

Date Approved: March 2004
Procedure Identification Code: H5-1



Food Safety Policy

Food Safety Policy

Introduction

The aim of this policy is to ensure that the College complies with Food and Safety Standards relevant to the handling, storage and production of cooked and chilled food.

This Policy will apply solely to any food sold by the College and not by our existing contractors who have an independent policy. Copies of our contractors policy and food safety audits undertaken by them are held in College files.

At present the College provides a limited range of cooked and chilled foods from the Radstock main site at College House and a small canteen based within Ellsbridge House, Keynsham.

For the purposes of this policy all high risk foods are those defined as being capable of supporting the growth of pathogenic (harmful) bacteria or their toxins (poisons) and will not undergo any further processing that would destroy them. As one example, correct temperature control can prevent food poisoning by creating environments that inhibit bacterial growth either by chilling/freezing or cooking/heating.

1. Areas of Inspection

Via weekly monitoring (by the Canteen Supervisor at Ellsbridge and FES Coordinator at College House) of the services provided, the College ensures that various aspects of the process involving high-risk foods are controlled.

- 1.1 Delivery** Suppliers are large and/or national dealers within the food industry and that deliveries are made in accordance with agreed national guidelines
- 1.2 Storage** All foodstuffs are to be adequately stored and a rotational stock control practice followed (see point 1.8 below)
- 1.3 Preparation** Staff will ensure that raw and cooked foods are kept separate and that exposure to ambient temperatures are kept to a minimum. Personal hygiene (the washing of hands etc) prior to any contact with cooked or raw foods must be adhered to (see point 3 below).
- 1.4 Cooking** All cooked foods must be prepared in accordance with the latest guidelines ie chicken and burgers to at least 75°C in the thickest part (thermometer probes are available for all temperature checks).
- 1.5 Cooling** Foods will be cooled on shallow trays as quickly as possible and not left at room temperature.
- 1.6 Hot Holding** Food will be kept at temperatures above 63°C.
- 1.7 Re-Heating** Foods re-heated must be at or above 75°C
- 1.8 Chill storage** All fridges and freezers will be monitored daily for temperature control (see point 5 below). All stock will be rotated by date and used within its shelf life.

1.9 Service All high-risk chill foods will be served promptly after removing from refrigeration/chill display. All hot foods will be served promptly.

2. Training

All staff handling and preparing food will have either achieved the Basic Food Hygiene Certificate prior to commencement or will have completed the programme within 3 months.

3. Personal Hygiene

Staff should maintain a high degree of personal hygiene and wear clean, protective clothing which is appropriate for their duties at all times. Hands should be washed frequently, especially after using the toilet or handling open food. They should not smoke, wear jewellery, eat or drink whilst working in food rooms. Wounds and cuts will be covered with a blue waterproof plaster.

4. Cleaning

All work surfaces must be cleaned prior to and immediately after any food preparation and in accordance with the cleaning schedule for that area. The schedule will identify pieces of equipment and parts of the internal building to be cleaned, the chemicals, concentrates, frequency and standard of cleaning expected. All heavy duty equipment will be annually checked and maintained in accordance with the overall College Plant Maintenance Schedule.

5. Temperature Control

The Food Safety (Temperature Control) Regulations 1995 requires that all cold high-risk foods are kept at or below 8°C and all hot high risk foods at or above 63°C.

6. Food Labelling.

Interest has grown over recent years regarding what consumers eat including allergy awareness and subjects such as Genetically Modified and Irradiated foods. All labelling must be legible, easy to understand and must not be mis-leading.

The monitoring of Food Safety will come under the day to day control of the Facilities Manager and overall responsibility of the Health and Safety Committee.