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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 and beverages. Therefore, this policy covers all 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 required by 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.

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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 employee>> must ensure that food temperatures are maintained and on receipt to ensure microbiological food safety.
- 2.3 If, according to any relevant legislation, the employee is not handling the delivered food safely, the employee <<the manager/nominated employee>> must ensure that food temperatures are maintained and on receipt to ensure microbiological food safety. [Should any of the above conditions apply, <<the manager/nominated employee>> must ensure that food temperatures are maintained and on receipt to ensure microbiological food safety.]
- 2.4 <<the manager/nominated employee>> is required to make sure that any containers used for the transportation of food are visibly marked "for foodstuffs only". [Should any of the above conditions apply, <<the manager/nominated employee>> must ensure that food temperatures are maintained and on receipt to ensure microbiological food safety.]
- 2.5 A nominated member of staff must ensure that expiry dates on any stored foods are checked daily. <<the manager/nominated employee>> is responsible for ensuring that any food is discarded if it is past its expiry date.
- 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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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 food safety procedures to be followed at all times. Should any equipment be broken or damaged it is each employee's responsibility to report it to the manager. It is the manager's duty to notify the appropriate authority. It is the manager's duty and title, each employee is responsible 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 equipment according to the Company's guidelines on a weekly/daily basis.

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

3.4 The manager 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 water, soap and/or drying materials are not available, he/she should notify the manager and title>>.

3.5 The manager should be monitoring the effectiveness of the ventilation in the premises. The manager should 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 separately. Keep raw meat and poultry and ready-to-eat foods separate.

4.2 Employees must 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 (chopping boards) before and after preparing raw meat and poultry, staff are required to use separate cutting boards for meat and poultry and knives.]

4.4 It is the responsibility of the manager 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 ready-to-eat 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 leave 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 served hot. Meat and most meat products should not be served rare or pink, especially foods such as chicken and meats that have bones. Foods such as sausages and burgers, and other meat products. Certain cuts of meat can be served rare if the customer has requested this method, for instance beef or lamb. In order that foods are cooked safely employees must comply with 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 of carrying out temperature checks (from 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:

title>> is responsible for ensuring that the following conditions are met:

6.3.1 The refrigerator must be kept clean as spills occur;

as spills occur;

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:

title>> is responsible for ensuring that the following rules are followed:

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

between 0°C - 4°C;

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 5°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
- Tie up long hair
- Remove jewellery
- Cover cuts/blistered areas with a blue waterproof dressing

slip soles

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 into 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 open wounds must be covered 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 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.
- 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.
- 7.10 If food handling staff are responsible for the repair of adequate sanitary and hand-washing facilities, including the supply 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. [All staff 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 who are suffering from or likely to be suffering from diarrhoea, vomiting, a sore, a cut, a wound, a skin infection, sores or a sore throat must not handle food 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] 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

accumulate in kitchens or be left

where food is present [as soon as possible] OR [every day] in order to prevent its build

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

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, storing facilities. All staff have a duty to keep any do

used for the storage of food for any

<<insert name and title>> if any animals, storing facilities. All staff have a duty to keep any do

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

the refuse collectors do not enter

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 dust sheet must be used to collect the pieces of glass before mopping up

earliest opportunity.

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12.3 Staff must never use the refuse bins.

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

the refuse bins.

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.

<<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 every day. In addition, surfaces which come into contact with raw food (for example, chopping boards, utensils and equipment) must be cleaned regularly.

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 every day. In addition, surfaces which come into contact with raw food (for example, chopping boards, utensils and equipment) must be cleaned regularly.

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:

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<<Insert Name>> Resources Manager<>

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