

Razzy's Daycare & Nursery

Kitchen & Food Preparation Policy



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Introduction

This Kitchen & Food Preparation Risk Assessment outlines all hazards, control measures, and safety procedures associated with the preparation, handling, storage, and serving of food within Razzy's Daycare & Nursery. It sits alongside the Whole Building Risk Assessment and Safeguarding Policy.

The purpose of this document is to ensure that all food-related activities meet the requirements of food safety legislation, the Early Years Foundation Stage (EYFS), Health and Safety at Work Act (1974), Food Safety Act (1990), and Food Hygiene (England) Regulations (2013).

The kitchen environment presents unique risks due to the presence of hot surfaces, sharp equipment, allergens, cleaning chemicals, contamination pathways, and regulated food storage requirements. This assessment ensures that risks are identified, understood, and controlled to maintain safe and hygienic food provision for all children.

Legal & Regulatory Framework

This risk assessment complies with the following legislation and statutory documents:

- Food Safety Act 1990
- Food Hygiene (England) Regulations 2013
- Safer Food Better Business (SFBB) for early years settings
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Early Years Foundation Stage (EYFS) Statutory Framework 2025

Compliance with these standards ensures safe food handling, allergy management, hygiene controls, enforcement readiness for local authority Environmental Health inspections, and the safe daily operation of our nursery kitchen.

Purpose & Methodology

The purpose of this assessment is to identify and control all foreseeable hazards specific to kitchen and food preparation activities within Razzy's Daycare and Nursery. The risk rating considers severity and likelihood, and a residual risk rating is given after the implementation of control measures.

Staff carry out both formal reviews and daily dynamic risk assessments, ensuring that hazards are addressed immediately. Only designated and trained staff may enter and use the kitchen.

Detailed Risk Assessment

Hazard	People at Risk	Risk Level	Detailed Control Measures	Residual Risk
Access to Kitchen Area	Children, staff	High	<ul style="list-style-type: none"> Children are not permitted to enter the kitchen. Door fitted with high-level lock. Clear signage. Only trained staff allowed inside. 	Low
Hot Surfaces (oven, hob, kettle, microwave)	Staff	High	<ul style="list-style-type: none"> Heat-resistant PPE used. Equipment never left unattended. Cords positioned safely. Burn protocols followed. 	Medium-Low
Hot Liquids	Staff	High	<ul style="list-style-type: none"> Hot liquids carried slowly. No kettles near edges. Spill kits always available. 	Low
Sharp Equipment	Staff	High	<ul style="list-style-type: none"> Knives in locked drawer. Only trained staff use sharp tools. Cutting mats used. Damaged blades disposed safely. 	Low
Food Storage Temperatures	Children	High	<ul style="list-style-type: none"> Fridge 0-5°C, freezer -18°C; temperatures logged twice daily. Food labelled and dated. Weekly deep clean. 	Low

Cross-Contamination	Children, staff	High	<ul style="list-style-type: none"> • Raw/cooked food separated. • Colour-coded boards. • Strict handwashing. • SFBB followed. 	Low
Allergen Exposure	Children	High	<ul style="list-style-type: none"> • Allergen lists displayed. • Individual plans followed. • Staff trained in anaphylaxis. • No food sharing. 	Medium-Low
Cleaning Chemicals (COSHH)	Children, staff	High	<ul style="list-style-type: none"> • Chemicals locked away. • COSHH sheets available. • No bleach onsite. • PPE worn when required. 	Low
Slips, Trips & Spills	Staff	Medium	<ul style="list-style-type: none"> • Non-slip flooring. • Immediate spill response. • Wet-floor signs used. 	Low
Food Allergens During Service	Children	High	<ul style="list-style-type: none"> • Meals plated by staff only. • Clear labelling. • Allergen-safe area used if required. • EpiPen available. 	Medium-Low
Foodborne Illness	Children, staff	High	<ul style="list-style-type: none"> • Strict handwashing. • Food reheated once only. • Probes used for hot food. • FIFO rotation. 	Low
Waste Disposal	Children, staff	Medium	<ul style="list-style-type: none"> • Food waste double-bagged. • External bins secured. • Composting rules followed. 	Low
Pest Control	Children, staff	High	<ul style="list-style-type: none"> • Pest contract in place. • Food sealed. • Regular inspections. 	Low
Electrical Equipment	Staff	Medium	<ul style="list-style-type: none"> • PAT testing annually. • Damaged items removed immediately. • Sockets not overloaded. 	Low
Choking Risks	Children	Medium	<ul style="list-style-type: none"> • Grapes halved lengthwise. • No nuts onsite. • 1:1 supervision for high-risk children. 	Low

Hand Hygiene	Children, staff	High	<ul style="list-style-type: none"> • Handwashing posters displayed. • 20-second routine enforced. 	Low
Fire in Kitchen	Everyone	High	<ul style="list-style-type: none"> • Fire blanket near hob. • CO₂ extinguisher. • Fire procedures known by all staff. 	Medium-Low
Deliveries / Supplier Risks	Staff	Low-Medium	<ul style="list-style-type: none"> • Approved suppliers. • Delivery temperatures checked. • Damaged packaging refused. 	Low
Food Serving Temperature	Children	Medium	<ul style="list-style-type: none"> • Food cooled to safe temperature. Staff test before serving. 	Low

Hygiene & Cleaning

Hygiene within the kitchen is maintained through a rigorous and consistent cleaning routine. All food preparation surfaces are sanitised both before and after use to prevent cross-contamination. Staff follow a structured cleaning schedule that outlines daily, weekly, and monthly tasks, ensuring that all equipment, storage units, and preparation areas remain in safe working condition. Colour-coded cloths are used for different cleaning purposes and are either sterilised or disposed of at the end of each day to reduce bacterial spread.

Staff Training

All staff working within the kitchen are required to hold a Level 2 Food Hygiene qualification. This training ensures that they understand food safety principles, correct food handling practices, and legal expectations. Staff undertake refresher training every three years, or sooner if needed, to ensure knowledge remains current. In addition to food hygiene training, staff also receive instruction on allergen awareness and COSHH procedures so that they can work safely with both food and the chemicals used during cleaning.

Allergen Management

Allergen control is an essential part of maintaining a safe kitchen environment. Individual Healthcare Plans for children with allergies are kept readily accessible within the kitchen so staff can cross-check requirements before preparing meals. Where allergen-free meals are

required, dedicated utensils and preparation areas are used to avoid contamination. Staff check all ingredient labels carefully and verify allergen information before serving food. Strict protocols ensure that children do not share meals, preventing accidental exposure.

Nutrition Standards

The nursery ensures that all meals, snacks, and drinks provided meet the nutritional standards expected under the Early Years Foundation Stage (EYFS 2025) welfare requirements. The nursery follows the Department for Education's Early Years nutrition guidance when planning menus, preparing food, and supporting children's eating habits. Meals are balanced, age-appropriate, culturally inclusive, and designed to promote healthy growth and development. Portion sizes reflect national recommendations for young children, and sugar, salt, and saturated fats are kept to a minimum. Staff encourage positive mealtime routines, model healthy eating behaviours, and ensure that fresh drinking water is available at all times.

Emergency Procedures

Kitchen staff are trained to respond quickly and confidently to emergencies. In the event of burns, staff follow the recommended burn-care protocol, ensuring the injury is treated promptly and documented. Fire procedures emphasise safe evacuation as the priority, with fire blankets or extinguishers used only by trained staff and only when it is safe to do so. Staff are also trained in paediatric first aid, enabling them to respond immediately to incidents such as choking during food preparation or mealtimes.

Staff Responsibilities

- Always keep kitchen clean and hazard-free.
- Ensure all food meets safety and allergen requirements.
- Report all defects, spills, or unsafe conditions immediately.
- Complete temperature logs, cleaning sheets, and delivery checks.
- Maintain safe supervision practices during mealtimes.

Razzy's Daycare & Nursery is committed to providing safe, hygienic, and nutritious food for every child.