

**Food Hygiene Policy**

**(Including procedure for reporting food poisoning)**

**Aim**

* To ensure Sutton Mencap maintains high standards in relation to food storage, preparation and serving.
* To ensure compliance with legal requirements currently set out in the Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.
* To support Sutton Mencap in meeting its obligations towards service users and carers, staff and volunteers.

**Policy Statement**

Serving food plays a part in a number of Sutton Mencap services, for children and for adults. Our aim is to ensure we maintain the highest possible hygiene standards with regard to the purchase, storage, preparation and serving of food. We are registered as a food provider with the local authority Environmental Health Department, and are subject to their inspection processes. Our aim is to ensure we maintain the highest rating available in any inspection (currently 5 stars)

**Procedure**

1. **Staff training**

Food hygiene is included in the mandatory training programme for all support staff,  
Co-ordinators and service managers. In addition, any post-holder with a specific role in food preparation, such as the after school cook, should have a Level 2 Food Safety Certificate.

The office manager and service managers are responsible for ensuring compliance with training by all staff and that all staff are following Safer Food Better Business guidelines. See [www.food.gov.uk/business-guidance/safer-food-better-business](http://www.food.gov.uk/business-guidance/safer-food-better-business)

1. **Use of the kitchen**

* The person responsible for food preparation and serving is also required to carry out daily opening and closing checks on the kitchen.
* Anyone coming into contact with food must first wash their hands.
* All surfaces and particularly food preparation areas must be cleaned before and after use.
* All utensils, crockery etc. must be cleaned and stored appropriately.
* Kitchen equipment must be used appropriately with particular care in avoiding cross-contamination.
* Anyone using the kitchen must use the appropriate washing facilities for hand-washing and washing up.
* Care must be taken in relation to protecting people from allergic reactions. Sutton Mencap operates a ‘no nuts’ policy, which means that nuts and products containing nuts are not allowed on the premises.
* Cleaning and other dangerous materials must be stored safely and securely in accordance with the control of hazardous substances requirements set out in the Health and Safety Policy.
* Waste food must be disposed of on a daily basis.

1. **Food storage**

* Food must be stored at correct temperatures.
* Checks must always be made to ensure that food is in-date and has not been subjected to contamination by pests, rodents or mould.
* Food which has been opened and stored in fridges, freezers or cupboards must be labelled to state when it was opened and whether it is for anyone’s specific use. Any unlabeled food must be thrown away.
* Any packed lunches brought in with service users should be stored in a cool place until served at lunch time.

1. **Involving service users**

* Children and adult service users may from time to time take food preparation activities. Staff must ensure that they are supervised at all times, their hands are washed and aprons are worn.
* Children must not have unsupervised access to the kitchen and must be closely supervised if suing electrical equipment such as blenders etc
* Where required, hair must be tied back when preparing food.

1. **Reporting Food Poisoning**

Food poisoning can occur for a number of reasons. Not all cases of sickness or diarrhea are as a result of food poisoning and not all cases of sickness or diarrhea are reportable. Sutton Mencap will report an incident in the following circumstances:

* Where a service user, staff member or volunteers has been diagnosed by a GP or hospital doctor to be suffering from food poisoning; and
* where it seems possible that Sutton Mencap may be the source of the outbreak.

A report will be made to the Local Authority Environmental Health Department and the Health Protection Agency and we will comply with them in relation to any investigation. In some cases, food poisoning may be identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988. In such cases the incident will also be reported to regulators such as Ofsted and the Charity Commission.

**Related documents**

* Health and Safety policy
* Managing people with allergies or who are sick or infectious
* Training development and supervision policy.

**Responsibilities**

Senior staff

* To act in accordance with the policy.
* To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.
* To monitor performance of the policy and report to trustees as required.

All Staff and volunteers

* To act in accordance with the policy

Reviewed: August 2018

Next review: August 2021