

TEESDALE DAY CLUBS
Hygiene and Food Safety
Policy and Procedure
Number 13 Issue 04

1. Introduction

- 1.1** Teesdale Day Clubs (referred to hereafter as 'the charity', 'we', 'us' or 'our') provides a range of meals for lunch club members ('members'), normally prepared using facilities where lunch clubs are held at public venues, which we rent from other community organisations.
- 1.2** We employ experienced and/or qualified staff as chefs/cooks who are trained and in charge of all food handling and food preparation.
- 1.3** We are subject to regular Environmental Health Officer (EHO) inspections whilst lunch clubs are in operation. Most of these visits are unannounced.
- 1.4** We have a good track record and a 5-star rating with the EHO's at kitchens historically used by our team to prepare meals even though safety and maintenance of kitchens we rent are not our sole responsibility.

2. POLICY

- 2.2** We recognise our responsibility for food safety and will always do our best to maintain the highest standards and ensure that food and beverages are safe and fit for human consumption, and of a good quality. We will make all efforts to do this in compliance with all food safety standards and regulations, including paying attention to individual food intolerances and our staff having a good allergen awareness.
- 2.3** Our staff team and volunteers working or helping at lunch clubs will make themselves aware of any potential risks to the health and safety of members and any visitors and adhere to current food safety best practice and regulation, as outlined in standard guidance issued by the Food Standards Agency and Food Information Regulations.
- 2.4** Trustees are fully aware of the requirements to comply with all legal obligations regarding food safety and food allergens and intolerances and will take all reasonable steps to ensure that these are met.

3. Principles and procedures

3.1 People

- All kitchen activity must be supervised by the chef/cook on duty who will hold a minimum qualification at HABC Level 2 Award in 'Food Safety in Catering' and will be fully inducted in our own Hygiene and Food Safety Policy and Procedures
- Any other person handling food or assisting in any kitchen activity (e.g., washing up, rinsing and drying pots and utensils) must always follow the instructions of the chef/cook

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- No other person apart from the Cook/Chef, and any other person under their direction who holds a Food and Hygiene certificate, should handle or prepare food other than serving it, ready plated, to the table

3.2 Personal hygiene

- All staff and volunteers will always maintain a high degree of personal hygiene and use appropriate protective equipment and clothing as required or requested (e.g., chef's whites, aprons, closed shoes)
- Specific actions in response to illness, personal behaviours, or injury must be standard practice as follows:
 - Any member of staff or volunteer who is suffering from a stomach upset, skin infection or virus that may be easily transmitted to others must not be involved in the preparation of food or be assisting in food preparation areas
 - Anyone suffering from a diarrhoea or vomiting must be excluded from working in food preparation for 48 hours from when symptoms stop
 - Hands must be washed frequently and specifically after using the toilet, and before and after handling open raw food
 - Smoking, eating, or drinking whilst preparing food is not permitted
 - It is recommended that hair is tied back or covered
 - Wounds or cuts must be covered with a clean, blue waterproof dressing
 - Any person not involved in or trained in food handling should not be permitted to enter food preparation areas
 - Cooks/chefs should not wear watches or jewellery (with the exception of a wedding band) when preparing food

3.3 Cleaning equipment and surface preparation

- All work surfaces, crockery and utensils must always be inspected regularly using the Opening and Closing Checks form (OCC), cleaned thoroughly, and maintained in a hygienic state
- Disposable colour coded cloths are provided by us (blue for kitchen, yellow for all other areas) and must be disposed of after each session and/or in accordance with any special infection precautions in place at the time
- Tea towels should be washed on a 60°C cycle or hotter and dried prior to the next session
- Dishwashers, where available, should be used.
- When there is no dishwasher available, all crockery, kitchen equipment and utensils must be cleaned using hot soapy water, dried and stored after each session

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- Any unused crockery or utensils should be treated as 'used' and washed accordingly when it has been taken out of storage
- Scourers, when used, should be disposed of or washed at a high temperature for re-use depending on what type of material they are made from. *(Staff should be mindful of using the most environmentally friendly materials where possible and only disposing of items when they cannot be thoroughly cleaned safely.)*

3.4 Food handling and food safety

- All food must be prepared, cooked, and handled in a hygienic manner (using tongs and utensils rather than hands when possible and appropriate)
- All temperature probes must be checked for functionality in the first week of every calendar month using the Safe Cooking Temperature guidance and noted on the Food Safety and Environmental Control record (F13-1)
- Food should be checked for correct temperature and recorded for each meal using the above form (F13-1)
- All meat and poultry must be thoroughly cooked with no pink or red juices, and temperatures thoroughly checked prior to serving
- During the cooking process, all high-risk foods must reach a minimum temperature of either 75°C for at least 30 seconds OR 80°C for at least 6 seconds and recorded on F13-1
- Raw and cooked foods must be stored separately and exposure to ambient temperatures kept to a minimum
- Chilled or 'ready to eat' foods purchased prior to a meal session may be kept adequately covered at room temperature for a maximum of 4 hours between purchase and consumption and then discarded
- Where a period greater than 4 hours between purchase and consumption is anticipated such foods must be kept at 8°C or below.
- Hot cooked food prepared at a lunch club may be kept adequately covered at room temperature for a maximum of 2 hours
- Where a period greater than 2 hours between cooking and consumption is anticipated, these foods should be rapidly chilled and refrigerated at 8°C or below. Such foods may then be reheated only once, to the temperatures specified above, and any unused foods discarded.
- If food is prepared in advance and transported to the venue, it must be carried in a securely closed chilled container to minimise the opportunity for contamination
- Waste materials must be adequately segregated from foodstuffs.
- Any left-over food must be disposed of after each session.
- Frozen food should be thoroughly defrosted before cooking
- All foodstuffs must be within the 'used by' or 'best before' date at the time of use

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- Separate utensils such as chopping boards, must have designated usage (usually colour coded boards) for raw and cooked foods/meats etc to avoid cross contamination
- All equipment used for chopping must be replaced when scored or pitted and always sanitised after use
- Spillages and breakages must be cleared up immediately and, if necessary, warning notices put in place. Employees should always aim to work on a 'clean as you go' basis.
- Employees working in kitchen areas at venues must always make themselves aware of the hazards associated with the specific environment in that venue and any particular routines, and the specific activity being undertaken

3.5 Records and checks

- Appropriate records must always be maintained (e.g., training records and certificates, induction records, inspection and cleaning)
- A list of checks and actions to be performed prior to and after each session is provided in the Opening and Closing Checks (OCC)
- The Safe Cooking Temperatures (SCT) must always be referred to and adhered to correctly
- Completion of these checks is mandatory and must be recorded in the Food Safety and Environmental Control record (F13-1)
- Chefs will submit receipts of all purchases clearly showing provenance of food / suppliers, in order to facilitate tracking in the event of contaminated or otherwise unfit food being purchased that results in illness.
- All records should be kept in the folder provided and returned to the office at the end of each month to ensure that all checks have been made, and issues recorded and reported
- Any issue relating to venue and kitchen safety must be raised as soon as possible with the venues committee, caretaker, or manager. This will usually be done via Operations Coordinator and Administrator (OCA) at the main office.
- The Strategic Manager should be alerted to all major issues affecting health and safety as soon as possible

3.6 Member allergens and intolerances

- Individual members have personal responsibility to make their allergies and intolerances known to Teesdale Day Clubs to help prevent allergic reactions. This should be detailed on their lunch club applicant information sheet, and members are responsible for updating their Club Leader with any changes.
- This responsibility will be made explicit through the use of good signage in the form of a Food Allergen Notice at every venue and it is

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the responsibility of club staff to ensure that a notice is visible and readable

- Club Leaders and Chefs/cooks will ensure that a menu board is displayed for every meal with all major known allergens clearly stated
- Chefs/Cooks must maintain an up-to-date knowledge of allergens in food bought in that is pre-packaged, and changes to common allergens and intolerances. Durham County Council 'Allergy Advice for Food Businesses' is a good source of information
- In the case of a person being Coeliac, particular care must be taken to keep ALL gluten, or potentially gluten, products completely separate in the preparation of that food, including utensils and equipment used in preparation, to avoid cross contamination
- In the event of anyone suffering from a severe allergic reaction (known as anaphylaxis) dial 999 immediately

3.7 Venue inspections

- The Environmental Health Officers (EHO) from time to time make unannounced inspections
- Staff must cooperate with the EHO always and comply with any changes suggested
- Any issues arising from EHO inspections that are not in the control of our staff (e.g., a material or equipment or cleaning issue related to the venue), this will usually be relayed to the venue usually by the OCA
- We pride ourselves on our good relationships with our venues and any environmental issues arising from inspections will be managed politely, discreetly and with a partnership approach

3.8 Monitoring

- The OCA makes regular monitoring inspections at venues coupled with fire safety drills for members and volunteers and liaises regularly with Club Leaders and Chefs about any problems at the venue
- The OCA and the Strategic Manager have regular (at least 4x each year) monitoring updates to ensure that no issues arising are overlooked or unresolved within a reasonable timeframe
- These monitoring updates are recorded, and an annual summary H&S report prepared for Trustees
- The OCA will usually liaise with venues with support from the Club and Community Services Manager (CCSM) and the Strategic Manager when required

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4. Hazards

4.1 Staff and volunteers working in kitchen areas should make themselves aware of the hazards associated with:

- Hot food and hot water
- Hot surfaces
- Sharp items
- Slippery surfaces
- Movement of hot food and plates
- Electrical equipment
- Lifting and moving excessive weights (e.g., tables, chairs, heavy pans or food boxes and bags)
- Staff should always adhere to our Health & Safety Policy and additional procedures

5. Trips and outings

5.1 When a club arranges an outing to an external venue (e.g., a local pub or restaurant) it is the **personal responsibility of each member or volunteer** to advise the venue of their personal allergies and intolerances and Teesdale Day Clubs will not be held responsible for any illnesses or upsets caused by food consumed at an external venue.

5.2 The Club Leader must always carry out a risk assessment (F08-2 H&S Trip Risk Checklist)

6. Training

6.1 All cooks must achieve the basic Food Hygiene training prior to starting employment.

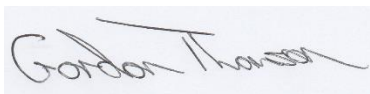
6.2 Refresher training will be arranged on an annual basis and is mandatory.

6.3 All training is paid for by Teesdale Day Clubs.

6.4 Where possible, training is arranged online to make it as flexible as possible for staff.

6.5 There is non-mandatory on-line training available about allergens that can be accessed by all members of staff and chefs/cooks are strongly encouraged to complete this training.

This policy and procedure was approved by the Board of Trustees and signed on their behalf by the Chair:



Date: 09 February 2023

Review date: February 2026