



## **Braintree Youth Project Charity**

### **Food Hygiene Policy**

#### **Introduction**

Braintree Youth Project Charity (BYPC) aims to ensure best practice and high standards in the area of preparation and service of food. This policy provides a framework for all those who use the kitchen facilities.

At BYPC we want to make sure that the food we provide is compliant with relevant food safety requirements. We want to allow the work of BYPC to thrive whilst conforming to relevant food handling guidelines. We also hope to maintain the well-being of all staff, volunteers, members and all other people that BYPC comes into contact with.

#### **Training-staff and volunteers**

There should be at least one person present at each session who has a valid food hygiene certificate. BYPC will assess the amount of risk involved in the preparation of food and determine the level of training that each individual should receive.

'High risk' foods should be prepared and cooked by an individual who has a food hygiene certificate. High risk foods are defined as being food which encourages the growth of bacteria or toxins which subsequently lead to food poisoning. Examples of such food include meat, poultry, eggs, certain dairy-based products, cured meats, seafood, cooked rice, cooked pasta, prepared salads such as coleslaw, pasta salads, rice salads and prepared fruit salads.

All staff, volunteers and members of BYPC should familiarise themselves with the 'Food safety - what everyone needs to know' as set out in Appendix 1. This will also be displayed in poster form in the BYPC kitchen area for reference purposes. New volunteers will be informed of the location of the poster and have the basics explained.

If food is to be prepared at a session, the Session Leader will appoint a volunteer to oversee the kitchen area.

#### **Individual and personal responsibility for hygiene**

All members who are involved with a BYPC event or session should assume responsibility for themselves and their actions. Certain basic guidelines should be followed in order to protect the preparation and service of food.

Steps that should be taken include:

- An individual should not be involved with any food handling if they have diarrhoea, vomiting or a heavy cold or have experienced symptoms of these within the last 48

Braintree Youth Project Charity

Registered in England no. 7437568 registered with the Charity Commission no. 1139014

Registered Office: Fountain Cottages, 2 St Michaels Road, Braintree, CM7 1EX

hours;

- No personal belongings should be left in the kitchen area for hygiene reasons. All handbags and other personal belongings such as coats and outdoor wear should be put into the BYPC office before opening;
- All individuals involved in the preparation of food should ensure that they wear aprons.
- Individuals with long hair should ensure that it is tied back away from their face;
- Hands must be washed using anti-bacterial hand wash before beginning work in the kitchen, after using the toilet, coughing, sneezing, taking a break or after smoking a cigarette;
- Hands must also be washed between the preparation of different foods and tasks, so as to avoid any contamination;
- Jewellery should be kept to a minimum level if involved in food preparation;
- Ensure a generally clean and tidy appearance and approach.

### **Responsibilities of BYPC in terms of hygiene**

BYPC will ensure a high standard of food preparation, adherence to this policy and regular reviews of it in accordance with applicable legislation. Anybody not complying with this policy will be required to undergo further training or to undertake a refresher course.

### **Handling of food**

BYPC recognises the importance of food handling and will ensure that it is dealt with in the correct and safest manner possible at all times. All staff, volunteers and members of BYPC will be briefed by the Centre Manager, Youth Worker or the responsible person on how to handle food.

### **Transporting and purchasing of food**

The transportation times of all food will be kept to a minimum and any food that requires refrigeration should be transported in a cool bag if travelling for more than 15 minutes.

Ingredients should be stored at the correct temperature. Once items are opened, they should be stored in a cupboard at room temperature, or put in a fridge. In particular, jams should be refrigerated as soon as opened.

### **Storing food and controlling temperature**

A maximum of -18°C is the temperature that frozen food should be stored at. Products should be defrosted thoroughly before being cooked. This should be done 24 hours before intended use.

Once food has been defrosted, it should never be refrozen. Food can be refrozen after it has changed state (e.g. a frozen chicken which is then defrosted and cooked will have changed

state).

Meat and dairy products (cooked or uncooked) must be refrigerated at a temperature of below 8°C. In order that this temperature is adequately achieved, the temperature of the fridge itself should not be running at more than 5°C.

In order to reduce any risk of cross contamination between foods, it is essential that there is enough room in the fridge to separately store raw and cooked foods. In particular, the lowest levels of storage in the fridge should be reserved for raw meat, as this is high risk, in that the juices of the meat may leak onto other food if stored higher up.

Tinned foods that are unopened and will fall into the category of low risk foods should be adequately stored in a cool dry space, but will not usually require refrigeration.

Any fresh food which is bought or delivered and needs to be frozen for use at a later date should be frozen as soon as possible in order to preserve the quality.

### **Preparation of food**

During preparation, raw and cooked products should always be kept separate from each other in order to avoid cross contamination.

Different equipment, utensils and surfaces (boards) should be used when preparing raw foods to those that are used for cooked or ready to eat foods.

Frequent and thorough cleaning of utensils and surfaces should be a priority at all times. In particular, this is essential when alternating between different food types. When dealing with raw food, utensils and surfaces must be cleaned immediately with soap or disinfectant after use. At all times, clean cloths should be used and anti-bacterial spray or equivalent cleaning products should be used and always at hand in the kitchen area.

When preparation involves hot food, this should never be left to stand for more than an hour at a time. If preparing for an event, this should be prepared as close to the start of the event as possible.

Only specified members of the catering team should be allowed into the kitchen when preparing food. The amount of people must be kept to a minimum at all times in order to keep the access to the kitchen with a big enough space to evacuate in the event of a fire.

If the food preparation only involves making toast and drinks, then there will be no need to have training for this. However, volunteers must use common sense in terms of checking expiry dates and general cleanliness at all times that they are in the kitchen area.

### **Cooking food**

Before serving food, you must ensure that it is thoroughly cooked. This is particularly important when cooking meat products. During cooking, meat products must reach a core

temperature of 75°C.

Food that is going to be kept warm must maintain a temperature of 63°C or above. It must not be allowed to drop below this. If it does, then it must not be served. The best way to store food and to keep it warm is to cover it tightly with a layer of aluminium foil.

Whenever checking the temperature of food, this must be done using a temperature probe. This equipment must always thoroughly be cleaned before and after use, to avoid contamination of any kind.

In relation to cooling food products, it is important that this is done as quickly and easily as possible. Ideally, food should be cooled within 90 minutes and when cooled, the optimum temperature for storing the food should be below 5°C. By dividing the food that you are storing into smaller portions, ensuring that pans are covered or left to stand in cold water or stirring the food regularly, this will speed up the cooling down process.

### **The preparation of food not on BYPC premises**

Individuals wishing to prepare high risk foods off BYPC premises must ensure that they are adequately registered and undergo a thorough kitchen inspection before being allowed to prepare these kinds of foods in their own home.

Advance preparation of food in premises which are not those related to BYPC can go ahead providing that they have been discussed previously with the relevant team leader of the kitchen and of catering.

### **Session leader and their responsibilities**

The session leader has a duty to ensure the following at all times:

- The highest level of cleanliness and safety in the kitchen. The easiest and most effective way to achieve this is to adopt a 'clean up as you go' policy, by managing the area in the best way;
- That all surfaces that are regularly touched (door handles, cupboard doors, surfaces, light switches and taps) undergo a thorough clean. In addition, all utensils, crockery, surfaces and equipment should be thoroughly cleaned after use and must be stored in the correct area when not in use;
- The kitchen floor should be mopped after every session that the kitchen has been in use;
- If the mop bucket has been used, ensure that the dirty water is disposed either down one of the toilets or in the sinks in the toilet area. Do not dispose of this water in the kitchen sink;
- All cleaning equipment and fluids should be returned to the designated storage cupboard/area;
- Leftover food(s) should not be left in the kitchen area or in the fridge. They should

- either be taken home with permission or disposed of in the bins outside;
- Any other waste material should be immediately disposed of in the outside bins at the end of the session;
- If you suspect that a piece of kitchen equipment is faulty and therefore dangerous for the purposes of use, do not use it and immediately report your suspicions to the Centre Manager ;
- Any accidents which occur should be recorded in the accident book as soon as possible. Anything major requiring further medical treatment should be reported to the youth worker or session leader;

### **The responsibility of BYPC**

It is the duty of the Session Leader to ensure at all times that all of the relevant items are in place and that the area in which individuals will be working and congregating is safe for its intended purpose before opening.

BYPC will ensure that:

- Sufficient cleaning equipment and chemicals are provided for carrying out cleaning tasks. The quantity of these items will be regularly monitored and topped up as and when necessary;
- Arrangements are made for a more thorough cleaning session of the whole kitchen area and equipment once a month;
- There is always sufficient amounts of bin bags and a suitable waste disposal system is in place;
- The cleaning standards and overall hygiene of the kitchen area are regularly monitored and any necessary changes made and any problems reported and dealt with;
- Any personal belongings are stored safely in the office area
- There is a clear separation of areas for the purposes of food and that toilets do not open directly onto an area where food is present;
- Areas both in the kitchen and toilet areas where hand washing will take place are fully stocked with hand wash and hand dryers/hand towels;

BYPC is responsible for correctly providing and maintaining of the following:

- Chemicals for use in the kitchen and toilet areas and an adequate place to store them;
- Chopping boards that are correctly colour coded for the purposes of preparation of different foods;
- Relevant protective clothing such as aprons and rubber gloves;
- Temperature probes for the purposes of maintaining the freshness of food. There will be separate probes provided for food in different states, e.g. raw and cooked;
- An accident book which will be reviewed weekly and any issues dealt with

accordingly. All volunteers will receive briefing on how to fill in an accident form correctly and concisely;

- First Aid equipment, to include blue plasters which should always be used to cover any cuts;
- Copies of this policy are available electronically and in the office, relevant instructions in the kitchen and toilet areas to be followed.

### **Responsibilities of everyone**

Everyone has a responsibility to take reasonable care and to ensure their own safety as far as is possible.

In order to do this, we ask the following of everyone who uses BYPC premises, in particular the kitchen area:

- To read this policy thoroughly and if you have any problems, then let somebody know so that they can be dealt with;
- To follow the policy and in particular the basic rules of the kitchen, e.g. washing your hands before undertaking any food preparation and storing your belongings in the office area;
- Be aware of the contents of this policy and the relevant posters displayed around the building, in particular Appendix 1 and 2 which detail important information.

Approved 11<sup>th</sup> August 2020

## **Appendix 1-to be displayed in BYPC kitchen area**

### **Food safety-what everyone needs to know:**

You must:

- Tell the Youth Worker or session leader if you have a skin, nose throat, ear, stomach or bowel complaint or infected wound. You must do this as a legal requirement and should not be in the kitchen area whilst you are experiencing such symptoms;
- Wear clean clothing and demonstrate an overall tidy and clean appearance when in the kitchen area;
- If your hair is long, it should be tied back behind your ears before entering the kitchen area and hands should be washed;
- Nails should be kept as short as possible when involved in food preparation. If wearing nail varnish or you have false nails, you should always wear gloves;
- Your hands should always be washed thoroughly:
  - -before you start work;
  - -before you handle food;
  - -after touching or dealing with raw food or waste;
  - -after every break, particularly if you have been smoking;
  - -after smoking a cigarette;
  - -after using the toilet;
  - -after sneezing, blowing your nose or coughing.
- Any cuts and sores should be covered with a blue plaster or high visibility, waterproof dressing;
- Never eat, drink or smoke in a food room
- Never sneeze or cough over food;
- Be mindful of how far in advance you prepare your food;
- Food which is deemed to be perishable should be kept in a chilled state or boiling hot;
- Ensure that preparation of raw food is kept separate from all other foods;
- If food is going to be reheated, ensure that it is hot throughout its entire surface area;
- If you are concerned about something, then tell your session leader;
- Adopt a strict cleaning policy at all times and ensure that you clean as you go to avoid unnecessary dirt build up;
- Regularly replace dishcloths and washing up water to ensure that bacteria does not build up;



## **Appendix 2**

### **Food types**

#### **Shop-bought food**

Most shop bought food is deemed to be low risk (although in the event of any food being contaminated at the point of purchase, the liability does lie with the supermarket). It is all about how it is stored and transported. High risk foods should ensure that they have extra attention paid to them (e.g. puddings which have cream on top) and those providing such food should ensure that they store the item adequately if it is not being used immediately on purchase.

#### **High risk dairy products**

This food category includes raw eggs and uncooked cream. These typically might be found in cream cakes, the tops of puddings like trifle or chocolate mousse. We would expect dishes including raw eggs to be avoided completely (e.g. chocolate mousses) as they pose a high risk of food poisoning.

Butter, cream cheeses and milk could be classed as higher risk, but as long as they are suitably refrigerated and used within date, then they are low risk. Any use of these ingredients where the end product is still uncooked may mean that food is high risk (e.g. cream cakes, rice puddings, milk puddings or mousses), and they should be stored and handled appropriately.

#### **Low risk dairy products**

As long as the higher risk dairy products are suitably handled and stored and then cooked, they normally then become low risk. So for example, a sponge cake including cooked eggs, or flapjacks made using butter would all be low risk. Milk which has been stored properly and is in date and used for drinks, is a low risk item. Hard cheeses, and butter stored in a fridge would be low risk.

#### **High Risk General Foods**

Raw meat, rice, raw fish and dairy products are the main high risk foods. Particular attention must be paid to meat always to ensure it is cooked all the way through. Rice should not be reheated.

#### **Low Risk General Foods**

This encompasses most dry foodstuffs and includes most tinned food, vegetables, fruit and bread products.