

Food Safety Policy

1. Purpose

The purpose of this policy is to outline how the Centre will ensure that food it provides is handled and prepared to achieve food safety.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.
It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Principles

All food provided by the Centre must be safe to eat.

4. Policy

The Centre aims to ensure that food provided by the Centre is safe to eat and free of any contamination.

5. Procedures

Training and Supervision

Everyone handling food for the Centre must receive adequate supervision, instruction and training in food hygiene.

Personal Hygiene

All food handlers are required to:

- a) be clean and wear clean clothing
- b) tell their supervisor, before starting work for the day, of any skin, nose, throat, stomach or bowel trouble, or infected wound;
- c) thoroughly wash (using warm water and liquid soap) and dry (using disposable towels or air, not apron) their hands regularly when handling food.
- d) use the specific wash basins provided not at the sinks which are used for washing dishes and preparing food.
 - before handling food
 - immediately after handling raw food, especially raw meat or poultry
 - after going to the toilet
 - after handling money

- after blowing their nose, sneezing or coughing
 - after breaks
- e) wear an apron and, where practicable, protective food handling gloves and food handling tongs (to reduce direct contact with food)
- f) tie hair back and use a hair net or cap
- g) cover cuts or sores with clean waterproof dressings
- h) avoid wearing jewellery, false nails or other items that might fall into food
- i) avoid touching their face or hair
- j) not cough or sneeze over food
- k) not smoke
- l) avoid unnecessary handling of food
- m) if they see something wrong, tell their supervisor.
- n) Remove apron when going to the toilet.

Illness

Food handlers with symptoms of food poisoning, such as diarrhoea, vomiting or stomach pains, must not handle food and must leave food preparation areas immediately. All other illnesses and skin conditions must be reported to the Community Development Officer who then needs to determine if these conditions pose a risk of spreading bacteria or disease should the person continue to handle food.

Ingredients

The Centre shall only purchase ingredients from reputable suppliers, with quality assured systems (such as FoodSafe) that maintain a high standard of food hygiene.

Storage

Stored foods must clearly display 'Use by' or 'Best Before' dates with:

- chilled food kept at below 8 degrees Celsius
- hot food kept above 63 degrees Celsius
- raw food kept away from ready to eat foods, ideally in separate fridges
- raw meat in sealable containers at the bottom of the fridge
- fridges must not be overloaded
- dried foods stored off the floor, in suitably sealed containers, to protect them from pests.

Preparation

Food should be handled so as to prevent contamination and handlers should:

- observe good personal hygiene
- use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food - coloured boards are provided and are clearly marked for each purpose
- clean equipment and surfaces thoroughly before and after use using the products supplied by the Centre.
- avoid unnecessary handling of food
- minimise the time chilled food remains out of the fridge.

Cooking

All poultry, pork, minced/chopped meat (including burgers and sausages) and rolled joints of meat should be cooked thoroughly with the centre of the meat maintained at:

- 60 degrees Celsius for at least 45 minutes; or
- 65 degrees Celsius for at least 10 minutes; or
- 70 degrees Celsius for at least 2 minutes; or
- 75 degrees Celsius for at least 30 seconds; or
- 80 degrees Celsius for at least 6 seconds.

Whole cuts or joints traditionally served pink or rare are exempt where they have not been pierced or on the bone.

Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible.

Reheated food should be piping hot all the way through and should not be reheated more than once.

All probes, skewers and thermometers should be maintained clean and disinfected between foods.

Transportation

Contamination of foods during transportation shall be prevented through ensuring that:

- all food its transported in packaging or containers
- chilled or hot foods are maintained at the correct temperature
- raw foods and ready-to-eat foods are kept apart.

Vehicles used to transport foods must be maintained in good repair and clean with separate storage for food and non-food products.

Food Handling Areas

Design - food handling areas must be designed to permit food handlers to work hygienically and keep the premises clean. All areas should be adequately protected from pests.

Cleanliness - food service facilities, equipment and surfaces must be kept clean and where necessary disinfected according to an established cleaning schedule. Waste shall:

- not be permitted to build up in food areas
- be stored in a clean area
- be removed frequently
- not cause a tripping, slipping or obstruction hazard.

Facilities

Suitable facilities (including hot and cold water supply) for workers to wash their hands, food and equipment shall be provided, including:

- separate basin stocked with liquid soap and hot air dryer or disposable towel facility
- separate sink for washing food
- sink for cleaning premises, equipment, utensils, etc.

Mobile/Temporary Premises - mobile and temporary premises for storing, preparing and handling food are, as far as is practicable, subject to the same provisions as other food service facilities. In particular these premises must ensure that:

- there are adequate facilities to store, prepare and serve food safely in accordance with the provisions of this policy
- adequate washing facilities are accessible.

Breaches

Any breaches of these procedures must be reported to the CDO as soon as practicable.

Suspected Food Poisoning

Any suspected or confirmed cases of food poisoning must be immediately reported to the Council's Environmental Health Officers and the CDO.

6. References

- Food Act 2001
- Food Safety Standards

7. Forms or Attachments

- X

8. Approvals

	Policy	Procedure
Approving Authority	Board of Management	CDO
Approval Date		
Next Review Due		