



There is a legal requirement to document procedures that ensure the food we serve is safe to eat.

This policy describes our procedures and gives guidance to all staff members who may be responsible for cooking, preparing or handling food as part of their work.

(For technical information including temperatures etc, please refer to the food safety handbook kept in the kitchen.)

**ALL** food handlers **must** read this policy.

## **HYGIENE**

**ALWAYS** wash hands before handling food or kitchen utensils. (To follow the correct hand-washing procedure, guidance is on display)

Illness-causing bacteria can survive in many places around your kitchen, including your hands, utensils, and cutting boards. Here is some guidance on when to wash your hands:

- Before eating food
- After handling uncooked eggs, or raw meat, poultry, seafood, or their juices.
- Before, during and after handling food
- Before using kitchen utensils
- When returning from a break
- Cleaning
- Handling waste/bins
- After blowing your nose, coughing or sneezing
- Before and after treating a cut

**ALWAYS** wear the correct clean clothing and headwear provided. Suitable clothing will be stored in the storeroom next to the kitchen.

**No** smoking in the food preparation area.

**No** jewellery whilst preparing or handling food.

Cover cuts/wounds with a blue plaster, found in the first aid box in the storeroom next to the kitchen. **ALWAYS** remember to wash hands before and after applying the plaster.

Inform your supervisor/manager if you have sickness and/or diarrhoea and do not return to work less than **48 hours after** symptoms are gone. Do **NOT** enter the kitchen if you have a contagious disease or infection.

If you begin to have symptoms of sickness and/or diarrhoea whilst at work, inform your supervisor/manager **immediately** and leave the food handling area and return home until the illness has gone. Do not return to work less than 48 **hours after** the symptoms are gone.

The kitchen should always be 'inspection' ready at the end of each session.

## **RECORDING**

Ensure that all required records are kept; these can be found in the food safety handbook.

Update the **food diary** before and after every session. This is stored in the **food handler's** files in the office.

The diary must be filled in every day.

Record all incidents and accidents that are kitchen related and report to your supervisor/manager.

Record all hazards and potential risks (if any) in your opening and closing checks (**food diary**) daily.

Report illness(s)

Follow all kitchen health and safety requirements.

## **FOOD SAFETY**

Frozen food should be transported within **1 hour** of delivery and placed in the freezer after rotating previously bought food items.

**Always** check 'use by' dates before using food items.

Use digital probes to check the temperatures of cooked food. For temperature guidance see Food Safety Handbook.

Use the **correct** chopping boards and knives (see colour code chart on display in kitchen) for the appropriate food.

Store raw meat correctly and separately from other foods to avoid cross-contamination.

Ensure fridges and freezers are working correctly and operate at the recommended temperatures. For temperature guidance see Food Safety Handbook.

**ALL** staff are to be trained on correct food safety practices and it is the **food handler's** and **supervisor's/manager's job** to ensure all staff are aware of the food safety procedures and their training is to be recording and dated accordingly in the **food diary**.

**I have read and understood this policy and will follow all guidance provided to me to ensure correct food safety measures are being followed.**

Food Handler's name:

Signature:

Date: Jan Greene

Supervisor/manager's name:

Date:

Signature:

Date of Policy: 01/01/19

Review: 01/01/25