduction - shared use of equipment. Use of allergen containing ingredients alongside 'free from' ingredients allowing for airborne contamination. Contamination from staff using allergen containing hand creams.</p>	<p><u>Allergens</u> Introduction – designated equipment for 'high risk' allergen ingredients. Strict personal hygiene procedures and staff training on risk from personal creams/body sprays.</p>	<p><u>Allergens</u> Introduction – observation only.</p>	<p><u>Allergens</u> Introduction – daily observation by all staff.</p>	<p><u>Allergens</u> Introduction – consider purchase of extra designated equipment to facilitate full separation. Supply of approved hand cream for use by staff.</p>
<p>3.3.2.</p>	<p>Defrosting House Rules Referred To 4.1 Personal Hygiene 4.2 Temperature Control. 4.3 Cleaning. 4.4 Stock Control. 4.5 Cross Contamination.</p>	<p><u>Microbiological</u> Introduction – cross contamination due to high-risk food being defrosted near to where dirty fruit and veg are being handled. Cross contamination from shared equipment or poorly cleaned equipment. Ingress of further microbes due to insufficient or lack of covering during defrost. Bacteria from dirty hands due to poor personal hygiene. Growth –being defrosted at room temperature allowing for bacterial growth. Poor planning or poor</p>	<p><u>Microbiological</u> Introduction – strict separation procedures during defrost. Clear cleaning and disinfection procedures followed at all times. Staff trained to follow personal hygiene procedures including wearing of disposable dirty food apron where required. Growth – clear guidelines for appropriate defrosting procedures including location in</p>	<p><u>Microbiological</u> Introduction – observation only. Growth – fridge operating at</p>	<p><u>Microbiological</u> Introduction – daily observation by all staff, weekly recorded checks. Constant visual checks on appropriate containers for defrosting food. Growth - trained staff member to check of fridges twice daily. Check 1</p>	<p><u>Microbiological</u> Introduction – retrain staff if issues continue. Growth - secure fridge door, inform other staff and recheck temperature after 15</p>

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	4.7 Pest Control. 4.8 Maintenance. 4.9 Training. 4.10 Allergen management.	practices by staff encouraging inappropriate defrosting procedures e.g. use of microwave or running hot water.	fridge. Clear menu planning to ensure sufficient time for defrosting.	between 1°C and 4°C Observation of handling practices.	performed as soon as possible after arrival, check 2 after lunch service.	minutes. If out of specification, consider accept or reject of stored foods. Retrain staff of practices and planning.
	Operational Guidelines 5.1 Temperature Probe.	<u>Chemical</u> Introduction – faulty equipment leaking gas into fridge. Cleaning residue left in fridge.	<u>Chemical</u> Introduction – regular planned maintenance of fridge. Cleaning regimes followed by trained staff.	<u>Chemical</u> Introduction – adherence to manufacturers guidance on maintenance frequency.	<u>Chemical</u> Introduction – trained staff updating maintenance records Trained staff undertaking cleaning procedures as per cleaning HR frequency.	<u>Chemical</u> Introduction – source alternative fridge storage until repaired/replaced. Staff retraining.
	Records Required 6.3 Cleaning Record. 6.6 Weekly House Rules Check List.	<u>Physical</u> Introduction – lack of covering allowing for ingress of foreign bodies. Poor staff practices in removal of food contact packaging on frozen foods e.g. removal of cling film on still frozen food.	<u>Physical</u> Introduction – food kept covered at all times during the defrosting process. Clear procedures on the correct packaging for frozen food. Staff training and awareness.	<u>Physical</u> Introduction – Observation only.	<u>Physical</u> Introduction – constant checks on staff practices by all. Weekly check fabrication of area.	<u>Physical</u> Introduction – any contaminated food needs to be assessed and either used or rejected. Staff training. Look at type of food covering available for frozen foods.
		<u>Allergens</u> Introduction – lack of covering allowing cross contamination from other food stuffs that may contain different allergens. Poor separation in fridge between different food stuffs. Lack of staff awareness if recipe changes due to extended length of storage times and labelling is not clear or is missing.	<u>Allergens</u> Introduction – clear procedures on covering food and the appropriate areas for defrosting of allergen containing or 'free from' foods. Regular staff training if there are recipe changes, and clear labelling at all times.	<u>Allergens</u> Introduction – observation only.	<u>Allergens</u> Introduction - constant checks on staff practices by all. Monthly checks on labels against current recipes.	<u>Allergens</u> Introduction – awareness of all staff of location of all recipes for cross reference if required. Any food potentially contaminated needs to be assessed and either fit to use or rejected.
3.4.1	Reheating House Rules Referred To 4.1 Personal Hygiene. 4.2 Temperature Control. 4.3 Cleaning.	<u>Microbiological</u> Introduction – poor personal hygiene practices e.g coughing / sneezing over food Growth – faulty equipment or lack of knowledge resulting in food remaining in danger zone for too long allowing food poisoning bacteria to multiply. Food reheated more than once given 2 opportunities for food poisoning	<u>Microbiological</u> Introduction – staff trained in basic food hygiene matter Growth – reheating equipment regularly checked and maintained to ensure fully operational. Staff trained in food safety procedures and correct pre-heating of reheating equipment, where required. Staff	<u>Microbiological</u> Introduction – observation only Growth – observation only.	<u>Microbiological</u> Introduction – visual checks Growth – constant visual checks by all staff on colleagues, especially new starts to reheating.	<u>Microbiological</u> Introduction – staff retraining Growth – disposal of food identified as 2 nd reheat. Have pre-defined alternative plan for faulty equipment. Review staff training and mentoring of new staff

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	<p>4.5 Cross Contamination. 4.8 Maintenance 4.9 Training. 4.10 Allergen Management.</p> <p>Records Required 6.2 Nursery – Daily Temperature Recordings. 6.6 Weekly House Rules Check List.</p>	<p>bacteria to grow in the danger zone (5°C-63°C).</p> <p>Survival – survival of food poisoning bacteria as core temperature not sufficient to destroy enough bacteria to make the food safe.</p>	<p>fully trained. Clear labelling of food to identify if previously reheated.</p> <p>Survival – ensuring that reheated food reaches a constant core temperature of 82°C at the centre or thickest part of the food, and this is maintained for at least 30 seconds.</p>			
		<p><u>Chemical</u> Introduction – spray chemicals being used near open reheating vessels. Poor condition reheating pots being used.</p>	<p><u>Chemical</u> Introduction – strict cleaning procedures and staff training in such. Visual checks on condition of equipment prior to use.</p>	<p><u>Chemical</u> Introduction – observation only.</p>	<p><u>Chemical</u> Introduction - constant visual checks by all staff on colleagues, especially new starts.</p>	<p><u>Chemical</u> Introduction – staff retraining. Review condition of the food – accept or reject.</p>
		<p><u>Physical</u> Introduction – poor flying pest control allowing for contamination of open reheating vessels. Damaged equipment allowing for foreign bodies to enter food.</p>	<p><u>Physical</u> Introduction – strict pest control procedures followed. Visual checks on equipment prior to use, especially stirrers, tongs, slices etc.</p>	<p><u>Physical</u> Introduction – observation only.</p>	<p><u>Physical</u> Introduction - constant visual checks by all staff on colleagues, especially new starts.</p>	<p><u>Physical</u> Introduction – staff retraining.</p>
		<p><u>Allergens</u> Introduction – cross contamination by use of same utensil for more than one foodstuff e.g., stirrers, tongs.</p>	<p><u>Allergens</u> Introduction – staff training for allergen control measures. Dedicated equipment for ‘high risk’ allergen foods. .</p>	<p><u>Allergens</u> Introduction – observation only.</p>	<p><u>Allergens</u> Introduction - constant visual checks by all staff on colleagues, especially new starts.</p>	<p><u>Allergens</u> Introduction – staff retraining. Purchase of extra equipment to facilitate allergen controls.</p>
3.5.1.	<p>Hot Holding</p> <p>House Rules Referred To</p>	<p><u>Microbiological</u> Introduction – no significant risk identified</p> <p>Growth – faulty equipment or lack of knowledge resulting in food</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – hot holding equipment regularly checked and</p>	<p><u>Microbiological</u> Introduction – n/a.</p>	<p><u>Microbiological</u> Introduction – n/a</p> <p>Growth – constant visual checks by all staff on</p>	<p><u>Microbiological</u> Introduction –n/a</p> <p>Growth – reheating of food dropped below 70°C, where</p>

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	4.1 <i>Personal Hygiene.</i> 4.2 <i>Temperature Control.</i> 4.3 <i>Cleaning.</i> 4.5 <i>Cross Contamination.</i> 4.8 <i>Maintenance.</i> 4.9 <i>Training.</i> 4.10 <i>Allergen Management.</i>	dropping to below 70°C allowing food poisoning bacteria to multiply.	maintained to ensure fully operational. Staff trained in food safety procedures.	Growth – maintained above 70°C Legal requirement to remain above 63°C.	colleagues, especially new starts to hot holding.	possible. Disposal of food which has dropped below 63°C. Have pre-defined alternative plan for faulty equipment. Review staff training and mentoring of new staff.
		<u>Chemical Introduction</u> – no significant risk identified.	<u>Chemical Introduction</u> – n/a	<u>Chemical Introduction</u> – n/a	<u>Chemical Introduction</u> – n/a.	<u>Chemical Introduction</u> – n/a
	Records Required 6.2 <i>Nursery - Daily Temperature Recordings.</i> 6.3 <i>Cleaning Record.</i> 6.6 <i>Weekly House Rules Check List.</i>	<u>Physical Introduction</u> – no significant risk identified.	<u>Physical Introduction</u> – n/a	<u>Physical Introduction</u> – n/a	<u>Physical Introduction</u> – n/a.	<u>Physical Introduction</u> – n/a
		<u>Allergens Introduction</u> – no significant risk.	<u>Allergens Introduction</u> – n/a	<u>Allergens Introduction</u> – n/a	<u>Allergens Introduction</u> – n/a	<u>Allergens Introduction</u> – n/a
3.6.1.	Hot Service House Rules Referred To 4.1 <i>Personal Hygiene.</i> 4.2 <i>Temperature Control.</i> 4.3 <i>Cleaning.</i> 4.5 <i>Cross Contamination.</i> 4.8 <i>Maintenance.</i> 4.9 <i>Training.</i>	<u>Microbiological Introduction</u> – poor personal hygiene practices e.g., coughing, sneezing or direct hand contact of food Growth – serve food immediately where possible. Lack of knowledge resulting in food dropping to below 70°C allowing food poisoning bacteria to multiply.	<u>Microbiological Introduction</u> – staff trained in basic food hygiene matters Growth – Staff fully trained in correct use of Rieber boxes.	<u>Microbiological Introduction</u> – observation only. Growth – maintained above 70°C Legal requirement to remain above 63°C.	<u>Microbiological Introduction</u> – observation of staff Growth – daily probe checks and records of food in Rieber by trained staff member. Constant visual checks by all staff on colleagues, especially new starts to hot service.	<u>Microbiological Introduction</u> – retraining of staff. Growth – reheating of food dropped below 70°C, where possible. Disposal of food which has dropped below 63°C. Review staff training and mentoring of new staff.
	<u>Chemical Introduction</u>	<u>Chemical Introduction</u> – n/a	<u>Chemical Introduction</u> –	<u>Chemical Introduction</u> – n/a	<u>Chemical Introduction</u> – n/a	

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	4.10 Allergen Management.	Introduction – no significant risk identified		n/a		
	Records Required 6.2 Nursery - Daily Temperature Recordings. 6.3 Cleaning Record. 6.6 Weekly House Rules Check List.	<u>Physical</u> Introduction – staff not adhering to the personal hygiene policy with regards to jewellery, hair or personal belongings.	<u>Physical</u> Introduction – lids in place at all times where possible. Staff trained in personal hygiene house rules.	<u>Physical</u> Introduction – observation only.	<u>Physical</u> Introduction - constant visual checks by all staff on colleagues, especially new starts.	<u>Physical</u> Introduction – staff retraining.
		<u>Allergens</u> Introduction – cross contamination by use of same utensil for more than one foodstuff e.g. stirrers, tongs, ladles. Lack of allergen labelling	<u>Allergens</u> Introduction – staff training for allergen control measures. Dedicated equipment for 'high risk' allergen foods. Clear labelling used	<u>Allergens</u> Introduction – observation only.	<u>Allergens</u> Introduction - constant visual checks by all staff on colleagues, especially new starts.	<u>Allergens</u> Introduction – staff retraining. Purchase of extra equipment to facilitate allergen controls.
3.5.2.	Cold Holding House Rules Referred To 4.1 Personal Hygiene. 4.2 Temperature Control. 4.3 Cleaning. 4.4 Stock Control. 4.5 Cross Contamination. 4.6 Waste Control. 4.8 Maintenance. 4.9 Training. 4.10 Allergen Management.	<u>Microbiological</u> Introduction – no significant risk identified Growth – food remaining too long in danger zone (5oC-63oC) following preparation allowing surviving food poisoning bacteria to grow. Faulty equipment or lack of knowledge resulting in food rising above 5°C food poisoning and food spoilage bacteria to multiply. Uncovered food allowing food spoilage bacteria to grow. Food trending towards or already beyond the given Use By date.	<u>Microbiological</u> Introduction – n/a Growth – food covered immediately after production and food served immediately or placed into and served directly from cold storage. Cold holding equipment regularly checked and maintained to ensure fully operational. Staff fully trained in correct use of Rieber boxes. Strict use of day dots of prepared cold food.	<u>Microbiological</u> Introduction – n/a Growth – Cold storage operating between 1°C and 4°C. Cold holding equipment maintain below 8°C.	<u>Microbiological</u> Introduction – n/a Growth – trained staff member to check all chill units twice daily. Check 1 performed as soon as possible after arrival, check 2 no less than 30 minutes before clocking out. Trained staff member to check all dates on stored food after production, and daily constant visual checks by all staff on colleagues, especially new starts. Weekly checks on equipment and monthly checks on maintenance by unit supervisor or designate.	<u>Microbiological</u> Introduction – n/a Growth – secure chill door, inform other staff and recheck temperature after 15 minutes. If out of specification Unit Supervisor to consider accept or reject of stored foods. Contact schcaterrepairs@aberdeenshire.gov.uk if equipment fault identified. Immediately dispose of food out with Use By date or with no day dot. Retraining of staff if repeated issues.
	Operational Guidelines	<u>Chemical</u> Introduction – no significant risk identified.	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a

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	5.1 <i>Temperature Probe.</i> 5.3 <i>Use of Rieber System</i>	<u>Physical</u> Introduction – no significant risk identified.	<u>Physical</u> Introduction – n/a	<u>Physical</u> Introduction – n/a	<u>Physical</u> Introduction – n/a.	<u>Physical</u> Introduction – n/a
	Records Required 6.1 <i>Cold Food Storage Record.</i> 6.6 <i>Weekly House Rules Check List.</i>	<u>Allergens</u> Introduction – no significant risk.	<u>Allergens</u> Introduction – n/a	<u>Allergens</u> Introduction – n/a	<u>Allergens</u> Introduction – n/a	<u>Allergens</u> Introduction – n/a
3.6.2.	Cold Service House Rules Referred To 4.1 <i>Personal Hygiene.</i> 4.2 <i>Temperature Control.</i> 4.3 <i>Cleaning.</i> 4.4 <i>Stock Control.</i> 4.5 <i>Cross Contamination.</i> 4.6 <i>Waste Control.</i> 4.8 <i>Maintenance.</i> 4.9 <i>Training.</i> 4.10 <i>Allergen Management.</i>	<u>Microbiological</u> Introduction – poor personal hygiene practices e.g., coughing, sneezing or direct hand contact of food. Growth – serve food immediately where possible. Lack of knowledge resulting in food dropping warming up allowing food poisoning bacteria to multiply.	<u>Microbiological</u> Introduction – staff trained in basic food hygiene matters. Growth – staff fully trained in correct use of Rieber boxes.	<u>Microbiological</u> Introduction – observation only. Growth – maintained between 1 and 4°C.	<u>Microbiological</u> Introduction – observation of staff. Growth – daily probe checks and records of food in Rieber by trained staff member. Constant visual checks by all staff on colleagues, especially new starts to hot service.	<u>Microbiological</u> Introduction – retraining of staff. Growth – disposal of food which has risen above 5°C. Review staff training and mentoring of new staff.
		<u>Chemical</u> Introduction – no significant risk identified.	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a	<u>Chemical</u> Introduction – n/a
		<u>Physical</u> Introduction – staff not adhering to the personal hygiene policy with regards to jewellery, hair or personal belongings.	<u>Physical</u> Introduction – lids in place at all times where possible. Staff trained in personal hygiene house rules.	<u>Physical</u> Introduction – observation only.	<u>Physical</u> Introduction – constant visual checks by all staff on colleagues, especially new starts.	<u>Physical</u> Introduction – staff retraining.
	<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>	<u>Allergens</u>	

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<p>5.1 Use of Temperature Probe. 5.3 Use of Rieber System</p> <p>Records Required 6.1 Cold Food Storage Record. 6.6 Weekly House Rules Check List.</p>	<p>Introduction – cross contamination by use of same utensil for more than one foodstuff e.g., stirrers, tongs, ladles. Lack of allergen labelling.</p>	<p>Introduction – staff training for allergen control measures. Dedicated equipment for 'high risk' allergen foods. Clear labelling used.</p>	<p>Introduction – observation only.</p>	<p>Introduction - constant visual checks by all staff on colleagues, especially new starts.</p>	<p>Introduction – staff retraining. Purchase of extra equipment to facilitate allergen controls.</p>
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4.0 House Rules

4.1 Personal Hygiene

<p>Personal Cleanliness</p>	<p>All staff must wash hands on entering the nursery kitchen as per the NHS Effective Handwashing. Hands must be washed after (this is an inexhaustive list):</p> <ul style="list-style-type: none"> - using the toilet - eating and drinking - handling raw (dirty) food - handling waste - cleaning - blowing nose <ul style="list-style-type: none"> • Long hair should be tied up and shoulder length hair held back while preparing and serving food. • All jewellery must be removed apart from a plain wedding band. Visual body piercings on the hands or lower arms should be covered when preparing/serving food. • Fingernails must be short, clean and bare. • All cuts must be covered with a blue waterproof plaster • No spitting, coughing, or sneezing over food/surfaces. • No smoking anywhere on the premises (as per Aberdeenshire Council Smoking Policy). • No chewing of gum or eating whilst preparing/serving food. • Minimal makeup can be worn at work, but false eyelashes or eyelash extensions are not permitted. • Strong smelling perfume, aftershave and body sprays should be discouraged if preparing/serving food. • Strong smelling hand creams or hand creams with any of the 14 allergens (e.g., almond oil) must not be used.
<p>Protective Clothing</p>	<ul style="list-style-type: none"> • Staff washing dirty fruit and vegetables should wear a dedicated washable or disposable apron. • A separate clean washable or wipeable apron should be worn to prepare and serve food – this does not need to be disposable. • Gloves should only be worn to protect a plaster on the hands if the food handler has a dry flaky skin condition or if the food handler has a contact allergy with the food.
<p>Reporting illness</p>	<ul style="list-style-type: none"> • All staff must contact their line manager when phoning in sick giving as much notice as possible. • Staff should make the call personally if possible. No other form of contact will be accepted.
<p>Exclusion/Return to Work</p>	<ul style="list-style-type: none"> • Staff will be excluded from food handling duties if suffering from sickness, diarrhoea, or stomach upset. • Staff should report if anyone in their household is suffering from any of the above symptoms.

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	<ul style="list-style-type: none">• Staff should not return to work until clear of symptoms and medication free for 48 hours.• COVID-19: Scottish Government guidelines to be followed.
Monitoring Checking and Records	<ul style="list-style-type: none">• Weekly House Rules Check List• Employee Training Record

4.2 Temperature Control

Process	Temperature control measure and critical limits	Monitoring methods and records used
Receipt	<p><u>Rieber Box</u> Visual check of Rieber boxes to ensure lids are fully closed with tabs secured until service time.</p>	Visual Check
Storage	<p><u>Refrigerator</u> store food at 1°- 4°C.</p> <p><u>Freezer</u> store food at -18°C or below.</p> <p><u>Ambient</u> store food at a consistent temperature below 20°C.</p>	<p>Check temperature of refrigerator twice daily and freezer (if applicable) once daily and record.</p> <p>This check should be performed first thing in the morning and again after lunch service.</p>
Preparation	Keep food in fridge/freezer/Rieber box until required. Return to fridge or reheat as soon as possible.	
Re- Heating	<p>Cooked foods must be reheated as quickly as possible to at minimum of 82°C (in the middle) and held for 30 seconds. Stir well if liquid.</p> <p>Food MUST only be reheated ONCE.</p>	Probe one item of each protein food daily, and record temperature.
Hot Holding	<p>Keep food at a temperature over 70°C.</p> <p>Legislation states food must always be above 63°C.</p>	Probe one item of each protein food after hot holding before commencing cooling, and record temperature.
Cold Holding	Keep food at a temperature between 1°- 4°C.	Probe one item of each protein food at service point, and record temperature.
Record Keeping		Retain records on a twelve-week rolling programme. Use a new record sheet at the beginning of each month for ALL records. All records kept on site.

4.2.1 Temperature Control Chart

This chart shows at a glance, the relevant temperatures used in the kitchen.

1	Frozen Food Deliveries (inc. Ice Cream & Sorbet)	-12°C minimum.
2	Freezer Storage	-18°C or less.
3	Chilled Deliveries	0 - 5°C. 6 – 8°C report. Above 8°C reject.
4	Refrigerator – Chill Cabinet	1 - 4°C.
5	Completion of Cooking	75°C at core.
6	Reheated Food	82°C and hold for 30 seconds. Reheat only once. Serve immediately.
7	Rieber Transport System	Pack hot food no less than 82°C. Pack cold food straight from fridge.
8	Hot Food (Holding prior to service)	Keep food at a temperature over 70°C. Legislation states food must always be above 63°C.
9	Cold Food (Holding prior to service)	8°C or less.
10	Sterilising Sink / Dishwasher	Above 82°C.

4.3 Cleaning

Process	Control Measures and Critical Limits
Use of Chemicals	<ul style="list-style-type: none"> • Use only the chemicals on the Hygiene Planner adhering to the method and dosage • Chemical data sheets are available via the web site Diversey Chemical Data Information • Keep the chemical data card in your First Aid box and take with you to hospital if an accident occurs. See card below.
Labelling of Chemicals	<ul style="list-style-type: none"> • Any chemical that is decanted because it needs to be diluted MUST be labelled. • Any chemical that is diluted has a 7-day active life once they are diluted and ready to use
Cloths	<ul style="list-style-type: none"> • Green Cloths – used in all Ready to Eat Areas • Red Cloths – used in the Raw Food Areas and for cleaning the toilet. • Cloths must be kept clean and replaced as necessary.
Storage	<ul style="list-style-type: none"> • Chemicals must be stored in a designated area away from food
High Level Clean	<ul style="list-style-type: none"> • Performed by an outside contractor on an annual basis. visual check must be done afterwards to assess for contamination from the cleaning staff. • To be recorded on Termly Cleaning Schedule
Monitoring and Records	<ul style="list-style-type: none"> • Observation • Cleaning Record • Training Record • Weekly House Rules Check List

4.3.1 Emergency Chemical Safety Data Information

Please keep this card in your First Aid Box

Emergency Chemical Safety Data Information

In the case of an accident involving any chemical where a member of staff requires medical attention.

Make sure that you know the name of the chemical involved.

Take this card with you to the medical facility and hand it to the medical team. The Safety Data Sheet for all chemicals can be found at the following web address using the correct SKU code and product name as listed in the table on the other side.

<https://sds.diversey.com/Home>

Manufacturer	Product Name	SKU	Description
Diversey	D1 Suma Star	7508226	Washing up liquid. Manual
Diversey	D2.3 Suma Multi-Purpose Cleaner	7517316	Blue Multi-Purpose Cleaner
Diversey	D10 Suma Bac Sanitiser	100916092	Pink Sanitiser
Diversey	Bryta 5 in 1 Dishwasher Tablet	7519448	Dishwasher product, automatic process
Diversey	Diversey	410770	Sanitising tablets, mop sanitising
Diversey	Hand Soap – Soft Care Sensisept H34	100854163	Hand cleaner / disinfectant
Diversey	Horizon Bio	7522905	Laundry detergent

4.4 Stock Control

Process	Control measures and critical limits
Delivery of Food	<ul style="list-style-type: none"> • Check the food matches the order placed.
Storage	<ul style="list-style-type: none"> • Open dry foods must be either securely sealed or decanted and stored in clean, waterproof lidded containers. Allergen labelling must be used. • Food prepared on site and stored for later use should be labelled using an Allergen Label or the information from the original outer packaging • Frozen Food – Food frozen on site must not exceed 3 months from date of freezing and must be clearly labelled before freezing
Stock Rotation	<ul style="list-style-type: none"> • Stock must be used in a first in, first out basis, and any damaged stock must be removed from the main storage area and disposed of using Waste Control House Rules.
Monitoring and Records	<ul style="list-style-type: none"> • Observation • Training Record • Weekly House Rules Check List

4.5 Cross Contamination

Process	Control measures and critical limits
<p>Raw</p> <p>Ready to Eat</p>	<ul style="list-style-type: none"> • Unwashed fruit and vegetables, especially ground grown. • High risk protein rich food that can be eaten without further application of heat. • Washed fruit and vegetables. • Low risk food such as high sugar, high acid, high fat, high salt. These may need refrigeration for quality purpose as per manufacturer's instructions.
<p>Personnel</p>	<ul style="list-style-type: none"> • Personal Hygiene House Rules.
<p>Cleaning Chemicals</p>	<ul style="list-style-type: none"> • Designated cleaning chemicals to be used in the appropriate areas and clearly marked.
<p>Storage Ambient</p>	<ul style="list-style-type: none"> • Store products off the floor to prevent dirt being transferred to the work surfaces. • Cleaning materials to be stored in a designated area away from food. • Store earthy vegetables separate from fresh fruit in the designated area until washed/prepared.
<p>Storage Refrigeration</p>	<ul style="list-style-type: none"> • Store raw (dirty) and ready to eat foods in dedicated areas with dirty fruit & vegetable (where necessary) at the bottom of the fridge • Spray/wipe before storage e.g. milk cartons. • Keep food covered.
<p>Storage Freezer</p>	<ul style="list-style-type: none"> • Do not freeze dirty fruit or vegetables • Food to be wrapped, sealed, dated and labelled. • Separate and label foods containing allergens.
<p>Defrosting of Food</p>	<ul style="list-style-type: none"> • Cooked Food: Cover and place on the upper shelves of fridge, in a suitable container allowing sufficient time to completely defrost before reheating. • Bread Products: Follow manufacturers guidelines for defrosting.
<p>Salad / Fruit Washing</p>	<ul style="list-style-type: none"> • All dirty fruit and veg products must be thoroughly washed in clean running cool water in the designated area before use.
<p>Hot Holding</p>	

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	<ul style="list-style-type: none">• Hot held food must be covered unless being served• Separate serving utensils for each dish.
Preparation	<p>Separate work areas should be provided for raw (dirty) and ready to eat foods.</p> <p>Where this is not possible the area used to clean the dirty fruit & vegetables must be effectively cleaned and sanitise before being used for ready to eat food. Separate, ideally colour coded, cleaning cloths should be used for raw (dirty) and ready to eat areas. These must be frequently changed throughout the day and regularly laundered at a temperature sufficient to thoroughly decontaminated the cloths (ideally boil wash). Alternatively disposable paper towels may be used.</p> <p>Staff must not handle raw (dirty) and ready to eat food, nor clean raw (dirty) or ready to eat areas with the same protective clothing. Protective clothing must never introduce a risk of contamination and must be changed, as necessary i.e. between handling/preparing raw (dirty) and ready to eat food and when soiled.</p> <p>Separate utensils must be used for raw (dirty) and ready to eat foods unless effectively cleaning and sanitise between uses.</p>
Monitoring and Records	<ul style="list-style-type: none">• Observation• Staff Training Records.• Delivery Record• Weekly House Rules Check List

4.6 Waste Control

Process	Control measures and critical limits
Food Waste	<ul style="list-style-type: none"> • Food waste should be placed in designated lined food caddies and emptied frequently. • Bins must be emptied at the end of the day, cleaned and disinfected and replace with a new liner. • Food waste bags must be securely tied and placed in external food bin where necessary and at a minimum at the end of each day
General Waste and Recycling	<ul style="list-style-type: none"> • Bins must be emptied at the end of the day, cleaned and disinfected and replace with a new liner (performed by cleaning staff).
Waste Awaiting Collection	<ul style="list-style-type: none"> • Waste will be removed by Aberdeenshire Council on a regular basis.
Monitoring and Records	<ul style="list-style-type: none"> • Observation • Cleaning Record • Training Record • Weekly House Rules Check List

4.7 Pest Control

Process	Control measures and critical limits
Pest Proofing of Premises	<ul style="list-style-type: none"> • Visual weekly check where pests can gain access. • Any visible signs of pests must be reported to the School Admin or Janitor.
Good Housekeeping	<ul style="list-style-type: none"> • Premises and refuse stores must be managed in such a way to enable them to be kept clean and protected against access by pests. • Foods should be checked for the presence of pests, e.g., insects within cereals, flours, etc. • Foods which are awaiting preparation should be covered. • Dried goods, e.g., opened packets stored sealed or in a container with fitted lids. • Food should be stored off the floor and away from the wall. • All spillages should be cleaned up immediately.

4.8 Maintenance

Process	Control measures and critical limits
Property Faults	<ul style="list-style-type: none"> • Report all faults to School Admin or Janitor.

4. 9 Training

Process	Control measures and critical
New Staff Member	<ul style="list-style-type: none"> • Induction as per job description
Food Hygiene Training	<ul style="list-style-type: none"> • All food handlers will be trained to REHIS Elementary Food Hygiene (or equivalent) • Any staff not having completed training may prepare/handle food but will be closely supervised.
Re-training	<ul style="list-style-type: none"> • When a failure has occurred in any area of the Food Safety Management System ALL staff will be re-trained.
Refresher Training	<ul style="list-style-type: none"> • A planned schedule for refresher training will be provided by Early Years. • It is recommended that the REHIS Elementary Food Hygiene qualification is refreshed every 3 to 5 years
Other Training	<ul style="list-style-type: none"> • Other training will be made available where appropriate.
Monitoring and Records	<ul style="list-style-type: none"> • Observation • Individual Early Years - Staff Training Record to be held on file by the staff member and online • Weekly House Rules Check List

4.10 Allergen Management

Process	Control measures and critical limits
Deliveries and labels	<ul style="list-style-type: none"> • Visual check that delivery matches order. Substitute products must be authorised before accepted. • Visual check that all products are clearly labelled and legible. • Visual check of packaging and label of dietary specific items.
Storage	<ul style="list-style-type: none"> • Foods that contain allergens and are decanted should be stored in separate, dedicated airtight containers labelled with allergens. • Any dietary specific items should be stored on a high shelf
Preparing dishes	<ul style="list-style-type: none"> • Make sure work preparation surfaces are cleaned thoroughly and regularly especially after allergenic containing ingredients. • Use utensils and equipment that have been thoroughly washed before use. • Utensils used for food with Allergens must be washed and disinfected immediately after use and stored separately. • Any equipment that CANNOT be cleaned with hot soapy water this MUST not be used for free from foods unless designated for free from ONLY.
Staff Training	<ul style="list-style-type: none"> • All staff must be aware of the importance of allergens and where to source the information. Giving out incorrect or misleading information could be hazardous to health. • Staff MUST be informed immediately should there be any changes in ingredients or recipe. • It may be an advantage for staff to complete the Food Standards Scotland Allergen Awareness course https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool
Communicating with Parents	<ul style="list-style-type: none"> • Allergen information should be conveyed to parents of pupils with special dietary needs. • Receipt of Form D email to medicallyprescribeddietarysupport@aberdeenshire.gov.uk • Ensure allergen information is clearly displayed and up to date on all packaged foods.
What to do in the	<ul style="list-style-type: none"> • Seek medical help as quickly as possible.

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event of an emergency	
Monitoring/Checking and any other appropriate records used by your business	<ul style="list-style-type: none">• Observation• Delivery Record• Staff Training Record• Weekly House Rules Check list

5.0 Operational Guidelines

5.1 Use of Temperature Probe

- Switch on.
- Disinfect with probe wipe.
- Insert probe into Centre of Food. Allow reading to settle. Record time and temperature on appropriate sheet.
- Do not allow probe to make contact with the container base when taking the temperature reading.
- Disinfect probe between each required testing of food products.
- Allow the probe to cool between hot and cold foods, otherwise might give a false reading.
- Disinfect probe at the end of taking temperatures.
- Switch off probe after use.

5.2 Advice on Checking the Accuracy of the Probe

The probe must be checked monthly following the instructions below and recorded on the monthly probe thermometer sheet by a trained member of Nursery Staff.

Cold

Agitate the probe in iced water until a steady reading is achieved.

This should be -1°C to $+1^{\circ}\text{C}$. If outside this range first change the batteries. If there are still problems the probe must be replaced.

Hot

Agitate/stir the probe in boiling water until a steady reading is achieved. This should be between 99°C . and 101°C . If outside this range first change the batteries. If there are still problems the probe must be replaced.

5.3 Use of Rieber System

Packing

Hot Food

Hot food must be packed into the box at a temperature of no less than 82°C .

Once packed lids must not be removed before point of service.

Cold Food

Cold food should be placed in polycarbonate containers where appropriate and stored in a refrigerator until ready for packing.

Special Diets

Foods for special diets should be kept in a separate container and clearly labelled.

6.0 Records

6.1 Cold Food Storage Record

Nursery Month Appliance

Critical Limits: Freezer -18°C to -21°C / Fridge 1°C to 4°C

Temperature of fridges to be taken twice a day (start of the working day and after lunchtime service). Temperature of freezer to be taken once a day (start of working day)

Date	Fridge		Freezer	Corrective Action	Initials
	AM	PM			
1st					
2nd					
3rd					
4th					
5th					
6th					
7th					
8th					
9th					
10th					
11th					
12th					
13th					
14th					
15th					
16th					
17th					
18th					
19th					
20th					
21st					
22nd					
23rd					
24th					
25th					
26th					
27th					
28th					
29th					
30th					
31st					

Corrective Actions Examples:

Recheck Temperature, consider if food is safe to use, dispose of food which may be contaminated, review staff training. For repair of appliances contact the site School Admin or Janitor.

Staff Signature

Date

6.4 Hygiene Planner



Hygiene Planner Kitchen

Items to be Cleaned	Product	Measure	Method
KC Kitchen Cleaning			
KC1 Pots, Pans, detachable parts of equipment and all Hand Washable Utensils STAGE ONE	Manual Dishwash Detergent D1	1x30ml Pelican Pump	Make up a solution in water. Wash with a cloth and green pad if necessary. Wear appropriate gloves at all times.
KC2 Work Surfaces STAGE ONE	Manual Dishwash Detergent D1	1 x 5ml Measure per 7 Litres of Water	Make up a solution in a bucket of water. Wash with a cloth and green pad if necessary. Wear appropriate gloves at all times.
KC3 Ovens (not self cleaning combi), Steamers	Suma Multi D2.3 SmartDose	1 Trigger Measure per 7 Litres of Water	The surfaces should not be above 70°C and D2.3 should be left to work for a few minutes. Loosen any deposits with a green pad and rinse. Wear appropriate gloves at all times.
KC4 Fryers	Suma Multi D2.3 SmartDose	1 Trigger Measure per 7 Litres of Water	Drain the fryer, fill with warm water. Add 1 trigger measure to 7 Litres of water. Heat to almost boiling, switch off and allow to soak for 15 minutes. Drain the fryer and remove remaining debris. Rinse with clean water and dry thoroughly. Wear appropriate gloves at all times.
KC5 Grills, Griddles, Boiling Pans and Bratt Pans STAGE ONE	Suma Multi D2.3 SmartDose	1 Trigger Measure per 7 Litres of Water	The surfaces should not be above 70°C and D2.3 should be left to work for a few minutes. Loosen any deposits with a green pad and rinse. Wear appropriate gloves at all times.
KC6 Floors, Walls and Toilets	Suma Multi D2.3 SmartDose	1 Trigger Measure per 7 Litres of Water	Make up a solution in water. Clean the floor/wall surface, rinse with hot water. Use 'wet floor' signs if appropriate. Wear appropriate gloves at all times.
KC7 Cloths	Horizon Bio 7.2kg	50g per 7 Litres of Water	Make up a solution in hot water, leave items to soak for 30 to 60 minutes or boil where appropriate. Rinse thoroughly. Wear appropriate gloves at all times.
KC8 Mops STAGE ONE	Horizon Bio 7.2kg	50g per 5 Litres of Water	Make up a solution in hot water, wash mops to remove dirt and debris. Rinse thoroughly. Wear appropriate gloves at all times.
GK Germ Kill			
GK1 Hand Washing	Soft Care Sensisept H34	1 x 3ml measure	Wet hands, apply dose and wash for 30 seconds, rinse with lukewarm water, and dry hand thoroughly.
GK2 Pots, Pans, detachable parts of equipment and all Hand Washable Utensils STAGE TWO	Suma Bac D10 SmartDose	In Rinse Wash 1 Trigger measure per 7 Litres of Water	Make up a solution in water. Immerse equipment in the solution. A low minimum contact time of 30 seconds. Rinse then dry with a cloth or air dry. Wear appropriate gloves at all times.
GK3 Work Surfaces STAGE TWO	Suma Bac D10 SmartDose	1 x Trigger Measure Diluted In a Spray Bottle	Spray surfaces with D10 and leave for 30 seconds. Rinse and allow to air dry. Wear appropriate gloves at all times.
GK4 Work Surfaces when used for Raw and then Ready to Eat Preparation STAGE TWO	Suma Bac D10 SmartDose	1 x Trigger Measure Diluted In a Spray Bottle	Spray surfaces with D10 and leave for 5 minutes. Rinse and allow to air dry. Wear appropriate gloves at all times.
GK5 Grills, Griddles, Boiling Pans and Bratt Pans STAGE TWO	Suma Bac D10 SmartDose	1 x Trigger Measure Diluted In a Spray Bottle	Spray surfaces with D10 and leave for 30 seconds. Rinse and allow to air dry. Wear appropriate gloves at all times.
GK6 Fridge, Freezers, Drink Machine and Food Sealer Machines	Suma Bac D10 SmartDose	1 x Trigger Measure Diluted In a Spray Bottle	Spray surfaces with D10 and leave for 30 seconds. Rinse and allow to air dry. Wear appropriate gloves at all times.
GK7 Mops STAGE TWO	Endbac Tablets	1 x Tablet per 5 Litres of Water	Add 1 tablet per 5 Litres of water and leave mops to soak in solution for 15 minutes. Rinse thoroughly. Wear appropriate gloves at all times.

6.5 Monthly Calibration Probe Check Record

Nursery Site **Year**

To be completed by

Cold Reading to be taken by agitating the probe in iced water until a steady reading is achieved. The results should be between -1°C and 1°C. If reading is outside of this range, contact your Early Years Catering Officer

Hot Reading to be taken by agitating the probe in iced water until a steady reading is achieved. The results should be between 99°C and 101°C. If reading is outside of this range, contact your Early Years Catering Officer.

Probe Name		Used for				Serial Number	
Date	January	February	March	April	May	June	
Cold Reading							
Hot Reading							
Signed							
Date	July	August	September	October	November	December	
Cold Reading							
Hot Reading							
Signed							

Replacement Probe Record

Serial Number of Obsolete Probe	Serial Number of New Probe	Model Type	Date of Issue	Reason for Replacement

Always keep a spare battery for your probe.

Staff Signature

Date

Snack and Lunch Policy appendix one

<p>4.8 Maintenance</p> <ul style="list-style-type: none"> • Work surfaces • Equipment / utensils 								
<p>4.9 Training</p> <ul style="list-style-type: none"> • New staff member • Food hygiene training • HACCP training • Re-training • Refresher training • Other training 								
<p>4.10 Allergen Management</p> <ul style="list-style-type: none"> • Deliveries & labels • Storage • Preparing dishes • Staff training • Communication with customers • What to do in the event of an emergency 								

Supervisor Sign Off

Date