



Brigitte Trust

Food Safety Policy and Procedure

1.0 Introduction

Brigitte Trust believes that the provision of a healthy, nutritious and balanced diet for its clients and their families is of importance, it also believes that with respect to food provided during events it has a duty to ensure that all employees, volunteers, clients, their families and others should be kept as safe as possible from food poisoning and food associated illness by the adoption of high standards of food hygiene and food preparation.

2.0 Aims

Any individual preparing food has a duty to ensure that Brigitte Trust's employees, volunteers, clients and their families are kept as safe as possible from food poisoning and food associated illness by the adoption of high standards of food hygiene and food preparation.

3.0 Procedure

Poorly prepared, stored or contaminated food can be the source of potentially fatal infections such as salmonella and listeria. This procedure is intended to minimise these risks.

3.1 Responsibility

Each event organiser must appoint a person who is responsible for food hygiene standards.

3.2 Risk Assessment

The employee or volunteer responsible for each activity or event is responsible to ensure a Risk Assessment in respect of Food Handling.

3.3 Brought in Food

It is the responsibility of event organiser to ensure external caterers are made aware of this policy and request them to provide evidence of their own safe systems of food handling and their compliance with the Food Safety Regulations (see 3.4)

3.4 Food Preparation and Handling

All food will be prepared, cooked, stored and presented in accordance with the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.

- Food handlers should receive adequate supervision, instruction and training in food hygiene
- All food preparation areas, storage areas and serving areas should be kept clean and in good repair and condition



- All food preparation areas will be designed to permit good hygiene practice, be easy to clean, disinfect and should protect food against external sources of contamination, such as pests
- Adequate sanitary and hand washing facilities will be available for all persons preparing food at each event
- Persons preparing food will take all reasonable, practical steps to avoid the risk of contamination of food or ingredients
- Tools, equipment and surfaces coming into contact with food being prepared or served must be cleaned
- At every stage of food preparation food must be protected from contamination likely to render it unfit for human consumption
- Suspected outbreaks of food poisoning should be reported immediately to an employee or volunteer who is a qualified first aider or the person organising the event
- When serving food, employees or volunteers should scrupulously observe strict hygiene standards
- All persons must wash their hands before and after handling foodstuffs
- All persons must wear plastic gloves and aprons when preparing and cooking food
- Any person who becomes ill before, while or after handling food should report to the organiser
- Any food that has been on display for over 2 hours will be thrown away in accordance with food handling guidelines

Date reviewed	February 2019
Date to be reviewed	February 2020
Date approved	