

# Premises Food Allergy Management Plan

Business/Premises	<b>The Hubbins Nursery</b> (Crouch End)
Prepared by (& date)	Jeanine Hubbins Centre Manager (Responsible Officer) 05/10/2021 (Deputy Responsible Officer Artie Fufkin, Kitchen Manager)
Description	Early Years Day Care Centre for 60 children aged 0 -5yrs
Audited by (& date)	Ian Faith (Henge Group Nursery Division Regional Manager) 05/10/2021
Review date	27/09/2022

<h2>STEP 1</h2> <p>IDENTIFY FOOD JOURNEY</p>	<h2>STEP 2</h2> <p>IDENTIFY POTENTIAL CONTAMINATION EVENTS</p>	<h2>STEP 5</h2> <p>PROCESS DECISIONS TO ELIMINATE CONTAMINATION EVENTS</p>
<p><b>1.0 Goods-in ingredient arrival</b>                      Perishables into chiller/freezer                      Non perishables into ambient storage                      (all in original packaging)</p>	<ul style="list-style-type: none"> <li>1.1 Delivery driver contaminated (clothing/ footwear/hands)</li> <li>1.2 Delivery vehicle contaminated (surfaces)</li> <li>1.3 Contaminated transport packaging (split/spilt goods)</li> <li>1.4 Storage area contaminated (ambient, chilled, freezer)</li> <li>1.5 Split/spill into other container before storage</li> <li>1.6 Split/spill into other container in storage</li> <li>1.7 Inappropriate or faulty storage container</li> <li>1.8 Staff contaminated (clothing/hands)</li> <li>1.9 Staff error (wrong container)</li> <li>1.10 Decant container contaminated</li> <li>1.11 Decant container incorrectly labelled</li> <li>1.12 Ingredient becomes airborne</li> <li>1.13 Contaminated utensils, surfaces, handles</li> <li>1.14 Split/spill into other container in storage</li> <li>1.15 Inappropriate or faulty storage container</li> </ul>	<p>Staff carry order from van, delivery driver not to enter building.                      Remove outer delivery packaging before delivery touches unpack surface.                      Check packaging and if appropriate wash item/item packaging.                      Appropriate cleaning schedule for ambient, chilled and frozen storage areas.                      Handle and decant only one ingredient at a time and clean down in event of spillage or known risk.                      Stack containers appropriately and do not overload storage area.                      Ensure food safe sealable containers are made available and regularly inspected for damage.                      Ensure hands are washed before and after each task, inspect clothing and launder daily.                      Ensure staff understand which containers to use for each storage task.                      Cleaning schedule to included process for cleaning and storage of used containers prior to reuse.                      Ensure ingredient labelling and dish flagging process in place and all staff know what info to record.                      Close all doors, handle ingredients prone to dispersal slowly and carefully, clean down after.                      Ensure cleaning schedule is fit for purpose and all tasks completed regularly and in full.                      Ensure sealable containers used in good condition and staff are careful to store properly and not overload.</p>

STEP 1 continued	STEP 2 continued	STEP 5 continued
<p><b>2.0 Normal food preparation</b>                      Prepare and cook                      (freezer/chiller-handle-cook-handle)                      Container-up                      (handle)                      Hot hold as appropriate                      (handle)</p> <p><b>3.0 Allergen-free food preparation</b>                      Separate, prepare and cook                      (separation-chiller-handle-cook-handle)                      Plate-up                      (handle-plate-up-flag-handle)                      Serve                      (separation-handle)</p> <p><b>4.0 Classroom serve</b>                      Serve and assist/supervise                      (handle)</p>	<p>2.1 Staff contaminated (clothing/hands)                      2.2 Wrong ingredient used (adherence to approved published ingredients)                      2.3 Wrong process used (adherence to documented preparation instructions)</p> <p>As 2.1-2.3 plus:                      3.1 Allergenic ingredient becomes airborne                      3.2 Contaminated surfaces, equipment, utensils handles                      3.3 Task separation error (not to designated space)                      3.4 Staff chain-break error (not performing appropriate hand-wash at correct points)                      3.5 Not using allocated serving utensils                      3.6 Flag error (failure to identify the food as allergy-x-free for child x only)</p> <p>No threats recorded</p>	<p>Ensure hands are washed before and after each task, inspect clothing and launder daily.                      Staff to check ingredient label against the recipe/process card.                      Staff to check preparation instructions against the recipe/process card.</p> <p>Staff to close doors and handle ingredient carefully and if necessary in separate food preparation area.                      Appropriate cleaning schedule.                      Move to allergy-free zone to prepare food.                      Ensure staff wash hands before starting a new task, particularly the preparation of an allergen-free dish.                      Use separate allocated utensils set.                      Follow dish ID/flag process.</p>

STEP 1 continued	STEP 2 continued	STEP 5 continued
<p><b>5.0 allergen-free classroom serve</b>                      Serve and assist/supervise                      (Separate-handle)</p> <p><b>6.0 Clean and put away</b>                      Clean classroom service areas                      Clean kitchen, crockery, utensils                      Prepare for next day                      (clean)</p>	<p>5.1 Child ID error (normal food served to allergen-free child)                      5.2 Contamination from normal foods                      5.3 Contamination from other children (snacks, packed lunches, in pockets, hands, clothing)                      5.4 Contamination from EY assist (hands, clothing)                      5.5 Separation error (failure to serve in separate space from other children)</p> <p>6.1 Cleaning error (failure to decontaminate following cleaning schedule)                      6.2 Classroom cleaning schedule inadequate                      6.3 kitchen cleaning schedule inadequate</p>	<p>Check all children dietary needs card (classroom operations file) before serving. Separate zone for allergen-free serving. Regular reminders to parents nut-free to include their child’s packed lunch preparation.                      Child hand washing before meal.                      EY assist hand washing.                      Solved above</p> <p>Follow approved cleaning schedule and all processes and points. Ensure the classroom cleaning schedule is fit for purpose.                      Ensure the kitchen cleaning schedule is fit for purpose.</p>

## STEP 3 DOCUMENT INGREDIENTS

Task	Responsible for updates	Location of documentation
<p><b>Recipe and preparation instructions</b> (per dish)</p> <p><b>Weekly update to menu ingredients list</b></p> <p>File/folder copy to kitchen            File/folder copy to parents/guardians reception            File/folder copy to operations folder</p> <p><b>Publish content to website</b></p>	<p>Kitchen Manager (A Fufkin)</p> <p>Kitchen Manager (A Fufkin)            Kitchen Manager (A Fufkin)            Kitchen Manager (A Fufkin)</p> <p>Kitchen Manager (A Fufkin)</p>	<p>In the kitchen in the folder marked food preparation and allergies on the shelf by door.</p> <p>As above            Reception            Manager's office</p> <p>hubbinsnursery.co.uk</p>

## STEP 4 DEFINE POLICY & CUSTOMER STATEMENT

Brief description of premises policy position

Notes

Offer to accommodate all reasonable requests for allergen-free foods. Operate a nut-free including peanut premises. Ensure that the limitations of these policy positions are explained by stating that foods cannot be categorically guaranteed 100% allergen-free and that the premises cannot be categorically guaranteed 100% nut-free. Comply fully with FSA/FSS standards and appropriate operational requirements from industry and inspection quality standards.

## Food allergy policy

Hubbins Nursery (Crouch End) Food Allergy Policy (27/09/2021 Rev1.0)

The following describes the food allergy policy for the Hubbins Nursery (Crouch End). This document should be used as reference material in staff induction and refresher training sessions. All supervisors, EY practitioners and support staff involved in the preparation and/or serving of food to children in our care should be able to demonstrate an understanding of the scope and content of this policy.

### Policy explanation:

We aim to operate a nut-free premises including no peanuts, however due to factors out of our control and the possibility of errors we cannot categorically guarantee the premises are 100% nut free. .

We offer a range of foods described as 'allergen-free', E.g. gluten-free. 'Allergy-free' at Hubbins Nursery refers to (the avoidance of) the intentional use of an allergenic ingredient (or ingredients containing that allergenic substance) when preparing the dish (individual food serving). However, a range of allergenic ingredients are in use in these premises and we cannot categorically guarantee that any food produced and served is 100% allergen-free (due to the possibility of a range of errors by food producers, wholesalers, and during food preparation).

When producing foods described as 'allergen-free', follow the food preparation process and ingredients identified on the laminated dish process cards. NEVER deviate from the instructions or ingredients unless directed to do so by the Centre Manager or nominated deputy. All staff should make all reasonable efforts to produce food carefully and safely including preventing the food becoming contaminated with the allergenic ingredient(s) the food description states the food is free of.

We accept reasonable requests from parents/guardians to omit or substitute ingredients, however such omissions and substitutions should NOT be considered to have rendered the food 100% allergen-free.

When serving children in our care, serving staff must refer to the child's food allergy and intolerance statement. The Parents and Guardians MUST receive and understand a copy of the Hubbins Nursery Food Allergy Policy Statement before completing and signing the child's food allergy statement.

Our allergy information only covers the 14 allergens specified by the Food Information Regulations.

### Staff conduct issues:

In the event of confusion all staff should refer to this policy document as a definitive position on this issue. Staff should also refer to the Centre Manager for further clarification. Staff should in all cases refer parents and guardians to the Parents and Guardians Food Allergy and Intolerance statement in the parents and guardians handbook, or at [www.hubbinsnursery.co.uk/allergiesandintolerances](http://www.hubbinsnursery.co.uk/allergiesandintolerances). Failure to follow this policy and/or terms of employment explained in the employee handbook is a disciplinary offence. Never take risks with food allergies or intolerances.

## Customer statement

### Food allergies and intolerances

Here at Hubbins Nursery (Crouch End) we want you and your child to enjoy a safe, caring and amazing experience in your child's time with us, so please help us to care for your child by carefully reading and completing your child's dietary needs form which is included in your welcome pack and available for download [www.hubbinsnursery.co.uk/allergiesandintolerances](http://www.hubbinsnursery.co.uk/allergiesandintolerances). The following explains our food allergy and intolerance policy so it's important you read this and raise any questions or concerns with us before completing the form.

While we aim to operate a 'nut-free' (including peanut-free) site, however our food suppliers do handle and process food containing nuts including peanuts, and our kitchens handle numerous other allergenic ingredients. It's not practical or appropriate to remove all potential allergenic ingredients from the menu and maintain a balanced and healthy diet. Although we regularly remind parents that we operate a nut-free premises, it's possible that traces of allergenic ingredients including nuts could enter the premises on clothing or brought into the premises by children in pockets or provided as snacks or in packed lunches by parents, and other carers and members of their household. Whilst we make all reasonable efforts to prepare food that's suitable for your child's individual needs, for the reasons explained, unfortunately it is not possible for us to categorically guarantee any food as being categorically 100% free of any particular allergenic ingredient. Our suggestion is that in the cases of serious food allergies and intolerances that a sealed meal bag be provided to us each day. However it's important to stress that they are learning, eating and playing in an environment shared by other children.

Parents requests for ingredient substitutions and omissions are accommodated where practical, but any changes should not be considered to have made the food allergen free. Dish descriptions do not list every single ingredient, so please check our allergy information if you have any allergies. Our allergy information only covers the 14 allergens specified by the Food Information Regulations. Fried foods including chips, sweet potato fries and onion rings are cooked in the fryer with other foods containing allergenic ingredients.

The Centre Manager is the Responsible Officer who coordinates and acts as a single point of contact to manage all dietary needs of your child including food allergies and intolerances. Contact details are on the website and in your welcome pack.

You can also view a full ingredients list for every food we serve on the website and in the Nursery on request. We operate in full accordance with all Ofsted guidelines in all matters. If you'd like to view our operating procedures or raise any concerns please contact the Centre Manager.

If you have any questions or are unsure of anything just contact me or ask a member of staff. We are here to help.

Jeanine Hubbins, Centre Manager.



## STEP 7 DEFINE YOUR COMMUNICATION PROCESSES

Process	Potential communication failures	Decisions to eliminate communication failures
<p><b>Parent/guardian allergy/intolerance query</b></p>	<p>Failure to explain the nursery food allergy policy and ordering process adequately.</p>	<p>Customer statement on all menus, ingredients/allergy matrix, ingredients file FOH, staff training and monitoring by supervisors</p>
<p><b>Staff operational process</b></p>	<p>Failure to check information or refer to a supervisor when unsure of the answer.</p>	<p>As above</p>
<p><b>Parent/guardian information request</b></p>	<p>Parent/guardian failure to inform nursery of an allergy/intolerance, fails to complete dietary form, or incorrectly completes the form.</p>	<p>As above</p>
<p><b>Staff operational process</b></p>	<p>Staff making a mistake completing the child's dietary cards (for classroom and kitchen)</p>	<p>Staff training and monitoring by supervisors</p>
<p><b>Staff operational process</b></p>	<p>Failure to notice a change to a child's dietary card</p>	<p>Process reviewed and improved</p>
<p><b>Staff operational process</b></p>	<p>Failure by kitchen staff correctly label/ flag the correct food as allergy (x) free</p> <p>Failure to serve the appropriate allergy x free food to the appropriate child.</p>	<p>Staff training and monitoring by supervisors</p> <p>Process reviewed and improved</p> <p>As above</p>