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1. Introduction

- 1.1 The Company believes the management of food safety relies heavily on having policies for the safe preparation, storage and handling of food. High standards of management of food services, food safety and good hygiene practice are therefore essential.
- 1.2 A food handler is a person who handles or prepares food or beverages. Therefore, this policy applies to any food service staff within the Company and covers the food service as delivered by the Company.
- 1.3 This policy should be read in conjunction with other existing Company policies. All staff have a duty to ensure compliance with the Company's other policies from time to time in force. This policy is subject to the Company's Health and Safety, Fire Safety, and Environmental Policies.
- 1.4 This policy aims to ensure that the Company's workplace conduct is of a high standard and in accordance with the requirements of the Food Safety Act 1990 and The Food Safety (General Food Hygiene) Regulations 2013.
- 1.5 Any staff found in breach of this Food Hygiene Policy can potentially face disciplinary action.

2. Food Handling and Transportation

- 2.1 It is the responsibility of the employee to ensure that all food handled by that employee is washed and stored in a clean and hygienic manner.
- 2.2 <<the manager/nominated person>> must ensure that food temperatures are monitored and recorded at regular intervals and on receipt to ensure microbiological food safety.
- 2.3 If, according to any applicable legislation, <<the manager/nominated person>> is not handling the delivered food safely, the employee must notify <<insert name and title>> [notify the manager] AND/OR [notify the supplier].
- 2.4 <<the manager/nominated person>> is required to make sure that any containers used for the transportation of food are visibly marked "for foodstuffs only". [Should any of the containers used for the transportation of food be used for other purposes, <<the manager/nominated person>> must ensure that the containers are thoroughly cleaned and disinfected before use. The Company's standard cleaning and disinfection procedures apply.]
- 2.5 A nominated member of staff must check the expiry dates on any stored foods daily. <<the manager/nominated person>> is responsible for ensuring that any food past its expiry date is discarded.
- 2.6 All staff are required to follow the instructions on food packaging.
- 2.7 All staff are obliged to use food on a first in/first out basis.

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2.8 All dried foods should be stored in sealed containers to avoid potential contamination.

3. **Equipment and Premises**

3.1 Each employee is responsible to ensure that the necessary equipment (including uniforms and protective equipment) and services are available to enable employees to follow the procedures to be followed at all times. Should any equipment be broken or damaged it is each employee's duty to notify the <<insert job title>>. It is <<the manager/name and title>>. It is <<the manager/name and title>> to keep all equipment in good order, repair and condition.

3.2 All equipment that comes into contact with food needs to be cleaned to minimize the risk of contamination. Employees are required to disinfect <<insert description of equipment>> according to the Company's guidelines on a <<weekly/daily>> basis.

3.3 The <<food handler name>> shall ensure that all premises and equipment used for the serving or storage of food shall be in good and condition.

3.4 The <<insert job title>> is responsible for making sure that the hot and cold running water, soap and drying material in place. When an employee becomes aware that the hot and cold running water, soap and/or drying materials are not available, he/she should notify <<the manager/name and title>>.

3.5 <<insert job title/name>> is responsible for monitoring the effectiveness of the ventilation in the premises. <<insert job title/name>> should the ventilation be out of order, <<insert job title/name>> to arrange for repairs as soon as possible.

4. **Cross-contamination of Food**

Cross-contamination of food is a common cause of food poisoning. Cross-contamination occurs when bacteria are spread from one food item to another, for instance when raw chicken could be spread via cooking utensils or hands. Employees must do the following at all times to avoid cross-contamination:

4.1 At all times, food should be stored properly. Keep raw meat and poultry and ready-to-eat foods separate.

4.2 Employees must thoroughly wash their hands every time after handling raw meat and poultry.

4.3 Employees preparing raw meat and poultry are responsible for cleaning work surfaces and cutting equipment (e.g. chopping boards) before and after preparing raw meat and poultry, staff are required to use separate cutting boards for meat and poultry. [Use separate knives and knives.]

4.4 It is the responsibility of the <<insert job title>> to make sure that raw meat and poultry are stored separately in the fridge. Where possible raw meat and poultry should be stored in a separate fridge from other food. Raw meat and poultry should always be refrigerated below 5°C.

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5. Temperature Control

5.1 Chilled Food

Chilling food can help prevent bacteria growth so it is crucial that certain foods are kept at a particular cold temperature. All employees have a responsibility to ensure that they do not break the cold chain. All employees must ensure the cold chain at all times:

5.1.1 All cold food must be kept at 8°C or below. This is a legal requirement. Employees must check that the fridge temperature is correct at regular intervals and record the temperature.

5.1.2 When food is kept out of the fridge for the food to be used, the food at a maximum of 4 hours and a maximum period of time. If the food is not used it must be chilled.

5.1.3 Employees must not put chilled food into a fridge straight away.

5.1.4 Employees must not leave food is kept out of the fridge for the shortest time possible.

5.2 Cooking Food

It is equally important to ensure that the correct amount of food is cooked. It is important to ensure that all cooked food is cooked thoroughly and not to be served rare. Cooked meat and meats that have not been cooked because bacteria can grow. Cooked and served using this method, for instance, if the food are cooked safely using the following:

5.2.1 It is a legal requirement that cooked food that is kept hot for any reason should be kept at a temperature of 63°C or above.

5.2.2 When food is kept out of the fridge for the food to be used, the food at a maximum of 2 hours and a maximum period of time. If the food is not used it must be chilled until it is used.

5.2.3 <<the manager>> must manage a food temperature throughout the process (from carrying out temperature checks to delivery to consumption).

5.2.4 If food has to be cooled this should be done as quickly as possible and should then be refrigerated straight away.

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5.2.5 It is the duty of staff keeping the display units clean and immediately report any faults to their manager

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6. Refrigerators

6.1 All staff should ensure that only approved refrigerators are used for food storage ONLY.

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6.2 The allocated employee must record the temperature of each refrigerator morning and evening to ensure that the temperature in the refrigerator is kept between 0°C - 4°C

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6.3 The allocated employee must ensure that the following conditions are met:

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6.3.1 The refrigerator must be kept clean as spills occur;

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6.3.2 The door seals must be checked and replaced if necessary; and

; and

6.3.3 The refrigerator must be kept at the correct temperature

title>> is responsible for ensuring that the refrigerator is kept at the correct temperature

6.4 The allocated employee must ensure that the following rules are followed:

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6.4.1 High risk foods must be stored between 0°C - 4°C;

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6.4.2 Fresh meat, poultry and fish must be stored between 0°C - 1°C;

be stored between 0°C - 1°C;

6.4.3 Frozen foods must be stored at -18°C; and

y -18°C; and

6.4.4 Cook-chill products must be stored at 0°C or below.

C or below.

6.5 High Risk foods are those which under certain conditions provide a supportive environment in which pathogenic bacteria can easily multiply and these foods are not suitable for hot holding. Foods which require hot holding treatment that would destroy such bacteria. Foods which require hot holding treatment include: all cooked meats and poultry; stock; milk, cream, artificial cream, custards and dairy products and products made with eggs (does not include pastries)

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7. Food Handling Staff

7.1 Food handlers must follow the following practical steps to avoid the risk of contamination of food:

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7.2 On arrival at work, all food handlers must:

- Wash their hands thoroughly
- Put on clean protective clothing and slip soles
- Tie up long hair
- Remove jewellery
- Cover cuts/blisters with a blue waterproof dressing

slip soles

blue waterproof dressing

7.3 All food handlers must wash their hands before and after contact with food, after a break, after emptying a rubbish bin, after using the toilet, after sneezing or coughing, after touching their nose and after cleaning. Hands must be washed with soap and running water and then dried thoroughly.

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- 7.4 Food handlers with dressings must cover them with a coloured waterproof dressing.
- 7.5 Staff will not, while in a food preparation and service area, smoke, chew gum or eat in a food preparation area.
- 7.6 In food preparation areas, hairnets must be tied securely back from the face and worn with a hairband.
- 7.7 Food handling staff must not wear watches and jewellery (except for a wedding band) while working in a food preparation area.
- 7.8 Food handlers' fingernails must be short and clean. Nail polish must not be worn.
- 7.9 Perfume and aftershave must not be worn in a food preparation area.
- 7.10 If food handling staff are responsible for the repair of adequate sanitary and hand-washing facilities, the availability of soap and [paper towels] AND/OR [clean towels] and [hand dryers] for hand drying, they must immediately notify <<insert name and title>>.
- 7.11 The allocated manager must ensure that all food handlers receive adequate supervision, instruction and training in food hygiene.
- 7.12 The <<insert name and title>> is responsible for ensuring maintenance of day-to-day standards of food hygiene. It is also the responsibility of <<insert name and title>> that all staff are made available to attend training sessions on food hygiene.
- 7.13 All employees handling food must attend <<on-the-job/self-study/in-house>> food hygiene training and must ensure that they understand the training. [If staff do not attend food hygiene training, they must attend food hygiene training and understand the training.]
- 7.14 Failure to comply with the standards of personal hygiene and practice may result in disciplinary action.
- 7.15 Any staff that have symptoms of diarrhoea and/or vomiting are strictly forbidden from handling food in any food preparation area. This restriction applies until 24 hours have elapsed without any symptoms.

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8. Occupational Health

- 8.1 It is the responsibility of <<insert name and title>> to notify <<insert name and title>> of any condition which may affect the ability to conform to the Company's hygiene requirements.
- 8.2 Any member of staff who has symptoms of diarrhoea and/or vomiting while handling food should stop work immediately and report to <<insert name and title>>.
- 8.3 All food handlers must maintain a high level of personal hygiene. Staff are not to handle food and maintain a high level of personal hygiene if they are suffering from or likely to be suffering from diarrhoea, a sore, a cut, a infected wound, a skin infection, sores or diarrhoea/vomiting in the food handling area.
- 8.4 Any food handler who has any of the symptoms or diseases mentioned above, must report to <<insert name and title>> and explain the possible cause of the symptoms. Food handling staff suffering from diarrhoea or vomiting must not return to work until they have been free of symptoms for 24 hours.
- 8.5 Staff who have contracted an infectious disease outside of work must not return to work until they have been free of symptoms for 24 hours.

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must report this to <

9. **Accidents and Dangerous**

9.1 All staff must notify any accidents or Report Book.

9.2 Suspected outbreak <<insert name and

>> in writing on the happening of using the Company's Accident

must be reported immediately to

10. **Disposal of Waste**

10.1 Waste/refuge should accumulate in kitchens or be left overnight.

10.2 Staff must remove where food is present [as soon as possible] OR [every day] in order to prevent its build up.

10.3 Staff must store food in [closed containers] OR [type of system agreed]. <<insert name and title>> is responsible for ensuring [frequency] basis and be foot operated containers. All staff <<insert name and title>> if the refuse

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10.4 Staff are prohibited from used for the storage of food for any type of refuse.

10.5 All staff are responsible for pests or insects are <<insert name and title>> if any animals, duty to keep any do storing facilities. All staff have a storage closed when not in use.

10.6 <<insert name and title>> the refuse collectors do not enter food or dining areas

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11. **Safe Handling of Broken**

12.1 All broken glass must be disposed of at the earliest opportunity.

12.2 When clearing up broken glass, staff must use heavy-duty gloves to protect themselves. A dustpan must be used to collect the pieces of glass before mopping up.

12.3 Staff must never use their hands to clear up broken glass cubes.

12.4 If glass breaks near a food area, staff must dispose of anything which may be contaminated.

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the cubes.

dispose of anything which may be

12. **Cleaning**

12.1 It is the responsibility of the person concerned with the management, production and serving of food that food handling premises are maintained to the highest standards as determined by the Food Safety Act 1990.

12.2 Staff must keep all storage areas and serving areas clean.

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12.3 It is the responsibility of the manager to ensure that all food preparation tools, surfaces and equipment are cleaned regularly during the food preparation process and that they are cleaned between different tasks.

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12.4 The Company will provide food washing facilities in order to clean and sterilise all crockery and equipment. Each employee should inform the manager in the event that such facilities are not available.

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12.5 Where appropriate, food washing facilities with an adequate supply of cold potable water. <<insert name and title>> must ensure that such facilities are kept clean and disinfected.

The manager is responsible for providing food washing facilities with an adequate supply of cold potable water. <<insert name and title>> must ensure that such facilities are kept clean and disinfected.

12.6 Each employee is responsible for ensuring that any spill has to be cleaned immediately. All surfaces and equipment which come into contact with raw food must be cleaned thoroughly. In addition, surfaces which come into contact with raw food (for example, chopping boards, utensils and equipment) must be cleaned regularly.

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12.7 When cleaning, employees must ensure he/she is using the correct cleaning products and follow the manufacturer's instructions.

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13.8 Equipment which has been used for raw food must never be used for cooked food and disinfected.

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13.9 All staff are required to wash their hands before and after contact with food, after a break, after using the toilet and after cleaning. Hands must be washed properly with running water and then dried thoroughly.

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This policy has been approved & signed by:

Name: <<Insert name>>

Position: <<Insert position>>

Date: <<Date>>

Signature:

<<Insert position>> resources Manager>>

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