Food Hygiene Guidance
for Nurseries, childminders, playgroups and out of school clubs
If you provide food for children (even just a drink and a biscuit) then you are considered to be a food business under food safety law and, as such, you have a particular responsibility to ensure that food is safe to eat.

Children’s immune systems, especially babies and toddlers, are less developed than adults and that puts them at greater risk of illness so extra attention to food hygiene and infection control is required.

We are aware that Care and Social Services Inspectorate Wales (CSSIW) look at your kitchen during their inspections and ask you food hygiene questions to ensure that you comply with their National Standards. However, they are not responsible for enforcing food safety and health protection legislation or providing guidance on infection control. This is the duty of food safety officers and officers from the communicable disease team at Cardiff Council.

If you are running or thinking of starting a school nursery, playgroup, out of hours school club, or a child minding business, you have responsibilities under food safety and health protection legislation. This guidance will help you fulfil those responsibilities. For ease of use the guidance is divided into two sections:

1. **Food Hygiene Guidance**

   You must ensure that you are Registered as a Food Business with Cardiff Council.

   To register you can:-
   - Download and complete the Registration Form online www.cardiff.gov.uk
   - Contact us by telephone to request a form, or
   - Collect a form from the Food Safety Team located at City Hall.

   This is a legal requirement for food businesses, but it is free to register and means that we are aware that you are operating as a food business and have your contact details. Following registration, one of our Food Safety Officers will contact you to arrange a convenient time to carry out an inspection of your premises, giving at least 24 hours notice if the business is in a domestic property.
2. **Infection Control Guidance**

In childcare settings children are in close and frequent contact with each other, this environment means that infectious diseases can spread rapidly. Whilst it is very difficult to prevent the introduction of illness into a childcare setting implementation of a few basic procedures will minimise the spread of infection, reduce the number of children affected and help protect children and staff from infections. Basic procedures include:

- Good hygiene (including hand hygiene)
- Effective exclusion of children and staff from childcare setting when suffering from and recovering from infectious diseases.

1. **Food Hygiene Guidance**

**Food Safety Management**

If you are providing cooked meals or sandwiches then you must be able to demonstrate that your practices and procedures when handling and preparing food are safe and you have this written down in the form of a food safety management system. This simply means that you have thought about the hazards involved in preparing and cooking food and have placed some ‘controls’ around these areas to make sure that food is safe.

These are normally common sense practices – such as ensuring that meat is cooked thoroughly, or that food is stored at the correct temperature – but you have to document these checks and say what you would do if the controls are not met. These procedures must be in place permanently and any documents/records relating to your procedures must also be kept up to date. A review of your procedure will be required if any fundamental elements of your business change. The application of any food management procedure is in proportion to the size and nature of the business you are operating, therefore small businesses will be able to have simple procedures and records. This booklet is designed to help you think about and implement a food safety management system.

You can achieve this Food Safety Management System in a number of ways:-

- There is further information in this guidance which, if completed correctly, will ensure that you comply with the requirements;
- You can request a Safer Food, Better Business - 'childminders' or 'catering' packs from the Food Standards Agency www.food.gov.uk or call 08456060667;
- Write a Food Safety Management System yourself, which will need to cover the issues included in this booklet.
Food Hygiene Training

Food handlers have an important responsibility to ensure that the food that they produce is safe to eat. If you are only providing a few children with a drink and a biscuit then this training is not necessary. But if you are providing hot meals or other ready to eat foods such as sandwiches, then training equivalent to a Level 2 Certificate in Food Hygiene in Catering will be required. Please contact us if you require a list of accredited food hygiene trainers.

Illness

Staff

Current Department of Health advice is that food handlers suffering from diarrhoea and/or vomiting should be excluded from food handling whilst they are ill and for 48 hours after their symptoms have stopped this is known as the “48 hour rule”. If you employ other staff you must make sure that they know about reporting of illnesses. It is therefore recommended that you draw up a written sickness procedure or policy for your business, however small it may be (refer to the Infection Control Section for more detail).

Personal Hygiene

Always wash your hands before you handle food and after:

• Going to the toilet, toileting young children or changing nappies;
• Taking out and handling rubbish;
• Smoking
• Coughing, sneezing and blowing your nose;
• Playing with or feeding pets;
• Touching raw meat or other raw foods.

Always wear suitable clean protective clothing eg. an apron when preparing food. Cover wounds likely to cause risk of contamination of foods. It is recommended that waterproof dressings are used which are blue or another similar bright colour. Nails should be short and clean with no nail varnish or false nails. No jewellery should be worn (except a plain wedding band) and long hair should be tied back. These safeguards will avoid the possibility of unwanted items getting into food.

Do not smoke or eat when preparing food.

You should also ensure that the children in your care wash their hands before helping with food preparation, eating and after using the toilet. Regardless of the size of your business, we will check that you have a written policy to reflect the above issues.
Physical Environment

Pets

As much as we love our pets they do carry germs and parasites that can be transferred to humans.

Keep pets, feeding bowls and litter trays out of the kitchen, away from food and food preparation areas and site them in areas out of the reach of children. Always wash your hands after touching them. If pets are permitted access to the kitchen outside catering hours it is essential that all food contact surfaces, worktops, utensils, equipment etc are cleaned and sanitized with anti-bacterial cleaner before food production starts. Store pet foods away from human foods.

Your Kitchen

We do not expect your kitchen to be fitted out like a commercial food business, but all surfaces should be easy to keep clean. Generally unsealed wooden surfaces and carpeted floors are not acceptable as these materials soak up moisture and dirt.

Formica type units and work tops are fine provided that they are in a sound condition. Tiles or painted surfaces are also suitable.

Washing facilities for hands

Hand washing is very important and should be carried out regularly when preparing food. Hand washing facilities should therefore be easily accessible. A separate dedicated wash hand basin in the kitchen would be expected in a nursery type environment but for a domestic setting then this is not always practical. Other arrangements can be discussed during the food hygiene inspection which may include an easily accessible wash hand basin in a downstairs cloakroom.

Please note that there should be a lobby area between a food room and a WC in non-domestic premises. If this is not available in a home setting, some means of mechanical ventilation will be expected. Liquid soap and clean towels must be available at the wash hand basin. Disposable paper towels or kitchen roll are recommended for drying your hands.
Washing facilities for Equipment and Food

Separate sinks should be provided for food preparation and equipment washing, supplied with hot and cold running water. A separate activity sink, used for washing non-food related equipment such as paint pots and brushes, should be provided in a nursery type environment to reduce the risk of contamination.

In domestic settings, a single sink may be used provided that it is thoroughly cleaned and sanitized between uses. A dishwasher is effective in cleaning crockery, pan and utensils and reducing levels of harmful bacteria.

Cleaning

Keep the kitchen extra clean – especially worksurfaces and equipment. Use a suitable food safe anti-bacterial cleaner or multi surface spray for this task, observing any contact times as required. Regularly disinfect surfaces and areas which come into contact with food like worktops, chopping boards, knives, taps, refrigerator, microwave and cupboard handles etc.

Regularly disinfect your dish cloths or preferably use disposable dish cloths. Tea towels and hand towels must be changed and washed regularly to prevent the spread of bacteria. Wipe high chairs, bibs and eating areas with a suitable anti-bacterial cleaner before and after every meal. Reusable cleaning cloths, including dish cloths should be washed in a hot cycle in the washing machine i.e. 90°C cycle.

Nappies

Do not change babies or bring dirty nappies into the kitchen when food is being prepared. Nappies should be disposed of in a separate waste bin and should not be brought into the food preparation areas.

If you use re-usable nappies never attempt to wash them in the sink. Use a bucket or bowl for washing them and put the waste down the toilet. Always wash hands thoroughly after handling dirty nappies. It is recommended that hand washing facilities are provided in the room where nappy changing occurs.

Storage

Always check “use–by” and “best before” dates when buying food and never keep food beyond the “Use By” date. We recommend that the food used for children in your care should be stored separately from that used for personal use. This may be achieved by using a lidded container when refrigerating food or a separate cupboard when storing dry products.
Separation of raw and cooked foods

Raw meat, poultry, fish and vegetables may contain harmful bacteria, so it is important that these foods are kept away from cooked and ready to eat foods. Raw foods, including raw shell eggs should be stored at the bottom of the fridge in order to prevent juices or dirt from dripping or falling onto cooked or other ready to eat foods.

Always wash hands, utensils and equipment (such as chopping boards) after they have come into contact with any raw foods. In addition to being cleaned, work surfaces, equipment and chopping boards also need to be disinfected by using an anti-bacterial cleaner or very hot water (above 82°C). Always prepare raw foods at different times or in separate areas to ready to eat foods to avoid the danger of cross contamination.

Temperature Control

After purchase, chilled and frozen foods should be bought and put in the refrigerator or freezer as quickly as possible. Using a cool bag with icepacks is recommended for transporting chilled and frozen foods home.

It is important that your refrigerator is running at the correct temperature to stop bacteria from multiplying in food. You should use a thermometer to check that your refrigerator is below 8°C (ideally 5°C) and that your freezer is around –18°C. If children bring packed lunches to eat in your care it is necessary for you to ensure the food is stored in the correct manner until it is consumed, especially if it contains high risk products. Ensure that you have enough capacity in your refrigerator to keep these under temperature control; if not, you should request that parents also supply an ice pack in their child’s lunch box.

It may be expected that you record your fridge temperatures on a daily basis if you are providing cooked meals or other ready to eat foods such as sandwiches. You will be asked what you would do if your refrigerator was not storing food at the correct temperature, so please consider how you would ensure that food stored on your premises is kept safely.

Jars of baby food are sterile until opened. It is important that once the jars are opened and the seal is broken they are refrigerated and used within the time specified on the jar, which is usually 24 hours. Manufacturers instructions must always be followed.

Do not give honey to children under one year old. Whole nuts should not be given to children under five as they cause a choking hazard.
Defrosting

It is important that all meat and fish should be defrosted thoroughly prior to reheating, unless suitable for cooking from frozen. This is necessary to ensure that all parts of the food reach the correct cooking temperature and any bacteria in the product is killed.

Any raw meat, poultry or fish being defrosted should be placed in a lidded container in the bottom of the refrigerator overnight.

Cooking Food

Ideally, meals should be prepared as required rather than being prepared in advance. Always follow manufacturers cooking instructions, particularly when using microwave ovens. Temperatures above 75°C will destroy most harmful bacteria therefore cooking food until piping hot is the best way to ensure food is safe to eat. Food that is to be eaten straight away can then be cooled until comfortable to eat. If the food is to be reheated for a subsequent meal, it should be cooled within 90 minutes of cooking and refrigerated.

If you need to re-heat food you should ensure that it is heated until piping hot and cooled rapidly until comfortable to eat. Only reheat dishes once.

It may be necessary to use a temperature probe to check that the food has a core temperature of 75°C or over. This information should then be recorded to demonstrate that you have carried out the necessary checks. It is vital that a clean, disinfected probe is always used; you can achieve this by cleaning the probe in hot soapy water and then spraying it with antibacterial cleaner, then wiping it off with disposable towel. Stir casseroles, sauces and gravy frequently to make sure that they cook evenly. Burgers, sausages and other raw meat products must be thoroughly cooked until the juices run clear.

Packed lunches and picnics

If you need to prepare a packed lunch or a picnic for a days outing you can eliminate the chances of children falling ill with food poisoning by taking care over food preparation. An option would be to avoid high-risk foods altogether, such as cooked meats and egg, and use low risk foods such as marmite, jam or peanut butter for sandwich fillings. You could also include healthier snacks such as fresh fruit, and salad vegetables etc. If you choose to use high-risk fillings for sandwiches then provide a cool pack in the lunch box. Sandwiches should be made fresh each morning, however, if made the night before store in a fridge and put in the lunch box in the morning. Cartons of fruit juice may be frozen and stored with sandwiches to help keep them cold.
Food Allergies

It is important to be aware of any specific allergies that children in your care may have and to take all necessary precautions to ensure that children are not exposed to the foods which trigger the allergic reactions. The foods which have the potential to cause serious allergies are nuts and seeds.

Specific Information

- For young babies, wash feeding bottles in hot soapy water and sterilise using sterilising solution or a steam steriliser.
- When adding water to baby foods, milks and other drinks always use cooled, boiled water.
- Cook eggs until the white and yolk are solid or use pasteurised egg products.
- Keep domestic washing separate from food preparation areas and surfaces.
- Keep cleaning materials and equipment away from food.
- Do not handle or carry soiled laundry in the kitchen whilst food is being prepared.
- Pests - Make sure that insects, birds and rodents are kept out of the kitchen and throw out any food they come into contact with. To control flies and wasps hang up an insecticidal strip (do not use aerosol sprays in the kitchen) and use traps for mice and rats. If the problem is serious, or if you have an infestation of cockroaches, ants or other pests, you might need to seek professional advice from your local Environmental Health Department or a commercial pest control company.
- If you have bottled milk delivered you should provide a suitable cover to prevent the foil tops being pecked by birds.

Further Information:
If you would like any further information on this or any other food safety matter please contact:

The Food Safety Team: Tel: 029 2087 1128
e-mail us on: foodteam@cardiff.gov.uk
or visit our website www.cardiff.gov.uk/foodsafety
Food Safety Management System for

(name of food business)
The person responsible for food safety matters is

In their absence, the deputy is

Buying Food - Safe Management Procedures

Safe Method Procedure – Is this what you do?  

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If you ticked ‘no’ for any of the above, please detail what you do instead:-

Storing Food – Safe Management Procedures

Safe Method Procedure – Is this what you do?  

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4 Check the temperature of the fridge to ensure that it is less than 8°C and record this temperature
Preparing Food – Safe Management Procedures

Safe Method Procedure – Is this what you do? Yes No NA

1. Always wash hands before preparing any food
2. Clean and disinfect work surfaces regularly i.e. counter tops, chopping boards, sink areas
3. Prepare raw and ready to eat foods separately to reduce the risk of cross contamination
4. Thoroughly defrost meat, poultry and fish before cooking
5. Keep pets out of the kitchen when food is being prepared
6. Do not use foods after their ‘use by’ date
7. Wherever possible use different chopping boards and knives to keep raw and cooked foods separate
8. Wash fruit and vegetables in clean water

If you ticked ‘no’ for any of the above, please detail what you do instead:-

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5. Avoid overloading the fridge as this can affect the temperature
6. Clean and disinfect cupboards, fridges on a regular basis

If you ticked ‘no’ for any of the above, please detail what you do instead:-

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5. Avoid overloading the fridge as this can affect the temperature
6. Clean and disinfect cupboards, fridges on a regular basis
General Advice – Cooking Food

Safe Method Procedure – Is this what you do?  

1. Always ensure food is cooked thoroughly to a minimum of 75°C for 30 seconds and record the temperature  
2. Burgers and sausages should be cooked until the juices run clear and there are no pink areas inside  
3. Always follow the cooking instructions on the package carefully  
4. Never dip your fingers into the food to taste it – always use a clean spoon

If you ticked ‘no’ for any of the above, please detail what you do instead:

General Advice – Baby milk

Safe Method Procedure – Is this what you do?  

1. Put made up bottles of formula in the fridge straight away and use within 24 hours.  
2. Before preparing feed clean work tops, wash hands clean and sterilise bottles and teats.  
3. Try to make up formula milk freshly for each feed. Boiled fresh tap water should be used and cool the formula quickly under running cold water with the bottle top on.  
4. Expressed breast milk should be stored in the fridge and used within 24 hours.

If you ticked ‘no’ for any of the above, please detail what you do instead:
Foods should be cooled within 90mins of cooking and then refrigerated until used. Never put hot foods straight into the fridge as this will affect the temperature of the fridge and cause condensation.

It is best practice not to reheat food.

Never serve food containing raw eggs e.g. home made mayonnaise

Wash your hands frequently e.g. after using the toilet, handling pets, changing nappies and before preparing food

Do not use a tea towel to dry hands always use a separate hand towel

Cover cuts and burns with a water proof dressing

Dish cloths can harbour bacteria; it is good practice to use disposable paper towels to clean surfaces

Always check the label of any pre packed food every time you buy it as the recipe may have changed

Keep an up to date list of the foods any children may be intolerant/allergic to

Carry out a weekly check for any evidence of pest activity

If you ticked ‘no’, please detail what you do instead:

When any problems are discovered, regarding the matters in this document a note of any corrective action is made below:-

Signed__________________________________________(Food Business Operator)

Date _______________________________________

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2. Infection Control Guidance

The most common source of communicable disease in a child care setting is people (other sources include animals and pets, contaminated water and raw food). Therefore high risk areas in childcare settings include:

- Toilets
- Nappy changing areas
- Sick children or staff
- Defective drains and plumbing

Common communicable diseases encountered in childcare settings include gastrointestinal infections causing vomiting and/or diarrhoea, the most common and most infectious being Norovirus and upper respiratory infections.

Diseases that present a significant public health risk because of the illness they cause and the ease of spread and therefore require specific control measures to be applied include:

- E. coli O157
- Typhoid and paratyphoid
- Hepatitis A
- Shigella (dysentery)

You can download an informative poster which gives information on the common childhood infections and action you need to take.

If you need more information on any of these illnesses contact Cardiff Communicable Disease Team.

Hand Hygiene

Hands are the best way to spread bacteria and viruses between staff, staff and children and between children. Our hands touch our bodies, other people, equipment and all types of surfaces. SO good hand washing is THE MOST effective way to stop the spread of infection in your childcare setting.

Good hand washing MEANS thorough washing with liquid soap and running water and proper drying of hands with disposable towels (wet/moist hands are dirty hands)

Hand sanitisers/alcohol hand gels should NOT be used as a substitute for hand washing – the use of these products is NOT as effective as good hand washing.
Proper technique for good hand washing:

1. Palm to palm
2. Between fingers
3. Back of hands
4. Base of thumbs
5. Back of fingers
6. Fingernails
7. Rinse
8. Dry
STEP 1: Identify vomit/ diarrhoea spillage area/s  
• Always make the assumption that a vomit/diarrhoea spillage is infectious. Collect all necessary cleaning provisions (i.e. cleaning equipment, chemicals and spillage packs)

STEP 2: Protect yourself from infection  
• Wear disposable gloves and apron

STEP 3: Soak up spillage  
• Use granules provided with a spillage pack (follow instructions) or, paper towels/alternative to soak up the excess liquid.
• Transfer these and any solid matter directly into a waste bag - you can use the disposable bag and scoop/scaper provided with the spillage pack. Seal the disposable bag and dispose in external waste receptacle
• Wash hands thoroughly using liquid soap, warm water and dry them

STEP 4: Clean up the contaminated area (within 2 metres radius)  
• Clean the contaminated area with detergent and hot water, using a disposable cloth
• Disinfect the contaminated area, including hand contact surfaces, with freshly made 1000ppm (0.1%) hypochlorite solution (bleach) and ensure sufficient contact time according to manufacturer instructions – (steam cleaning is advised for soft furnishings/fabrics/carpets)
• Ensure any mobile equipment is moved within the contaminated area to allow effective deep cleaning
• Dispose of all materials within the contaminated area that cannot be sufficiently cleaned and disinfected.
• All cleaning activities should be undertaken in a methodical manner so as not to re-contaminate decontaminated areas.
• Dispose of gloves, apron and cloths into the waste bag – Seal all contents into the bag and dispose in external waste receptacle
• Wash hands thoroughly using liquid soap, warm water and dry them.
• Any clothes contaminated with vomit or diarrhoea should be placed in a plastic bag and sealed. Contaminated clothing should be washed in a washing machine on a hot cycle (60°C)

STEP 5: Deep cleaning areas likely to be indirectly contaminated  
• Concentrate on surfaces that may have been indirectly contaminated by hands and feet (i.e. corridors, floors, tables, chairs, walls)
• The frequency of toilet cleaning and disinfection should be increased and particularly after an episode of vomit/diarrhoea
• Ensure hand contact surfaces are thoroughly disinfected (i.e. toilet flushes, hand wash taps, door handles)
• Check adequacy of hand wash provisions (liquid soap, hot water, drying facilities)
• All cleaning equipment must be thoroughly disinfected after use.

Record all necessary details of the deep clean using a record sheet
Exclusion procedures

Staff

If you employ other staff you must make sure that they know about reporting if illnesses. It is therefore recommended that you draw up a written sickness procedure or policy for your business, however small it may be.

Babies & Children

Never look after children, who have sickness and diarrhoea, it may spread to other children and cause an outbreak. The Department of Health Guidelines are that they should be clear of sickness and/or diarrhoea for a minimum of 48 hours before they return to the childcare setting. This means if a child last vomited on Monday at 5.00pm, 48 hours would be Wednesday at 5.00pm so they could return to your care on Thursday morning. This is known as the ‘48 hour rule’. The stricter exclusion procedures described also apply to babies and children. the “48 hour rule” is the most commonly used exclusion procedure for all staff suffering with symptoms of gastrointestinal infections. This means if you had your last bout of diarrhoea on Sunday evening you would not be able to return to work until Wednesday morning. Much stricter exclusion procedures apply to those gastrointestinal diseases that present a significant public health risk such as E.Coli 0157, Hepatities A, Shigella and Typhoid. In these circumstances you should consult with the communicable disease team.

Make sure you let parents know about these rules and include them in your business policy. When they do return to your care, hand washing needs to be closely monitored. Should you require any support with enforcing this rule with parents contact the Communicable Disease Team.

The ‘48 hour rule’ should also be applied when staff have cared for their own sick children.

Further Information:

If you would like any further information on this or any other infection control matter please contact:

The Communicable Disease Team: Tel: (02920) 871161/871
Email us on: communicabledisease@cardiff.gov.uk
or visit our website www.cardiff.gov.uk