

**NORTHDALE**

**POLICY AND PROCEDURES**

**FOOD HYGIENE**

**Policy Statement**

Northdale Horticulture recognises the importance of good hygiene practices in the handling and preparation of food. The organisation will ensure that legislative requirements are met, in order to minimise health risks to Staff, Volunteers, Service Users, Support Workers, Carers and members of the public.

# **Roles and Responsibilities**

This policy and procedure applies to all members of Staff, Volunteers, Service Users and their Support Workers and Carers who in the course of their work for Northdale Horticulture prepare and handle food both on and off the Yafforth Road site.

It also applies to any other organisations working on the Yafforth Road site.

The Service Manager is to ensure that all those involved in the preparation of food and refreshments are aware of and observe good hygiene practices in the course of their work with Northdale Horticulture.

**Procedure**

High standards of personal hygiene should always be maintained and particular attention should be given to hand washing, including before starting work, and handling food and after using the toilet. The following procedures are to be observed:

1. All those involved in the preparation and handling of food must:

* Wear catering hats
* Not wear clothing that might shed hairs or fibres
* Tie back long hair
* Have finger nails that are short, clean and free of nail varnish.
* Wear the minimum amount of make-up
* Wear no jewellery, other than a wedding ring
* Reported any skin, nose or throat problems or diarrhoea or vomiting to the Service or Operations Manager and food preparation must not be undertaken.
* Wear an apron at all times and ensured that it is laundered at the end of every session
* Ensure that cuts and sores are covered with an impermeable dressing (blue plasters), which are available from the office.

1. All work surfaces must be cleaned with antibacterial spray and a clean cloth:

* prior to food preparation
* after raw food has been prepared
* at the end of each session.

1. Food should only be handled when unavoidable. Disposable gloves, tongs and other utensils should be used whenever possible in preference to hands.
2. The insides of crockery or glasses should not be handled.
3. Raw and cooked foods should be kept separate at all stages of preparation, and when stored.
4. Food, which would normally be kept in a fridge, should be returned to the fridge or freezer as soon as possible after use. In any event it should not be left out of the fridge or freezer for more than two hours.
5. Food should be kept covered at all times.
6. Oven, hobs and grill pans must be left clean.
7. Any spills must be cleaned up immediately, especially if on the floor or in the refrigerator or freezer.
8. It is essential that all crockery, cutlery and cooking utensils are washed correctly with particular attention being paid to wooden and plastic items. They must also be completely dry before being stacked or put away.
9. All aprons, tea towels and dishcloths are to be washed at a minimum of 60°C.
10. Any problems which may affect the safety of food preparation and handling should be reported to the Service or Operations Manager.

**Staff Training Requirements**

All supervisors and their deputies must pass a food handling course and that the qualification be renewed every three years.

**Related Policies and Procedures**

Health and Safety at Work