



FOOD SAFETY AND HYGIENE

PROCEDURE

1. Where our communal facilities are used for the preparation and provision of food, we have a duty to ensure that high standards of food hygiene are adopted. All employees, residents, visitors and contractors are expected to familiarise themselves with our Policy on Food Safety and Hygiene and adhere to the following procedures.
2. **Reporting procedure**
 - 2.1 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.
 - 2.2 Anyone who becomes ill whilst handling food should stop work at once and report to their line manager. 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.
3. **Responsibility**
 - 3.1 A copy of our Policy on Food Safety and Hygiene and this accompanying procedure should be given or sent to the organiser of the event (such as a company or individual who is not an employee or a resident) at the time of booking.
 - 3.2 Our employees should refer to the Policy document and ensure that food handling and distribution is in line with our stated policy.
 - 3.3 The Chief Executive, or his/her nominated employee, will ensure that residents are made aware of our Policy and ensure that a copy of this procedure for Food Safety and Hygiene is displayed on all communal notice boards and in communal kitchen areas.
 - 3.4 All employees, residents and contractors, where appropriate, are responsible for 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.
 - 3.5 Our employees, who may use facilities, and care staff 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.

- 3.6 Everyone in a food handling area must maintain a high level of personal cleanliness and good handlers must wear suitable clean and, where appropriate, protective clothing.

4. Ensuring food hygiene

4.1 Everyone should:

- 4.1.1 always wash their hands after visiting the toilet
- 4.1.2 ensure that all food stored in the refrigerator is covered and adequately chilled
- 4.1.3 ensure the thorough cooking and re-heating of all meat, especially poultry
- 4.1.4 ensure that deep frozen food is thawed before cooking (especially important when using a microwave oven)
- 4.1.5 be aware of the risk of Salmonella infection associated with foods containing uncooked eggs such as mayonnaise and certain puddings
- 4.1.6 wash hands after handling raw meat or eggs, particularly before handling other foods.

Last Reviewed: 23 November 2022
Next Review: November 2025