

21 Food Safety Management

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21.1 Introduction

21.1.1 This document should be read by members to understand the procedures, practices and safeguards the club has in place, and is developing, to maintain high standards and protect members

21.1.2 The club relies on the voluntary services of its members and does not employ any galley staff.

21.1.3 The galley is open on Sundays throughout the year, and in summer months on Saturdays, Tuesday and Wednesday evenings.

Normally meals are served on Sundays only, and teas and snacks at other times. Certain members have, or are in the process of obtaining, food safety certification; on Sundays, when they are not present, only tinned soups and rolls are served.

21.1.4 The Club's target is to maintain its record to date where the local council inspection in January 2012 awarded a score of 5 out of 5.

21.2 The Club's Food Safety Management Policy

The club strives to :

21.2.1 comply with the law on food safety (see appendix 1), and with guidance and recommendations issued by the Environment, Health and Trading Standards department of Neath Port Talbot Council, and the Tata Steel Sports and Social Club's health and safety contractors.

21.2.2 provide a duty of care to members, visitors, and tradesmen, and maintain a clean and safe environment for the preparation and serving of food and drink.

21.2.3 control risks arising from the provision of food and drink, and review and revise the relevant section of the club's risk register annually.

21.2.4 advise consumers if it is known that food offered may contain substances known to give rise to allergies.

20.2.5 provide information, instruction and supervision for volunteer members, to achieve competence in safe food handling and related tasks, and encourage and pay fees for such members undertaking courses on food safety.

21.2.6 not store or serve eggs or cold meats.

21.2.7 provide countermeasures for dealing with pests.

21.2.8 keep adequate records, including checks on temperatures and cleaning etc.

21.3 Responsibilities for Food Safety Management

21.3.1 Overall responsibility rests with the Club's Management Committee; issues should be taken up with the Commodore via the Secretary.

21.3.2 On a daily basis members who volunteer to prepare and serve food and drink must do their best to comply with the Club's food safety management procedures and practices.

21.3.3 All members have a responsibility to cooperate and comply with guidance and rules issued by the Management Committee to achieve high standards in food safety.

21.3.4 Members are required to take care of their own health and safety and not to perform any act which might jeopardise the health and safety of others in relation to food and drink.

21.4 Hygiene

Personal hygiene

21.4.1 Wash your hands frequently using the small sink. Members preparing and handling food should read this document and follow the advice contained in the publication “A Guide for food handlers” (www.highfield.co.uk) located in the galley cupboard.

21.4.2 If unwell, do not enter the galley if unwell, especially if suffering from a bad cold, sore throat, or skin infections. Make sure that waterproof dressings are applied to any cuts and grazes. If suffering from sickness and diarrhoea **you are advised not to visit the club at all.**

21.4.3 At certain times of the year certain algal blooms in the lake water can be dangerous to humans. Always wash hands before consuming food; shower after sailing, do not enter the galley in wet clothing.

21.4.4 The galley team should don their disposable aprons, hair nets, hats etc; wash and scrub hands and fingernails thoroughly and frequently, using the small sink; turn off taps and dry hands with the disposable paper towels. Always wash your hands after visiting the WC, after handling raw food, waste sacks, and cleaning chemicals and equipment.

21.4.5 When handling food, glassware, crockery or cutlery, do not wear nail varnish, false nails, watches, bracelets, or rings.

Cleaning

21.4.7 The galley must be deep cleaned every six months. This means completely emptying the room and cleaning and disinfecting walls, windows, extractor fans, surfaces and under-surfaces, floors, sinks, taps, microwaves, fridges and freezers (inside and out), waste bins etc. Separate disposable cleaning cloths etc., should be used for each category to avoid cross contamination.

21.4.9 Deep clean all food surfaces, cooker and walls with approved degreaser/sanitiser.

21.4.10 Clean and disinfect the galley and dining surfaces daily before and after preparing food, ensuring separate cleaning equipment for raw food and ready meals. The cleaning process at the start and end of the day is: wash, wipe, disinfect, leave for five minutes, then rinse and finally dry.

Washing up

21.4.11 Crockery etc., should be pre-cleaned for waste, (do not touch the pedal bins by hand) then placed directly into the dishwasher and allowed to air dry. Tin openers should be

scrubbed. Dry crockery and cutlery should be handled with freshly washed hands and stored under cover.

21.4.12 Cooking pots and pans, too large for the dishwasher, should be pre-cleaned, washed, disinfected with Milton or similar and then rinsed, prior to being air dried.

21.4.13 Cleaning cloths and brushes Separate disposable cloths and scourers are provided for washing up and wiping surfaces. They should not be mixed up for different tasks and disposed of frequently. Washing up brushes and bowls should be examined and disposed of if showing the first signs of wear or discolouration.

21.4.14 Waste Disposal Bins

Two pedal bins will be maintained dealing with general waste and cans. The bins will be lined with plastic bags and emptied at the close of play each Sunday. The bins will be cleaned and disinfected each month. Waste sacks will be taken to the external bins.

21.5 Food Allergy

The galley team will do its best to check food labels and advise on foods known to give rise to allergic reactions – see poster on the cupboard door. Consumers have a duty of care to inform the galley team of food allergies they may have.

21.6 Food Handling and Cooking

21.6.1 Separating foods

In the fridge, ready to eat food must be kept above raw food; part used food is to be disposed of. Hot food should not be placed in the fridge. Food labels must be examined weekly and out of date food, showing signs of spoilage or staleness, disposed of. Meats and vegetables must be prepared in different area prior to cooking.

21.6.2 Bread and confectionary

Bread, cakes etc., must be kept under their display cases on the counter and must be handled with a tongs.

21.6.3 Tinned food

Tins will be discarded if showing signs of rust. When opening, if there is no sound or feel of inrushing air they will be similarly disposed of. The waste will be separated from the cans.

21.6.4 Fridge and freezer temperatures

Temperatures should remain at or below 5°C for chilled foods, and around minus 18°C for frozen foods. Actual readings must be recorded each Sunday. If the record shows higher readings this must be reported to a member of the Management Committee for action.

21.6.5 Defrosting

Frozen meat products will be purchased in separate small packs, and brought immediately to the club on the day of use, and placed in the freezer immediately. Small packs not needed, will be kept in the freezer, and their use by dates monitored. After assessing consumer numbers, the requisite small packs will be suitably defrosted i.e. completely thawed whilst keeping separate from other foodstuffs.

21.6.6 Safe cooking - Ready to eat food must be piping hot right through to the centre prior to serving; this means cooked at a minimum temperature of 75 degrees C and 82 degrees C if re-heated. The temperature of all foods cooking must be sampled with a probe; meats (e.g. sausages) should be cut to reveal a change of colour in the centre and not be pink. Stews and soups must be brought to the boil, then kept simmering and stirred frequently.

Always follow the labels for instructions particularly for cooking temperatures. Temperature probes should be disinfected immediately after each use.

21.7 Safety in the Galley

21.7.1 Committee members must be shown the gas shut off valve.

21.7.2 Electrical sockets, plugs, or appliances should not be handled with wet hands or cloths.

21.7.3 Wet floors are a slipping hazard and should be kept as dry as possible – see notice on galley door.

21.7.4 Food preparers must stand clear when opening the oven door.

21.7.5 The galley team should be shown how to deal properly with a cooker fire.

21.7.6 A 1st aid kit is kept in the galley main cupboard (notice on door).

21.8 Safety Record Keeping

The commodore will arrange for a record as follows :

Opening Checks :

Fridge, freezer, cooker, microwave and hot water boiler are working properly, and there is no indication that a power cut has occurred.

Fridge and freezer temperatures are recorded.

Food preparation areas, work surfaces, equipment, utensils are clean.

There are adequate stocks of hand-washing and cleaning materials

Closing checks :

No food is left out. Food past its 'use by' date has been disposed of.

Dirty cloths have been disposed of and replaced with clean ones.

The bins should be emptied and rubbish sacks taken to the external bins

The accident book must be completed for every mishap

The Commodore will record the deep clean events

21.9 Food Safety Management

21.9.1 The commodore will arrange for recommendations on replacement of equipment utensils, crockery and cutlery, and ensure an adequate supply of disposables and cleaning equipment is stocked.

21.9.2 The club's maintenance manager will ensure pest control practices are safe and working (look for signs), and that walls surfaces and flooring are sound thus minimising their ability to harbour germs.

21.9.4 The Commodore will provide information, instruction and supervision for volunteer members, to achieve competence in safe food handling and related tasks, and encourage members undertaking courses on food safety.

21.9.5 The Commodore and Safety officer will meet Council inspectors when required and issue regular reports to the Management Committee.

21.9.7 The Commodore will discuss any complaints with the galley team, and ensure, as a minimum, that remedial action is taken, and procedures and practices modified where necessary.

21.10 Appendix

21.10.1 Legislation

THE GENERAL FOOD REGULATIONS 2004 FOOD HYGIENE (ENGLAND) REGULATIONS 2006

REGULATION (EC) NO 852/2004 AND 853/2004

FOOD SAFETY ACT, 1990 (AS AMENDED)

FOOD LABELLING REGULATIONS 1996 HEALTH AND SAFETY AT WORK ACT 1974

21.10.2 Inspection

The premises were last inspected by Neath Port Talbot Council Environmental Health Dept in January 2012