

# Food Hygiene Policy

November 2019

## Introduction

1. The Guidelines set out in this Food Hygiene Policy are an essential part of ADCA's overall Health and Safety Policy and are to be followed at all times by all staff and volunteers involved in food preparation, including provision of tea/coffee and biscuits/cake.
2. The Guidelines will be clearly displayed in the kitchens used by ADCA for meal preparation.
3. The Food Hygiene Lead will be the **ADCA Cook**, who will bring any concerns or infringements to the attention of the **Development Coordinator**.
4. Appropriate food hygiene training will take place on a yearly basis and will be an essential part of induction for new volunteers who are to be involved in food preparation,.
5. Staff and volunteers who take a lead in meal preparation must have an up-to-date Food Hygiene Certificate.
6. ADCA will regularly review this policy to ensure that these standards are maintained.

## Food hygiene guidelines

### 1. Personal hygiene

- Wash hands before and after handling food, after breaks, after using the toilet
- Wash hands after touching mouth, nose, handkerchief and doorknobs/handles
- Encourage members to wash their hands before eating
- Do not sneeze or cough near food
- Do not smoke or eat in any kitchen areas
- Keep clothes/jackets/bags away from cooking areas
- Tie back hair
- Wear clean clothing
- Wear an apron, clean catering T-shirt or catering jacket
- Cover cuts and sores with a blue waterproof dressing/plaster
- Do not work in the kitchen if you may have a transmittable disease. You must be clear of symptoms, including of sickness and diarrhoea, for 48 hours before working in the kitchen.

### 2. Food preparation

- Use separate chopping boards for different foods (bread/cakes, raw meat/fish, raw vegetables and salad)
- Use clean knives/utensils
- Handle raw and cooked food separately, using different utensils
- Clean as you go
- Store utensils and other equipment cleanly and safely

### 3. Food temperature and reheating

- Hot food must be kept above 63° C
- Cold food must be kept below 5° C in the fridge
- Ensure all food is cooked through before serving, serve piping hot
- Do not reheat more than once and reheat thoroughly

### 4. Serving food

- Provide clean utensils for self-service
- Provide different utensils for raw and cooked food
- Always wear a clean apron

## **5. Covering and storing food**

- Store raw and cooked food separately
- Keep containers for raw and cooked food separate
- Cover and secure all opened food packets
- Cover prepared food to be served in the near future
- Store food prepared for later use in clearly labelled airtight containers
- Keep all food off the ground

## **6. Pest control**

- Protect open food from flying insects
- Check regularly for pests

## **7. Surfaces and cleaning**

- Tea towels must be clean and in a fit state to use
- Wipe all food preparation area surfaces clean with sanitiser
- Keep surfaces, chopping boards and utensils clean
- Use double sink/bowls for washing and rinsing, using hot water and washing up liquid for washing all crockery, cutlery and equipment, or use dishwasher
- Ensure that cloths and scourers are regularly adequately cleaned or replaced
- Wash vegetables in separate sink/container
- Air dry rinsed vegetables and salads (or use disposable towels)

## **8. Waste**

- Use adequate covered bins and keep them clean
- Use suitable bags for all waste and tie them up when full