



<b>Name of policy</b>	Food Policy: Cleaning, Preparation, Storage and Handling of Food
<b>Policy owner</b>	Justine Schneider
<b>Agreed date of implementation</b>	May 1, 2021
<b>Next review date</b>	April 2024

## 1. PURPOSE

The purpose of this food safety policy is to minimise food related risks and hazards by specifying health and safety practices around the storage, preparation and service of food throughout the setting. This is in order that the setting complies with The Care Standards Act 2000 and Food Hygiene 1995. In practice, this means that:

- all areas of The Studio that are used for food preparation are kept clean and tidy in order;
- systems are used to ensure that cross contamination of food does not occur at The Studio; and
- people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others

## 2. RESPONSIBILITY

It is the responsibility of the Operations Manager to ensure that the cleaning schedule for food preparation areas is accessible and available to all members of staff, especially the daily cook.

The Operations Manager has a responsibility to ensure that cross contamination controls are documented and that all members of staff are aware of them.

It is the responsibility of the Operations Manager to ensure that all members of staff who operate in the kitchen are fully trained in Food Hygiene and that all food hygiene practices are in accordance with relevant legislation and policy.

It is the responsibility of all staff members to follow safe practices in the preparation and storage of food and to maintain cross contamination controls.

It is the responsibility of the member of staff preparing the food to ensure that the food preparation area is clean and tidy according to policy.

All members of staff should ensure that the cleaning arrangements section of this policy is adhered to.

All members of staff have a responsibility to ensure that they follow the personal hygiene procedure for The Studio and that they themselves maintain a high level of personal hygiene.

All members of staff have a responsibility to ensure that the clients attending an arts activity at The Studio maintain a high level of personal hygiene if they are to be involved in food handling.

All users of the kitchen at The Studio on an informal or commercial basis should sign in advance an agreement to abide by these standards.

### **3. IMPLEMENTATION**

#### **3.1 CLEANING**

The Operations Manager will devise a cleaning schedule that should be followed by all members of staff, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All members of staff should be aware of the importance of keeping food preparations area clean and tidy.

The cleaning schedule should be kept on the wall of the food preparation areas and the member of staff cleaning the areas should complete the schedule, sign and date it.

The Operations Manager is responsible for checking that the cleaning schedule has been completed and sign and date the schedule once per week, to confirm that the required tasks have been completed.

#### **3.2 FRIDGE AND FREEZER**

All members of staff have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti – bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once every three months following the same guidelines for fridges

### 3.3 WORK SURFACES

All work surfaces in **The Studio** kitchen should be cleaned before and after all food preparation. Cleaning of the work surfaces and sink area should include:

- Removing all food items and equipment
- Using a clean cloth with warm soapy water
- Cleaning all parts of the surface including counter edges and adjoining walls

### 3.4 FLOORS

All floors in **The Studio** kitchen should be cleaned at the start and the end of the day. Cleaning of the floors should include:

- Removing all food debris and equipment
- Using the correct mop and bucket and appropriate cleaning solutions
- Cleaning all parts of the floor surface including between white goods and cupboards
- Always ensuring a wet floor sign is in situ once complete

### 4.0 PREVENTING CROSS CONTAMINATION

Cross contamination of food can occur in the following ways:

- By ready to eat food coming into contact with raw food
- By ready to eat food being prepared on surfaces which are unclean or have been used in the preparation of other food
- Poor hygiene practices
- By pests

The Operations Manager should ensure that appropriate controls are in place to prevent cross contamination and that these controls are implemented.

All staff should be familiar with the 'cross contamination – risks and controls' form and should ensure that the documented controls are implemented. The cross-contamination risk forms are kept in the food safety file in the kitchen.

### 5.0 MAINTAINING HYGIENE

**The Studio** has set standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any clients/staff involved with preparations of food follow strict hygiene procedures. In addition any person showing signs of ill health will not be permitted to handle food.

#### 5.1 Personal hygiene

All staff and visitors must adhere to The Studio no smoking policy.

Food handlers, including clients, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials

- All members of staff must wash their hands thoroughly when returning to work after a break.
- Fingernails should be kept short and clean, food handlers should not wear nail varnish as this may contaminate food.
- When preparing food, members of staff should not chew gum and must never taste the food being prepared.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing.
- Staff should avoid wearing jewellery when preparing any food

In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the clients are handling food.

- All members of staff and clients should wear disposable, plastic aprons to wear when preparing food in the art area. Separate aprons should be provided for the clients when handling food and when participating in arts and crafts activities.
- No outdoor equipment or clothing should be brought into the food preparation area and protective clothing should be removed when leaving the premises.
- When preparing food, staff should avoid touching their hair and face, where possible, hair should be tied back. Hands need to be washed after touching their hair and face.

Members of staff should report any symptoms of poisoning, i.e. diarrhoea, vomiting, fever, etc, affecting themselves, or the clients, to the Manager.

Staff with symptoms of food poisoning, should refer to the controlling infections policy for exclusion guidelines.

Staff should under no circumstances continue to prepare food if they are feeling unwell.

## **5.2 Food safety**

High-risk foods can be defined as “any ready-to-eat food that will support the growth of pathogenic bacteria easily and does not require any further heat treatment or cooking”.

These types of foods are more likely to be implicated as vehicles of food poisoning organisms consumed in food poisoning incidents. Such foods are usually high in protein, require strict temperature control and protection from contamination and include:

- cooked meat and poultry such as; beef, pork, ham, lamb, chicken, turkey, duck
- cooked meat products such as; meat pies & pasties, pate, meat stock & gravy, cook-chill meals
- dairy produce such as; milk, cream, artificial cream, custards, products containing unpasteurised milk, ripened soft & moulded cheeses
- egg products such as; cooked eggs, quiche and products containing uncooked or lightly cooked eggs, for example; mayonnaise, mousse, home-made ice cream
- shellfish and other sea-foods such as; mussels, cockles, cooked prawns, raw oysters
- Farinaceous dishes including; cooked rice, pasta, couscous

## **5.3 Identification and Handling of High Risk Food**

Where high risk foods have been identified, the member of staff responsible for their handling and preparation will identify the potential hazards associated with them and

document in the food safety file (kept in the kitchen) how they are to be handled and prepared safely in order to prevent harm.

## **5.4 Temperature Control**

It is the policy of **The Studio** to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained. It is the policy of **The Studio** to check and record fridge temperature on a basis to ensure that the correct temperature is maintained.

## **6. REVIEW PROCESS**

This Policy & associated Procedures will be reviewed every 3 years, or sooner if legislation or regulatory changes require an earlier review. Any amendments will be appropriately consulted on and signed off before being clearly communicated to colleagues.