

# FOOD SAFETY POLICY

## 1. Introduction

The implementation of this food safety policy is intended to set standards and provide structure in maintaining, as far as reasonably practicable, food safety in accordance with, and as a minimum, the current legislation and good practice principles in force.

“As a company we are committed to providing safe, nutritious, palatable food”

## 2. Supply

All food items and ingredients are to be purchased from nominated reputable suppliers as decided by the company. Such suppliers must themselves comply with accepted standards of food hygiene and current legislation.

## 3. Delivery

All deliveries will be checked for signs of damage and quality, including date coding. Unacceptable goods will be refused and returned to the supplier. All temperature dependant food items will be moved directly, without unnecessary delay, to the appropriate temperature controlled environment.

## 4. Storage

Food items will be kept in appropriate conditions prior and during use to reduce bacterial multiplication and protect from contamination.

Dry storage will be kept off floor level and in dry, clean, and cool condition.

Frozen storage will be maintained below -18 degrees C.

Chilled foods will be maintained below +5 degrees C.

Hot foods will be maintained at 63 degrees C or above.

## 5. Date coding

All food items will be date coded at each stage of use. Rotation will occur with a first in first out approach. Further regular checks on rotation will occur.

No out of date food will be used and any such food will be marked ‘not fit for human consumption’ prior to disposal.

## 6. Cooking

Cooking of food will reach a minimum core temperature of 70 degrees C for 2 mins prior to service. Such will be checked with a calibrated probe thermometer to ensure this minimum temperature is reached.

Food to be served hot will be kept above 63 degrees C until used. Food which is to be served cold will be reduced in temperature as quickly as possible to a temperature not above 5 degrees C within 90 mins.

## 7. Service

Food will be kept at the necessary temperatures prior to service for as short a time as possible, hot foods above 63 degrees C and Chilled food below 5 degrees C.

## 8. Temperature monitoring

Food temperatures must be taken regularly twice a day minimum and at random throughout each day. The results must be recorded and maintained for a duration of 12 weeks for future reference. Checks for compliance and deviance to critical limits must be undertaken regularly. Any deviation to acceptable limits

must be reported to your line manager immediately and action taken to rectify.

Any food which has fallen below the limits set out will be removed as unfit for human consumption and disposed of appropriately.

## 9. Premises Hygiene

Cleaning will be carried out in accordance with the stated cleaning schedule and reactive cleaning as required to maintain the required standards. All equipment and surfaces will be disinfected following cleaning, with extra attention to areas of raw and cooked foods to reduce risk of cross contamination.

As far as reasonable practical, food will be protected from contamination of any description, and in particular bacterial and physical contamination, so as to minimise the potential of food spoilage, poisoning or other condition detrimental to the safety of the food and those who consume the food.

Food which has been identified as contaminated will be labelled as unfit for human consumption and disposed of safely.

## 10. Personal Hygiene

All individuals involved in the production, prepping or serving of food, or whom come into the vicinity of food areas have a personal responsibility to maintain good hygiene practices including hand washing, maintaining clean clothing, restraint to the undertaking of bad hygiene habits and adherence to all company guidelines.

An individual must disclose at employment and at any time whilst in employ if he or she is or has suffered from any food related illness, or if he or she has an illness which may pose a risk to the safety of food and those who consume it. A pre employment screen will be conducted before an employee is able to handle food. An employee must not enter the work place whilst ill, but should report it to their manager, not returning until cleared by a GP or their manager.

## 11. Waste Management

All Waste shall be regularly removed and disposed of responsibly in accordance to the waste disposal systems in place. Such waste will be stored hygienically until removal by the appointed contractor.

## 12. Pest Control

All areas within and around the proximity of the work place will be maintained as to discourage pest infestation. Sightings of such activity shall be reported to the site manager and the nominated pest contractor contacted to arrange remedial action.

The pest control contractor must be used as appointed by the company and must comply with use of approved eradication treatments for treatments carried out.

People other than the pest control contractors must not interfere with or remove treatments put in place.

Staff must inspect deliveries for evidence of pest activity on receipt, and must ensure any food items which may be contaminated by pests are not used for human consumption.

## 13. Maintenance

Good food hygiene practice will be considered when altering existing and in developing new food premises. Regular auditing and repair will be carried out to maintain existing fixtures, fittings and equipment. Every reasonable effort will be made to quickly resolve any maintenance issue that threatens the hygienic operation of the business.

## 14. Training

All staff employed for duties within the food operation will be trained on food hygiene practices commensurate to their duties prior to commencement. Food handlers involved in the preparation of food items will be trained to hold a recognised qualification. Management will monitor training needs for each individual, to include refresher training on a yearly basis as a minimum.

## 15. Food Complaints

Complaints should be passed directly to the duty manager in charge whom will record details on the relevant form and pass to the food and beverage manager for full investigation. If necessary, immediate action will be taken to isolate food and / or investigate the complaint by the duty manager.

In the event of an allegation of someone suffering from food poisoning symptoms the duty manager must inform their senior manager and company food hygiene representative immediately.

The situation will then be evaluated by the company representative and action taken accordingly. All staff and management must follow the specific instructions as directed which may include isolation of food items for testing.

Any additional complaints must be reported immediately to the company food hygiene representative. Communication between Food hygiene officers and other third parties should be directed through the company food hygiene representative.

## 16. General

The company recognises the importance of effective management of food safety in accordance with current legislation. The company will, with consideration to financial and practical restrictions, endeavour to implement new legislation as quickly as reasonably practical. The company will provide support for managers in their aim to follow the hygiene policy statement by way of training and regular auditing.

The contents of this policy do not negate or alter any statements or legalities made under The Food Safety Act, The Food Hygiene (England) Regulations 2006, or any other relating legislation.

## 17. Conclusion

By means of this food safety policy the company emphasises its commitment to maintaining good food hygiene throughout its business. The company require that managers remain fully aware of the contents and requirements of this policy and provide training to staff to ensure they also understand its content.