



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

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Food Hygiene Policy

1. Purpose and Scope

This policy sets out the general principles and approach that the parish council will follow in respect of food hygiene legislation for premises and food for which the council is responsible. This is to protect the health of both our customers and staff.

It is the responsibility of all employees of the council who work within the cafe environment to be aware of the following policy statements on food hygiene and of the organisational arrangements made to implement these policies. This includes those directly involved in the preparation, production and service of food (including drinks and ice) who are responsible for ensuring that it is safe.

2. Legal Responsibility & Policy Support

[The Health and Safety at Work Act \(1974\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[Food Safety Act 1990 \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Food Preparation Areas

To meet acceptable standards within catering areas, kitchen facilities should meet the following general requirements:

- The kitchen must be designed and built in a way that allows you to keep the place clean and to work hygienically. They must also be designed to keep out pests, such as flies and rats.
- The kitchen must have enough washbasins for staff to wash their hands.
- There must also be enough toilets, and these must not lead directly into food areas.
- Basins for washing hands must have hot and cold running water. Provide soap and materials for drying hands hygienically, such as disposable towels.
- We must provide adequate facilities for staff to change their clothes, where necessary.
- We must make adequate arrangements for food waste and other types of rubbish to be stored and removed.
- There must be an adequate supply of drinking water for staff.

The following rules apply to rooms where food is prepared:

- Floors and walls, and surfaces in contact with food, must be in a sound condition. They must be easy to clean and (where necessary) to disinfect. In practice, this means that floors, walls, and surfaces should be smooth, hard-wearing, washable and in a good state of repair.
- Ceilings must be designed and constructed in a way that prevents condensation, build-up of dirt, moulds, and shedding of particles. In practice, this means that

ceilings should be in good condition, smooth and easy to clean, with no flaking paint or plaster.

- Windows and doors and any other openings must be designed and built in a way that prevents dirt building up. Windows and doors that can be opened to the outside must be fitted with insect-proof screens, where necessary.
- All equipment that meets food must be kept in good repair and be made in a way that allows it to be cleaned thoroughly and, where necessary, to be disinfected.
- The kitchen must have adequate facilities for cleaning and disinfecting any tools, utensils and equipment used in the storage, preparation, and service of food. There must be an adequate supply of hot and cold water.
- You must have a separate sink for washing food (not the same one used for equipment and utensils). There must be an adequate supply of hot and/or cold water.
- Always use basins and sinks for the right purpose. Staff should wash their hands in basins that are used just for washing hands. They should never wash their hands in a sink used for cleaning equipment or a sink used for washing food. Equipment should be cleaned in a sink used just for that purpose. And food should be washed in a sink used just for washing food.

4. Guidelines

The Four C's

You should follow the four Cs to ensure good food hygiene. This includes thorough and regular cleaning, cooking foods to the correct temperature to kill bacteria, chilling foods quickly and properly, and preventing cross-contamination by using colour-coded chopping boards and storing food correctly.

Cleaning

Effective cleaning removes bacteria from hands, equipment, and surfaces. So it helps to stop

bacteria from spreading onto food. You should ensure that the following actions are carried out:

- Make sure that all staff wash and dry their hands thoroughly before handling food.
- Clean food areas and equipment between different tasks, especially after handling raw food.
- Clean as you go. If you spill some food, clear it up straight away and then clean the surface thoroughly.
- Use cleaning products that are suitable for the job, and follow the manufacturer's instructions.
- Do not let food waste build up.

A cleaning schedule is a good way to make sure that surfaces and equipment are clean when they need to be.

Cooking

Thorough cooking kills harmful bacteria in food. Therefore, it is extremely important to make sure that food is cooked properly. Undercooked food could cause food poisoning. When cooking or reheating food, always check that it is piping hot all the way through (and do not reheat more than once).

Chilling

Chilling food properly stops bacteria from growing and multiplying. Some foods need to be kept chilled to keep them safe, for example food with a "Use by" date, food that you have cooked and will not serve immediately, or other ready-to-eat food such as prepared salads. It is very important not to leave these types of food standing around at room temperature.

So, make sure you do the following things:

- Check chilled food on delivery to make sure it is cold.
- Put food that needs to be chilled in the fridge straight away.
- Cool cooked food as quickly as possible and then put it in the fridge.
- Keep chilled food out of the fridge for the shortest time possible during preparation.
- Check regularly that your fridge and display units are cold enough.
- Keep raw food below ready-to-eat food in the fridge.
- If possible, use separate fridges for raw and ready-to-eat food.

Cross-Contamination

Cross-contamination is when bacteria spread between food, surfaces, or equipment. It is most likely to happen when raw food touches (or drips onto) ready-to-eat food, equipment or surfaces. So, if raw meat drips onto a cake in the fridge, bacteria will spread from the meat to the cake.

If you cut raw chicken on a chopping board, bacteria will spread from the chicken to the board and knife. If you then use the same board and knife (without washing them thoroughly) to chop a cucumber, the bacteria will spread from the board and knife to the cucumber. Hands can also spread bacteria. If you touch raw food and do not wash your hands thoroughly you can spread bacteria to the other things you touch.

Cross-contamination is one of the most common causes of food poisoning. Do the following things to avoid it cross-contamination:

- Keep raw and ready-to-eat foods apart at all times.
- Wash your hands thoroughly after touching raw food.
- Clean work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.
- Ideally, use different chopping boards and knives for raw and ready-to-eat food.

Food Safety

We must:

- make sure food is safe to eat.
- make sure you don't add, remove, or treat food in a way that makes it harmful to eat.
- make sure the food is the same quality that you say it is.
- make sure you don't mislead people by the way food is labelled, advertised or marketed.
- keep records on where you got food from and show this information on demand - known as 'traceability'.
- withdraw unsafe food and complete an incident report.
- tell people why food has been withdrawn or recalled, for example by using a leaflet or poster.
- display your food hygiene rating (if you sell food direct to the public).

Food Additives

If you use an additive in food, you must:

- only use an approved additive.
- only use it if it is approved for use in that food.
- the food additive must not exceed the maximum permitted level.

Food Contact Materials

Materials and packaging that can be reasonably expected to come into contact with food are called 'food contact materials'. These can include:

- Packaging.
- Food processing equipment.
- Cookware.
- Work surfaces.

To keep food safe for consumption:

- make sure food contact materials don't transfer anything to food they touch.
- make sure food contact materials don't change the food they touch.
- when inspected, be able to show where the food contact materials came from.

Bacteria and Food Poisoning

To keep food safe from bacteria, we should follow HACCP. Bacteria that cause serious health problems are:

- E. coli O157 and campylobacter.
- Salmonella, especially with the storage and handling of eggs.

Food Safety Hazards

These can be:

- Microbiological - involving harmful bacteria e.g. when certain foods are kept out of the fridge for too long and bacteria grow in them.
- 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.

Food Safety Management System (FSMS)

Based on the principles of HACCP (Hazard Analysis Critical Control Point).
Moulton Parish has a FSMP based on the HACCP principles.

The HACCP plan keeps our food safe from biological, chemical and physical food safety hazards. We must:

- identify any hazards that must be avoided, removed or reduced.
- identify the critical control points (CCPs) - the points when you need to prevent, remove or reduce a hazard in your work process.
- set limits for the CCPs.
- make sure you monitor the CCPs.
- put things right if there is a problem with a CCP.
- put checks in place to make sure your plan is working.
- keep records.

Food Inspections

We can be inspected by your local council at any point in the food production and distribution process. All inspectors must follow the Food Law Code of Practice. Usually, we won't be told an inspection is going to happen.

How often we're inspected depends on the risk your business poses to public health.

Your premises, food, records and procedures can be inspected. Food samples can be taken as well as photographed.

Report a Food Safety Incident.

We must tell the Food Standards Agency (FSA) if we think any food our business:

- has sold is unsafe.
- has produced is unsafe.

The FSA will tell you if the food must be withdrawn and customers asked to return it.

You must submit a food safety incident report:

<https://incidents.foodapps.co.uk/IncidentReportForm/login.aspx>

5. Personal hygiene & Illness

To keep food safe, it is essential that our staff to have high standards of personal hygiene. It is particularly important to wash and dry hands regularly, especially:

- Before starting work.
- Before starting a new task.
- After touching raw food, especially meat or poultry.
- After a break.
- After going to the toilet.
- After emptying a bin.

Although most people know they should wash their hands before handling food, many people still do not do it and bacteria can spread easily from hands to food and surfaces. So, make hand washing a habit right from the start. To wash hands thoroughly, use warm water and soap. Work up the lather and rub your palms, backs of hands, fingers, and thumbs.

Then rinse with clean water and dry using a disposable towel or hot-air dryer.

Staff working with food should:

- Wear clean clothes and an apron or protective garment.
- Cover cuts or sores with clean waterproof dressings.
- Wash hands after blowing their nose or touching their face or hair.
- Tie long hair back or wear a hairnet.

They should not:

- Cough or sneeze over food.
- Smoke in food areas.
- Wear jewellery, such as rings or earrings, nail varnish, or false nails.

If you or one of your staff has symptoms of food poisoning, such as diarrhoea, vomiting or

- stomach pains, they must not handle food and must leave food preparation areas straight away.
- Make sure that staff tell their line manager if they have any type of illness or skin condition. If you are not sure whether someone should be working with food, ask for advice from a doctor.

6. Kitchen related Health and Safety

Dermatitis

Work related contact dermatitis is caused by a lot of contact with water, soaps and cleaning products (i.e. washing-up, washing food, hand washing), and even contact with some foods (some foods can cause „allergic“ dermatitis)

What can you do?

- Avoid direct contact with cleaning products, water and food where this is possible and sensible – for instance use a dishwasher rather than washing up by hand, use tools such as tongs to handle food rather than your hands.
- Protect the skin. Avoiding contact will not always be possible, so wear non-latex gloves where you can and particularly when cleaning. Protect the skin by moisturising as often as possible.
- Check hands regularly for the first signs of dermatitis – itchy, dry or red skin. When it is spotted early, it can be treated.

Slips and Trips

Most slip injuries happen on wet floors and trips are due to poor housekeeping. It is essential that you plan ahead to deal with any such problems during busy periods when the pace of work increases.

Issues that should be considered are as follows:

- Stop the floor from getting wet or being contaminated.
- Maintain equipment to prevent any leaks of oil or water.
- Have a system for reporting any equipment faults.
- Instruct staff on the right cleaning methods (clean to dry) or use a wet floor warning sign to keep people off the wet area.
- Proper floor surfaces should have enough roughness but be easy to clean.
- Ensure all areas are properly lit.
- Select the correct footwear, flat shoes with a good tread pattern and a flexible sole.
- Make sure that there are no uneven floors or level changes.
- Rearrange the work area.
- Use manual handling aids if possible.

Knives

Careless use usually involves cuts to the upper arm and torso, the following should be considered:

- Train employees.
- Use the knife suitable for the task.
- Keep knives sharp.
- Cut on a stable surface.
- Handle carefully when washing up.
- Carry a knife with the blade pointing down.
- Store knives securely.
- Use Personal Protective Equipment (PPE) as required e.g., for deboning a suitable protective glove should be worn on the non-knife hand.
- Sharpen knives with a sharpening steel.
- Ensure staff do not run with knives.

Manual Handling

Examples of how to reduce manual handling problems:

- Store heavy items on shelves at waist height.
- Store heavy items nearer the area they are to be used in.
- Use team working for tasks such as moving a heavy pot.
- Buying cooking oil in easier-to-handle cardboard boxes with sturdy handles.
- Putting heavy equipment such as chest freezers on lockable castors to make cleaning routines easier.

Environment

The following factors should be considered:

- Provide good ventilation systems.
- Clean cooker hoods and fume extraction systems.
- Take rest breaks in cool places.
- Provided protective clothing for working in freezers.

7. Further Information

We recommend that all staff working with food also read the relevant HSE guidelines:

[Food safety - your responsibilities: Food safety - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/food-safety-your-responsibilities)

[Food labelling and packaging: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/food-labelling-and-packaging-overview)

[Food hygiene for your business | Food Standards Agency](https://www.foodstandards.gov.uk/food-hygiene-for-your-business)

8. Training

All staff that work with food should complete the relevant training:

Whilst it isn't a legal requirement to hold a food hygiene certification, all staff working in an environment where they are handling or near food must be able to demonstrate that they can safely handle food and equipment, in any way relevant to their role.

Moulton Parish Council recommend all staff who work in our cafe should take the below food hygiene and allergy qualifications to learn all necessary skills and procedures to handle food correctly.

- Food hygiene level 1
- Food hygiene level 2
- Food allergies

9. Compliance

Failure to comply with any aspect of this policy or related policies such as Health and Safety, may constitute a disciplinary offence.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025