

POLICY: FOOD SAFETY AND HYGIENE

Sections

1. Purpose and aim of the Policy
2. Policy statement
3. Responsibilities
4. Food hygiene
5. Reporting responsibilities
6. Complaints
7. Implementation
8. Equality impact assessment/Protected characteristics
9. Consultation arrangements

Annexe 1 – Food Safety and Hygiene Procedure

Copies of this Policy may be made available in alternative formats on request.

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POLICY: FOOD SAFETY AND HYGIENE

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

1. Purpose and aim of the Policy

- 1.1 The Policy sets out how we will support and manage food hygiene and provide guidance to employees.
- 1.2 The aim is to minimise the risk to both employees and residents with managing food hygiene within our premises.
- 1.3 The Policy applies to residents, visitors and employees requesting catering within our premises and to contractors who are involved in the supply and delivery of catering services to people in their own homes.

2. Policy statement

- 2.1 Where care provided to residents in their own homes includes help with the storing, preparation or serving food, the care agency has a duty to ensure that all residents are protected from food-related illness, by the adoption of high standards of food hygiene and preparation.
- 2.2 Where our communal facilities are used, we have a duty to ensure that residents are protected from food-related illness, by the adoption of high standards of food hygiene.

3. Responsibilities

- 3.1 The Chief Executive, or his/her nominated employee is responsible for:
 - 3.1.1 The Policy, procedure and performance management.
 - 3.1.2 Ensuring that our employees receive adequate supervision, instruction and training in food hygiene.
- 3.2 All employees, residents and contractors, where appropriate, are responsible for:
 - 3.2.1 Ensuring that working areas and equipment used are thoroughly cleaned after use and working areas left in a clean and tidy condition for the next event.

4. Food hygiene

- 4.1 All food should be prepared, cooked, stored and presented in accordance with the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2013 or their equivalent.
- 4.2 In all cases where food is to be prepared in a resident's home, the Care Agency should carry out a preliminary risk assessment of the available food preparation and storage facilities. Where a home requires improvements or changes, these should be discussed with the resident or their family prior to food preparation taking place. Where conditions are assessed as unacceptable, alternative methods of food provision should be sought.
- 4.3 Our employees and care staff and residents should keep all food preparation areas, storage areas and serving areas clean while they are using them. All tools and equipment such as knives, utensils and chopping boards must also be cleaned regularly during the cooking process.
- 4.4 Adequate sanitary and hand-washing facilities should be available within the kitchen, including a supply of soap and paper towels for hand drying. All employees and care staff must wash their hands before and after handling foodstuffs. All foodstuffs, where appropriate, should also be washed before use.
- 4.5 Everyone in a food handling area must maintain a high level of personal cleanliness and food handlers must wear suitable clean and, where appropriate, protective clothing. Employees are not expected to handle or distribute food to residents.
- 4.6 Anyone preparing food should take all reasonable, practical steps to avoid the risk of contamination of food or ingredients and comply with any food labelling requirements, e.g. to minimise allergic reactions.
- 4.7 Food storage areas should protect food against external sources of contamination such as pests.
- 4.8 When serving food, appropriate hygiene standards should be scrupulously observed by everyone.
- 4.9 Care staff involved in food handling who are ill should see their GP and should only return to work when their GP states that they are safe to do so.
- 4.10 In addition, everyone should:
 - 4.10.1 always wash their hands after visiting the toilet
 - 4.10.2 ensure that all food stored in the refrigerator is covered and adequately chilled

- 4.10.3 ensure the thorough cooking and re-heating of all meat, especially poultry
- 4.10.4 ensure that deep frozen food is thawed before cooking (especially important when using a microwave oven)
- 4.10.5 be aware of the risk of Salmonella infection associated with foods containing uncooked eggs such as mayonnaise and certain puddings
- 4.10.6 wash hands after handling raw meat or eggs, particularly before handling other foods.

5. Reporting responsibilities

- 5.1 Any suspected outbreaks of food related illness thought to have started as a result of using our communal facilities should be reported immediately to the Chief Executive. He/she will inform the Environmental Health Department of the local authority and close the communal facility while any investigations take place.

6. Complaints

- 6.1 Any complaints which refer to the implementation of this Policy should be addressed to the Chief Executive.

7. Implementation

- 7.1 The Policy will be distributed to employees and relevant contractors and agencies setting out individual responsibilities, as required.
- 7.2 There is a Food Safety and Hygiene Procedure, which should be displayed in communal kitchen areas that we are responsible for and a copy made available to all organisers of events that involve food preparation.

8. Equality impact assessment/Protected characteristics (as at 7 October 2022 or later amendments/additions)

- 8.1 Neutral.

9. Consultation arrangements

- 9.1 Our employees will be consulted on this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board.