Staff with food hygiene training, in date, to prepare snack following usual good hygiene practices when preparing and serving food, (no children to help with snack or serve their own food and drinks). Use PPE when preparing snack such as disposable apron and Type llR face mask. Continual hand washing is required.

Staff should be aware of all food allergies and intolerances and support children with these.

In this procedure when washing hands, every-time mentioned will mean following the 20 second hand washing procedure, (covered in Food Hygiene training)

Have staggered dinning with a max of 4 children to a table with a max of 12 children at each sitting.

The detergent used to clean surfaces is either Covid- Guard or D10; 60mls to 6L. It will be already made up ready to use. When cleaning surfaces; clean surface area first using a washing up anti bacteria detergent, apply D10 or Covid-Guard with a cloth or Spray then leave for 5 minutes and then wipe surface clean. Rinse food contact surfaces thoroughly with clean water and fresh cloth and allow to air dry.

* Tie hair up, wash hands in correct sink with hot running water and soap then put an apron on, and type llR face mask.
* Wash the table for food preparation and work units using Covid- Guard or D10 with correct cloths
* Use the correct board to prepare the snack. Chopping board colour guide is on wall.
* Directions on preparing vegetables is attached.
* Wash the fruit in colander with running water in the correct sink. Peel fruit or vegetables and discard skins.
* If decanting food from packaging; wash hands and remove food produce without touching food product into a container/plate for serving with tools. Dispose of packaging in secure bin. Wash hands for 20 seconds before touching equipment, units, cupboards and food products
* When using hazardous chemicals and tools always keep out children’s reach, tools washed in the sink, not left in water, and put away safely in the cupboard asap, not left on the washing rack.
* All prepared snack, by snack person, will be stored in individual lidded and named containers and kept refrigerated until required. Food from the kitchen will be kept warm and covered until plated up by Snack person. Lids replaced until all children have had their lunch.
* All food and drink will be served by the snack person using serving tools
* Clean tables as directed above.
* Change apron and wash hands before working with food again.
* Children will be asked to wash their hands with adult supervision (not snack person) then child will sit at the table.
* 1 adult in the room to support children and chat about healthy eating, hygiene and what we are doing/going to be doing, ideas for snack for the next week etc.
* After a child has finished snack, encourage the children to ask politely to leave the table
* Snack person to support child to put their rubbish in the peddle bin, food waste in the recycling (lid open) and their plates/containers into the dish washer then wash their hands.
* Only when a table is empty of all 4 children will the table and chairs be washed by snack person following guidance, ready for the next four children.
* Always wash hands after using chemicals and before serving or preparing food.
* When everyone has had snack, clean surfaces as above and wash hands
* Empty dish washer.
* Check cleaning schedule for daily cleaning requirements
* Record in cleaning schedule
* If using food probe for heated food follow probe temperature procedure and record temperature, procedure is found in cleaning schedule red folder.
* Wash hands then remove PPE; apron first, wash hands, then face mask and dispose of in a secure disposable rubbish bag for disposal later with other clinical waste.
* Final hand wash after PPE is disposed of.

**When preparing root vegetables, follow food preparation and PPE use as above**

Use PPE, the red board and red stickered knives. Peel vegetables removing the ends and all soil.

Place board and knives in the sink with no water.

Clean down work tops as directed above, remove apron and dispose as directed.

Wash hands, put on new apron, use brown board and unlabelled knives. Rinse vegetables in correct sink, prepare on brown board.

After preparation wash up all knives and boards and safely store.

**When new food products and cleaning materials arrive in the nursery.**

* Wash hands and remove packaging where possible and decant food into clean containers and label and store in cupboard
* Foods that cannot be decanted and packaging removed straight away, clean down with a disposable cloth or yellow cloth with Covid-guard or D10 then wash away chemicals with clean water.
* Decant any cloths, t-towels etc and place in store cupboard
* Detergent bottles clean down with disposable cloth with covid- guard or D-10 spray
* All packaging to be binned in secure back bag. Recyclable packaging stored in secure recyclable bag and disposed of in recycling centre by staff.
* Continually clean hands when unwrapping and storing foods etc.
* Final 20 second washing of hands once all packaging is removed or cleaned.