

Stour Valley Lions Food Handling and Hygiene Policy:

Food and Refreshment Handling and Procedures with specific reference to the Shipston Food Festival 2023 and for all Stour Valley Lions Events where Food and Drink are served.

Named Persons and contact details

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Overview

The most important food hygiene regulations for our requirements are:

- Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- The Food Hygiene (England) Regulations 2006 (as amended)

These set out the basic hygiene requirements for all aspects of our Club's food handling activities, from premises and facilities to the personal hygiene practices of all food handling staff who are either directly or indirectly linked with the Club.

One of the key requirements of the law is that we must be able to show what we do to make, or sell, food that is safe to eat and have this written down. Details of such food safety handling procedures are described below.

This document is designed to meet the HACCP guidelines for safe food handling procedures and all legal requirements for hygienic food handling for Stour Valley Lions for 2023 onwards.

This Policy should also apply to all non- Stour Valley Lion Club food providers serving at Stour Valley Lion functions.

Food Safety Management Procedures

The following procedures apply to any food providers or person who is serving food at a Lions function. We must put in place 'food safety management procedures' based on the principles of HACCP (hazard analysis and critical control point).

We must also:

- keep **up-to-date** documents and records relating to our procedures
- review our procedures if we change what we produce or how we work

In practice, this means that we must have procedures in place to manage food safety 'hazards' in our activities. We must write these procedures down, update them as needed and keep records that can be checked by our local authority. The regulations are designed to be flexible, so these procedures can be in proportion to the type of work done.

What is HACCP?

HACCP (hazard analysis and critical control point) is a way of managing food safety. It is based on putting in place procedures to control hazards. It involves:

- Looking closely at what we do in our business and what could go wrong.
- Identifying the 'critical control points' – these are the places we need to focus on to prevent hazards or reduce them to an acceptable level.
- Putting in place procedures to make sure hazards are controlled at our critical control points.
- Deciding what actions that we need to take if something goes wrong.
- Making sure that our procedures are working.
- Keeping appropriate records to show our procedures are working.

Our Practices

Food safety hazards include:

- microbiological – involving harmful bacteria, e.g. when certain food is kept out of the fridge for too long and bacteria grow in it
- vermin and insects access.
- chemical – involving chemicals getting into food, e.g. cleaning products or pest control chemicals
- physical – involving objects getting into food, e.g. broken glass or pieces of packaging

Handwashing facilities

- We must have adequate facilities for washing and cleaning hands
- Washbasins for cleaning hands must have hot and cold running water, soap and materials for hygienic drying.
- Surfaces (including surfaces of equipment) in areas where food is handled, particularly those that are touched by food, must be maintained in a sound condition and be easy to clean and, where necessary, disinfected.

Transport

- Items used to hold food (e.g. boxes) in vehicles and/or Food containers must not be used for transporting anything other than food where this may cause contamination.
- Where vehicles and/ or containers are used for transporting anything other than food, or for transporting different types of food at the same time, products must be separated effectively, where necessary.
- Food in vehicles and/ or containers must be placed and protected in a way that minimises the risk of contamination.
- Where necessary, containers used for transporting food must be capable of keeping food at appropriate temperatures and allow those temperatures to be monitored.
 - **This applies to sausages and beefburgers whether fresh or frozen.**

Equipment & Premises. All items, fittings and equipment that food touches must be:

- Cleaned effectively and, where necessary disinfected, frequently enough to avoid any risk of contamination; made of appropriate materials; and kept in good order, repair and condition, in a way that minimises any risk of contamination
- Made of appropriate materials and kept in good condition in a way that enables them to be kept clean and, where necessary, to be disinfected, except for non-returnable containers and packaging. This includes all crockery and food and drink preparation vessels.
- Cleaning procedure documents must be kept with dated records of compliance.

Food waste

- We must remove food waste and other rubbish from rooms where food is present as quickly as possible, to avoid them building up. Food should never be in contact with outer packaging
- We must put food waste and other rubbish in containers that can be closed, unless we can satisfy our local authority that other types of containers or systems of disposing of waste are appropriate. These containers must be of appropriate construction, kept in sound condition, be easy to clean and, where necessary, to disinfect.
- We must have adequate facilities for storing and disposing of food waste and other rubbish. Stores for waste must be designed and managed in a way that enables them to be kept clean and, where necessary, free of animals and pests.
- We must get rid of all waste in an hygienic and environmentally friendly way, in accordance with legislation
- The waste must not be a direct or indirect source of contamination (e.g. touching surfaces that food is prepared on, or attracting pests).

Water supply

- We must have an adequate supply of potable (drinking quality) water, which is to be used whenever necessary to ensure that food is not contaminated.

Personal hygiene

Every person working in a food-handling area must maintain a high level of personal cleanliness. He or she must wear suitable, clean clothing and, where necessary, protective clothing (such as flame-proof clothing for barbecues cooking).

- Food Handlers should keep hair tied back and wear a suitable head covering, e.g. hat or hairnet, when preparing food.
- Overalls or aprons should be worn by all food handlers
- Staff should not wear watches or jewellery when preparing food (except for a wedding band).
- Staff should not touch their face and hair without washing hands again;
- Staff should not smoke, spit, sneeze, eat or chew gum when they are handling food.

Fitness for Food Handlers

We must not allow anyone to handle food or enter a food handling area if they:

- Are suffering from, or carrying, a disease likely to be transmitted through food
- Have infected wounds, skin infections, sores
- Have diarrhoea, vomiting or similar infections. Food Handling staff with diarrhoea or vomiting should not handle food until they have had no symptoms for 48 hours.

Handwashing

We must ensure that all staff that work with food wash their hands properly:

- when entering the food handling area, e.g. after a break or going to the toilet
- before preparing food
- after touching raw food, such as meat/poultry, fish, eggs and unwashed fruit and vegetables
- after handling food waste or emptying a bin
- after cleaning
- **after blowing or touching their nose or hair!**
- after touching phones, light switches, door handles and **cash** registers, or other surfaces that could come into contact with staff handling raw food

We should not forget that staff should dry hands thoroughly on a **disposable** towel – harmful bacteria can spread more easily if our hands are wet or damp. We should use the disposable towel to turn off the tap

- **No tea towels should be used... only disposable paper towels are acceptable.**
- **Disposable gloves must be worn by food handlers.**
- Mobile phones should not be taken into a food preparation area

Food

- We must not accept raw materials or ingredients, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated in a way that means the final product would be unfit for human consumption. This includes temperature-abused foods and frozen-recovered goods.
- Meats should be fresh if possible and bought from a reputable supplier, butcher or supermarket. All meats should be clearly labelled with best-before dates
- We must store raw materials and all ingredients in appropriate conditions, designed to prevent harmful deterioration and protect them from contamination.
- At all stages of production, processing and distribution, we must protect food against any contamination likely to make it unfit for human consumption, harmful to health or

contaminated in a way that means it would be unreasonable to expect it to be eaten in that state.

- We must have adequate procedures to control pests and to prevent domestic animals (pets) from getting into places where food is prepared, handled or stored.
- **All food handling containers must be clearly labelled and dated**
- **Fresh meat including sausages and beefburgers need to be stored separately and kept refrigerated (at 5°C or below) until cooking** (a refrigerated container using salted ice may be adequate for a few hours).
- Cooking of sausages and beefburgers must be thorough and no raw meats served at all.
- **Raw meats must be handled using clearly labelled, separate utensils to cooked meats**
- Helpers serving food to the public must ensure that they do not handle raw meats and money. Therefore, it is recommended that there are 3 persons involved at the 'barbecue' stall... one for raw meats, one for cooked and a money-taker.

Temperature

- We must not keep food at temperatures that might cause a risk to health (see below). i.e. >5 degrees Celsius
- The 'cold chain' must not be interrupted for foods that rely on temperature control for their safety. However, we are allowed to have food outside temperature control for limited periods of time to allow us to prepare, transport, store, display and serve food, as long as this does not cause a risk to health.
- If food is going to be kept or served at chilled temperatures, we must cool it *as quickly as possible* after cooking

Service and display

- Hot food like burgers and sausage baps can be kept below 63°C for up to two hours but we should only do this once. If any food is left after this time, it must be discarded.
- All food should be stored in clean, dry containers protected from the *elements*.
- It is important to ensure that sauces and condiments bottles and containers are cleaned and sanitised regularly if presented for public use at a stall or barbecue.
- 70% alcohol rubs and gels should be available for all food handlers if possible.

Defrosting of Sausages or Beefburgers

- If any food is defrosted, it must be done correctly and thoroughly in a way that minimises the risk of harmful bacteria growing or toxins forming, in the food.
- While being defrosted, the food must be kept at a temperature that would not result in a risk to health (ideally 2-5 degrees Celsius).
- Where liquid coming from the defrosting food may present a risk to health (e.g. when defrosting raw meat) this liquid must be drained off adequately and hygienically and separated from cooked foods.
- Following defrosting, food must be handled in a way that minimises the risk of harmful bacteria growing or toxins forming (e.g. keeping it in the fridge).
- **No catering cooked meat should be refrozen.**

Wrapping and packaging: using a paper serviette to serve a bap

If food is wrapped or packaged ... including wrapping or packaging food which is sold to take away then these requirements must be followed:

- Material used for wrapping and packaging must be clean and not be a source of contamination.
- Wrapping materials must be stored so they are not exposed to a risk of contamination.
- The wrapping and packaging of food must be carried out in a way that avoids contamination of products.

- We must make sure, where appropriate, that the container is clean and not damaged, particularly if we use cans and/ or glass jars.

Training

The person or people responsible for developing and maintaining the Club's food safety management procedures, based on the principles of HACCP must have received adequate training to enable them to do this.

Movable and Temporary premises

Movable and/or temporary premises include marquees, market stalls, mobile vans, vending machines. **This category includes people's homes where food is regularly prepared to be sold or given to the public** and barbecues set up at Lions' functions.

Cross-contamination

- Cross-contamination occurs when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips on to) ready-to-eat food, preparation equipment or preparation surfaces. (see tea towels below)
- Cross-contamination is one of the most common causes of food poisoning. Do the following things to avoid it:
 - Clean and **disinfect** work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.
 - **Do not use tea towels at all**
 - Use different equipment (including chopping boards and knives) for raw meat/poultry and ready-to-eat food unless they can be heat disinfected in, for example, a commercial dishwasher.
 - Hands must be thoroughly and correctly washed before preparing food.
 - Hands must be thoroughly and correctly washed after touching raw food.
 - Keep raw and ready-to-eat food apart **always**, including packaging material for ready-to-eat food.
 - Store raw food below ready-to-eat food in the fridge.
 - If possible, use separate fridges for raw and ready-to-eat food.
 - Provide separate working areas, storage facilities, clothing and staff for the handling of ready-to-eat food.
 - Separate cleaning materials, including cloths, sponges and mops, should be used in areas where ready-to-eat foods are stored, handled and prepared.
 - Make sure that staff know how to avoid cross-contamination.
 - Recycle all food waste separately to General waste

Unforeseen Health and Safety Problems

- Contact the Health and Safety Officer or one of the named persons for any food related H&S issues during the Shipston Food Festival
- If in doubt concerning any food or drink possible contamination- the food or drink item(s) should immediately be discarded to waste in the prescribed procedure and any suspected batch isolated so that it cannot be served or sold.

All Food Handlers and stall holders should have a copy of this Policy and a record of acceptance of its provisions should be maintained by the Lions Event Organiser as part fulfilment of the overall Risk Assessment for an Event.