



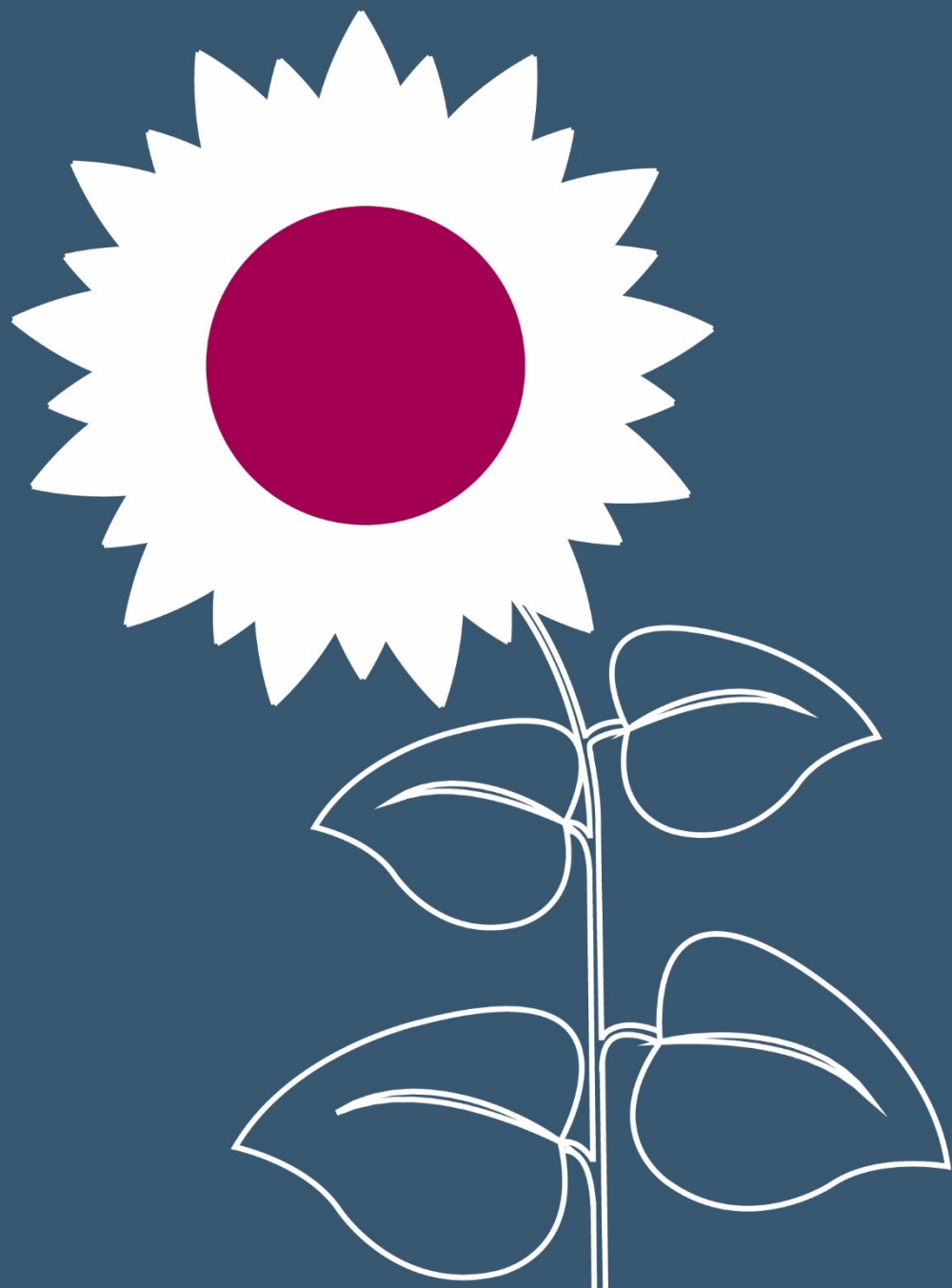
City of

Stoke-on-Trent

Food Safety Policy

Tri X 5_1_33 July 2024

Review date July 2025



INFORMATION SHEET

Service area	Children's Social Care
Date effective from	Dec 2013
Responsible officer(s)	Strategic Manager Children in Care
Date of review(s)	Dec 2014 March 2021 July 2022 September 2023 July 2024
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	Residential Staff
Date of committee/SMT decision	
Related document(s)	
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1 Purpose of Policy

The purpose of this policy is to outline the responsibilities of all persons who work within the residential children's homes when storing and preparing food for children and young people. This policy will also outline the responsibilities for cleaning food preparation areas and equipment after use.

2 Legislative Context

- 2.1 It is a legal requirement that where food is prepared establishments must use the Food Standards Agency documentation 'Safer Food Better Business.' This came into force in January 2006 (Food Standards Agency). The document is a daily record of the diligence employed by carers when making sure food is safe to eat.
- 2.2 Registered Managers must produce a kitchen and food preparation risk assessment, which is regularly reviewed. (**Quality Standards for Children's Homes 6.2c; Care Standards Act 2000, Children's Homes Regulations 2015 12.2d**).

3 Training

- 3.1 Every residential child care worker will be required to undertake Basic Food Hygiene training as part of their induction programme.
- 3.2 Organisational Development will ensure any food preparation and hygiene course is updated within the recommended timescales as set by the Food Standards Agency.

(Appendix 2 Care Standards Act 2000; Children's Homes Regulations 2015:33 4a).

4 Personal Hygiene

- 4.1 It is recognised that poor personal hygiene is a major contributor to food poisoning and food-borne illnesses, (a term for illnesses caused by eating contaminated food).

4.2 The following guidelines will help reduce risks of contamination:

- Wash or bathe regularly;
- Wash hands regularly especially after going to the toilet or smoking;
- Wear protective clothing e.g. apron;
- Keep hair clean, neat and tidy;
- Long hair must be tied back;
- Jewellery should not be worn when preparing food;
- Report any illnesses or symptoms of illnesses **before** starting work.

5 Cleaning

5.1 It is the responsibility of all carers to keep the kitchen clean and at an acceptable level of hygiene.

5.2 All food handlers will be expected to keep all surfaces and work areas clean as they prepare, cook and distribute food.

5.3 Kitchen equipment such as extractor fans must be cleaned on a regular basis.

5.4 Instruction on how to clean will be included in the food induction course. This will include the correct use of:

- Detergents (cleans but will not kill any germs);
- Disinfectants (kill germs but have no cleaning power);
- Sanitisers (a pre-mixed Detergent and Disinfectant combined).

5.5 Before any cleaning takes place food should be safely stored away so it cannot come into contact with any chemicals or other contaminants.

5.6 All chemicals must be stored in a secure cupboard and in correctly labelled containers, following manufacturer's instructions.

NB Under no circumstances must cleaning chemicals be mixed.

5.7 Wherever possible the cleaning materials will be user friendly. If, however the materials are identified as hazardous, appropriate personal protective equipment will be supplied for use, e.g. apron and gloves.

5.8 Suitable hand washing facilities are available with liquid soap and a supply of both hot and cold water.

5.9 All carers are requested to clean the sink after use to remove any surplus residues or contaminants.

- 5.10 Nailbrushes carry and harbour bacteria and other contaminants. If they are used they must be disinfected at the end of the day. Disposable or plastic nailbrushes with nylon bristles are recommended.

6 Equipment

(Children's Homes Regulations 2015:12.2d)

- 6.1 The Registered Manager is responsible for ensuring carers fully understand how to use any piece of kitchen equipment safely and in line with manufacturer's instructions.
- 6.2 The Registered Manager is also responsible for ensuring there is sufficient and suitable kitchen equipment for the purpose of food preparation and delivery of meals.
- 6.3 If gas equipment has to be lit manually then it is the responsibility of carers to ensure that matches etc are stored under lock and key to prevent any young people finding them and causing accidents or injury.
- 6.4 All electrical equipment is to be PAT (Portable Appliance Test) tested at regular intervals in line with current guidelines and regulations. It is the duty of every food handler to notify the Registered Manager of any faults to equipment however trivial it may appear to be, so that it can be investigated and any problem rectified.

Microwave Ovens

- 6.5 Wherever possible food should be defrosted naturally. Where this is not possible a microwave can be used as long as manufacturer's instructions are followed.
- 6.6 If a microwave is used for the heating of food products, food should be left to stand for the appropriate length of time to enable the heat to dissipate through the food properly as it needs to keep on cooking after the initial set time.

Chopping Boards

- 6.7 There is a range of colour coded chopping boards recommended for food handlers to use. On choosing the correct coloured board it is the responsibility of the handler to secure the board from moving (placing a damp cloth underneath) before cutting anything.



Salad



Raw meat



Raw Fish



Vegetables



Dairy/Bread



Cooked Meat

Knives

- 6.8 Domestic knives can be used as long as they are washed thoroughly between uses and between chopping different food groups.
- 6.9 Sharpening of knives can be dangerous and only carers who have received instruction on correct methods are permitted to do so.
- 6.10 Knives which are deemed to be blunt should be reported to the Registered Manager who will arrange for them to be sharpened.
- 6.11 Blunt knives should not be used as they require more pressure to cut the food. Accidents can occur more easily in these situations.
- 6.12 To stop any young people either injuring themselves or using knives inappropriately all knives should be stored in a locked cupboard.
- 6.13 If the home has a knife box, the box will require periodic cleaning and sterilising.

7 Food Storage

(Children's Homes Regulations 2015:12.2d; Food Safety Act 1990)

- 7.1 Any food purchased will be bought from a recognised supplier (a reputable, licensed company which has received the necessary certification from either a governing body or local authority) or from a local supermarket.
- 7.2 The food purchased will fall into one of three categories:
 - Refrigerated;
 - Frozen;
 - Dry goods.

Within these there are high-risk foods (foods which are liable to the growth of food poisoning bacteria) and perishable foods (foods that will spoil quickly).

Refrigerated

- 7.3 Refrigerated food must be stored between 1°C and 5°C. The food types most suited to these conditions are high risk and perishable foods, e.g. meat, poultry, fish, shellfish (both cooked and raw), dairy, eggs, contents of opened tins and packets and prepared foods.
- 7.4 The food must be correctly stored within the refrigerator so that it will not contribute to contamination.
- 7.5 When using multi-purpose refrigerators, raw meat and poultry are stored **below** other products so as not to drip any blood or juices on to other products.

- 7.6 All products are stored either in its original packaging unopened, a container with a lid and description, or covered with a suitable covering (cling film) with a used by date clearly written on the container.
- 7.7 Any foods that require defrosting must be:
- stored on a high-sided tray to catch any water/juices;
 - covered or left in original packaging (so long as this will not contaminate fridge);
 - left for 24hrs or in line with manufacturers recommendations.
- 7.8 Refrigerators must be cleaned regularly with an odourless cleaner/sanitiser and dried thoroughly. To assist with safe temperature levels to store food appropriately the refrigerator temperature will need to be stabilised before restocking with food.

Frozen

- 7.9 Frozen food should be stored at the ideal temperatures of between -18°C and -25°C. Frozen food should be used within the manufacturers recommended guidelines.
- 7.10 Rotate the items in the freezer and ensure packaging is in good condition as it may have been designed to protect the food and contains information on the product.
- 7.11 If the outer carton is removed ensure food is suitably covered to reduce freezer burns or risk of contamination.
- 7.12 Freezer units need to be defrosted either by auto defrost or manually at regular intervals. When the freezer is being defrosted, ensure any products have been stored safely.

PRACTICE GUIDANCE

When freezing food the following instructions must be followed:

- Cooking and storage instructions must not be removed from the product;
- Food must be stored below the load lines;
- Do not overfill shelving and rotate stock;
- Record temperatures daily.

Dry Goods

- 7.13 Dry goods are products that do not require either refrigeration or freezing to store. This includes packets of dry foods, fruit and vegetables, tinned produce, jars and bottles.
- 7.14 If space is available in the refrigerator then the life of most fruit and vegetables would be greatly extended by storage in the refrigerator.
- 7.15 Food needs to be stored on suitable shelving, which is off the floor or in cupboards. These areas need to be cleaned at regular intervals.
- 7.16 Stocks should be rotated and checked for 'Use by' and 'Sell by' dates.
- 7.17 Any opened dry goods will have to be stored in purpose made airtight containers with a description of its contents, sell by and use by date written on a label.

8 Preparing Food

(Food Safety Act 1990)

- 8.1 When preparing food, the food handler must take every precaution that they do not introduce any unnecessary contaminants or risks of contamination, which will put any young people, carers or any other user at risk from any food-borne illnesses.
- 8.2 During the preparation of food the person who is preparing the meal must ensure they wash their hands when touching raw meat/poultry before they touch any other ingredient.
- 8.3 It is vital that food is not kept out of fridges for any longer than necessary as this will prevent cross contamination.
- 8.4 It is the responsibility of all carers to ensure prepared food not for immediate consumption is stored under correct conditions.
- 8.5 All surface areas, equipment and utensils used in the preparation of food are required to be suitable, clean and hygienic for purpose.
- 8.6 All debris and waste food will be required to be removed from food production areas on a 'clean as you go' basis.
- 8.7 Floor surfaces must be clean and in good condition at all times.

9 Cooking Food

- 9.1 All surface areas, equipment and utensils used in the cooking of food are required to be suitable, clean and hygienic for the purpose of cooking.
- 9.2 All foods cooked and served are required to be at the minimum temperature of 75°C.
- 9.3 Hot food to be held for any period of time must be maintained above 63°C.

Re-heating

- 9.4 Whilst we recognise that food may need to be re-heated, it is a practice that is a common cause of food poisoning. If the need arises to re-heat food it must reach a temperature of 82°C unless it can be proved that this will adversely affect its quality, it will however still have to be above 75°C.
- 9.5 Carers should use a probe to check the core temperature of food where available. The temperature should then be recorded in the 'Safer Food, Better Business' Handbook. Domestic properties may not have this; however, they should follow the guidance as good practice.
- 9.6 Food should only be re-heated once, then discarded.

If reheating can be avoided please do so.

Cooling

- 9.7 Cooling food should be protected from contamination and should be placed in a cool, well-ventilated pantry or larder. Hot or warm food should never be cooled in the refrigerator because it will increase the temperature in the refrigerator, which could result in the contamination of other food stuffs.

10 Reporting of Illnesses

(General Food Safety Act 1995)

- 10.1 If you are suffering from a food-borne illness or an illness with similar symptoms you are required to report it to the Registered Manager **before** starting work.
- 10.2 The symptoms associated with food-borne illnesses are:
 - Diarrhoea
 - Vomiting
 - Nausea
 - Ear, eye and nose discharges
 - Septic cuts, wounds, boils and other skin infections

- 10.3 If members of the carer's family or persons they are in close contact with display any of the above symptoms this must also be reported.
- 10.4 If the carer and any of their party whilst on holiday abroad have suffered any of the above symptoms, this must be reported to the Registered Manager before returning to work.
- 10.5 Carers who report these symptoms may be asked to see a doctor, who will decide if any tests are required and also when they will be fit to return to work.
- 10.6 In the event there is a serious outbreak of illness, this must be reported under the guidance of **R.I.D.D.O.R. Regulations 1995** and to the **Regulatory Inspection Unit responsible for the home under Regulation 40, Children's Homes Regulations 2015**.

11 First Aid

- 11.1 A first aid kit must be kept in a readily accessible position in the kitchen.
- 11.2 All cuts and abrasions must be covered with a blue waterproof dressing, even if the cut or abrasion is almost healed.