



## **Highworth Community Church (HCC) Youth and Children's Residential Visits Food Safety Policy**

HCC has a duty to ensure any food and beverages it provides are safe, "of the nature, substance and quality expected" (Food Safety Act, 1990) and produced in accordance with good practice. Food will be produced/provided under an appropriate Food Safety Management System. There is also an understanding of the need to be allergen aware and make appropriate provision for those who have notified HCC of any allergen issues. All staff, volunteers and visitors will be made aware of the need to notify of allergies.

HCC recognises and acknowledges its responsibility for food safety, and will ensure that the provision of all food and beverage is safe and fit for human consumption.

### **Policy Objectives**

The objectives of this policy are to ensure that:

- All food supplied by or delivered to the residential visit is produced, stored, handled and transported in accordance with good food handling practice.
- HCC has appropriate and adequate management systems and controls in place, commensurate with the type of provision, to ensure food safety standards are maintained;
- All risks associated with the provision of food and beverages are reduced to an acceptable level;
- All food handlers have the necessary competence and training to undertake their duties in accordance with the requirements of this policy;

### **Catering Co-ordinator**

HCC will appoint a Catering Co-ordinator to be responsible for managing all catering and catering facilities. The catering co-ordinator will have a basic food hygiene certificate (Level 2 Food Safety) or similar in order to ensure their competency in meeting the objectives of this policy and ensuring the following standards are met:

- Ensure that appropriate food safety management systems are implemented in support of the requirements of this Food Safety policy.
- Ensure that all workers are provided with suitable information relating to their duties under this Food Safety policy.
- Ensure that adequate information, instruction and training is provided to workers with responsibilities for food preparation and food handling.

- Ensure that the food areas are hygienic (regularly cleaned in accordance with good food handling practice).
- Develop and implement appropriate management systems to ensure that all food is safe, wholesome and fit for human consumption.
- Assess all risks associated with food production and introduce control measures to reduce those risks to an acceptable level. (“if in doubt, chuck it out!”)

### **Food Handlers**

All food handlers will:

- Co-operate with the Catering Co-ordinator to ensure that all aspects of the food safety management system are adhered to.
- Report to the Catering Co-ordinator any issues which they believe could result in food borne illness or disease.

### **Guidance**

The following guidance provides some simple hints and tips for ensuring a food safe event:

Food storage:

- Ensure food is not prepared too far in advance of service
- Guidelines for the storage of food products should be followed (check the packet).
- Ensure that perishable food is kept below 8°C. If appropriate storage is unavailable for chilled foods (e.g. on a camping trip), chilled foods should be purchased immediately prior to use.
- Food items should not be stored on the floor. Where this is unavoidable, such as during camping trips, food shall be stored in suitable, pest proof containers
- All waste must be appropriately segregated and disposed of.

Food hygiene:

- Ensure that you always wear clean clothing and keep yourself clean
- You must always wash your hands thoroughly, in particular; before handling food, after using the toilet, after blowing your nose.
- If you have been suffering from any skin, nose, throat, stomach or bowel trouble including sickness or diarrhoea or an infected wound you must not be involved in food preparation or service for 48 hours after symptoms have stopped.
- All cuts and sores should be covered with a waterproof, high visibility dressing
- Avoid unnecessary handling of food.
- Never cough or sneeze over food
- Keep all equipment and surfaces clean.

Personal Hygiene:

- Good personal hygiene must be maintained at all times.
- Nails must be short with no nail varnish. False or acrylic nails are not acceptable.
- Smoking is not permitted whilst on the residential visit.
- All staff and volunteers must always wash their hands thoroughly and regularly, including after breaks.

*Policy reviewed by Jon Hares (HCC Families Worker), Tessa Hares (Environmental Health Officer) and Janet Hodgson (Trustee) and formally accepted by the trustees of HCC on \_\_\_\_\_.*

.....*Brenda Savill – Chair*

.....*Matt Ford – Leadership*

*Review date January 2019.*