**Stour Valley Lions Food Handling and Hygiene Policy:**

**Event: Food and Refreshment Handling and Procedures for ALL Lions Events where Food and Drink are served.**

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 Shipston on Stour Rotary Club in 2018 onwards.

This Policy should also apply to all non-Rotary-member food providers serving at Rotary

functions.

Food Safety Management Procedures

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 your

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 is a way of managing food safety. It is based on

putting in place procedures to control hazards. It involves:

* Looking closely at what you 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.

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, you must separate products

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 you can satisfy your 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 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, 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 or similar infections

Food Handling staff with diarrhoea or vomiting should not handle food

until they have had no symptoms for 48 hours.

Handwashing

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
* Don’t forget that staff should dry hands thoroughly on a

**disposable** towel – harmful bacteria can spread more easily

if your hands are wet or damp. 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,

you 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, you are

allowed to have food outside temperature control for limited

periods of time to allow you 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,

you 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 you should only do this once. If any food is left after this time, you should discard.
* 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 you defrost any food, you must do this thoroughly in a way that

minimises the risk of harmful bacteria growing or toxins

forming, in the food.

* While being defrosted, we must keep food 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)

you must drain it off adequately and hygienically and separate 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 we wrap or package food … including selling food to take away

then we must follow these requirements:

* Material used for wrapping and packaging must be clean and not be

a source of contamination.

* We must store wrapping materials so they are not

exposed to a risk of contamination.

* We must carry out wrapping and packaging 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.

* Wash your hands before preparing food.
* Wash your hands thoroughly 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.
* Please recycle all food waste separately to General waste

Unforeseen Health and Safety Problems

* Contact Graham Thomas on 07966 468887 for any food related H&S issues
* If in doubt concerning any food or drink possible contamination- then discard to waste in the prescribed procedure and isolate any suspected batch so that it cannot be served or sold.

**All Food Handlers 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.**