



Food Safety Policy and Procedures

Operational Owner	Farm Cook: Danella Ellmore
Trustee Owner	Chair of Trustees
Effective date:	7/1/21
Review date:	7/1/22
Related documents	Health and Safety Policy Food Sales Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan-Management	First Draft	Management Committee	7/1/21
1.1	Food Safety Sub-group	Temp of served food clarified	Chair of Trustees	3/2/21

Purpose

Susan's Farm has a duty to assess the risks posed to the health and safety of its employees and to anyone else who may be affected by its activities. Significant risks identified by this process have to be reduced to a tolerable level. This duty includes the safe and hygienic provision of food and beverages by any individual at Susan's Farm irrespective of whether the provision is for profit or not. Susan's Farm recognises and acknowledges its responsibility for food safety and will ensure that the provision of food and beverage under the auspices of this policy are safe and of a high quality.

Scope

This policy applies to all food handling activities undertaken by, or on behalf of Susan's Farm, including activities that take place away from the main site at Houghton.

Policy Statement

Susan's Farm believes that the provision of a healthy, nutritious, and balanced diet for its service users is of vital importance using organic, locally sourced, British products where possible.

Susan's Farm also believes that with respect to the food provided Susan's Farm has a duty to ensure that all staff and services users should be kept as safe as possible from poisoning and related food-associated illness by the adoption of high food standards of food hygiene and preparation.

Susan's Farm believes that implementing the 7 principles of HACCP will ensure an effective food safety management system.

Susan's Farm is committed to reducing the risk to farm attendees, staff, volunteers and visitors to the farm with regards to the provision of food and the consumption of allergens in

food, which could lead to an allergic reaction. Susan's Farm is unable to guarantee a completely allergen free environment. However, we will aim to minimise the risk of exposure and plan for effective response to possible emergencies.

Aims of policy

This policy is intended to:

- Ensure all service users benefit from having food provided for them that is of high quality, well prepared and nutritionally sound.
- Ensure special dietary needs are supported.
- Protect staff and services users from food-related illness.
- Ensure all food is prepared, cooked, stored and presented in accordance with the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2013.
- Ensure that practices comply with the requirements of the Health and Safety at Work Act 1974.

Roles and Responsibilities

- The Farm Cook is responsible for writing and implementing this policy, as delegated by the Health and Safety Officer in the Health and Safety Policy.
- Significant findings of all food safety audits are reported to the Management Committee and the Board of Trustees.
- The food safety policy, statutory requirements and audits are monitored and reviewed regularly by the Farm Cook.
- Minor and major changes to the policy will be reviewed by the Management Committee and agreed and approved.
- A policy reviews will take place every two years or in line with relevant changes to legislation.

Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- Susan's Farm recognises the need for specific measures to ensure the health and safety of each of these groups.
- This policy and all other associated Health and Safety related policies take this into account.

Food Safety Procedures at Susan's Farm

1. Food Preparation Facilities

- All food preparation areas are of good hygiene practice and be easy to clean and disinfect.
- All food preparations and storage areas are provided adequate ventilation to protect food against external sources of contamination such as pests and vermin – adequate pest control measures is taken to ensure that the risk of contamination is minimised.
- All food preparation areas, storage areas and serving areas are kept clean at all times – kitchens are subject to regular cleaning by cleaning staff using colour coded equipment solely for use in kitchen areas. Catering staff are expected to clean food preparation surfaces, equipment and utensils at regular intervals and as required during food preparation and cooking. Records of cleaning activity are kept.
- Adequate sanitary and hand washing facilities are made available for all catering staff.

2. Food Preparation and Handling

- All food is prepared, cooked, stored and presented in accordance with the high standards required by the Food Standards Act 1990 and the Food Hygiene (England) Regulations 2005
- All food safety and hygiene policies and procedures are implemented by having effective management of food safety systems in place which include a form of risk assessment based upon the Hazard Analysis and Critical Control Point or HACCP system. All risk assessment findings are documented, and records kept.
- Staff preparing food take all reasonable, practical steps to avoid the risk of contamination of food and ingredients.
- All tools, equipment and surfaces that come into contact with food being prepared or served are kept clean at all times.
- Everyone in a food handling area must maintain a high level of personal cleanliness and food handlers must wear suitable clean appropriate protective clothing.
- At every stage of meal preparation food is protected from contamination likely to render it unfit for human consumption.
- Cooks ensure that the correct colour coded equipment are used when preparing food to avoid cross contamination, i.e.:
 - *Red – raw meat
 - *Yellow – cooked food
 - *Blue – raw fish
 - *White – bread and dairy
 - * Green – fruit
 - *Brown– vegetables
- All meat and hot food is thoroughly cooked or reheated, especially poultry – appropriate cooking thermometer is used to check the temperature in the middle of food particularly meats and cooked meat is cut open to check that it remains at a temperature of at least 70°C for 2 minutes.

- Digital probe thermometers are checked monthly to ensure that they are giving an accurate reading, results of checks are recorded.
- All deep-frozen food is thawed before cooking.
- All cooks are aware of the risk of salmonella infection associated with foods containing uncooked eggs.
- Cooks never reuse utensils which have been used to prepare raw eggs or meat without first washing them with hot water and detergent.
- Staff never allow juices from raw meat to come into contact with other foods – cooked food and uncooked food is not be stored together and separate marked cutting boards and knives are used for raw and ready-to-eat food.
- Salads are thoroughly washed.
- Food handlers receive adequate supervision, instruction, and training in food hygiene.
- When serving food appropriate hygiene standards is observed by all staff.
- All staff MUST wash their hands before and after handling food and in addition all staff helping in preparation of serving food wear appropriate PPE.
- When serving food, it can be kept out of temperature controls for a limited period of time, but this should only be done once and if any food is left after this time it must be thrown away or kept chilled at 8°C or below until it is used – cold foods can be kept above 8°C for up to four hours.
- Whenever possible staff use utensils when serving to avoid direct contact with hands.

3. Food waste Disposal

- All food waste is disposed of in a hygienic and environmentally friendly way.
- Refuse is not allowed to accumulate in the kitchen or overnight.
- Food waste is disposed of in appropriately labelled receptacles.
- Other kitchen waste generated may be stored in black polythene bags which is removed at the end of each day.
- Containers for these bags are maintained in a clean condition and staff are trained to wash their hands after using the receptacles.
- Outdoor waste storage facilities are provided for the storage of food waste prior to its removal from the establishment. These facilities are maintained in a clean and secure manner to ensure they are free from pest activity and to not present a health hazard.

4. Food Storage

- We ensure good stock rotation and compliance with the Food Labelling Regulations.
- All catering products are procured from reliable, high quality sources.
- All products are used before the expiry date.
- Care is taken when using products to check labelling instructions.
- Open packs of food are decanted into clean containers with close fitting lids and dated.

5. Food Allergens

Food allergens required to be declared as allergens by food law are:

- Celery
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns and crabs)

- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels and oysters)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (if they are at more than ten parts per million)
- Tree nuts (such as almond, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

People may report allergies to other foods not on the list. Most common in the UK are kiwi, peas, other legumes (beans etc) other seeds, other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

Good kitchen and service practices

- Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.
- Equipment/utensils used in the preparation of food for people with a food allergy are cleaned according to standard procedures.
- All foods which are prepared for special allergen requirements must be prepared before any other food to avoid cross contamination.
- The area must be thoroughly cleaned before preparation of food and after.
- The food once prepared must be stored and labelled as required.
- Thorough hand washing between preparing dishes
- Maintaining rigid food hygiene standards throughout food handling areas

Allergen ingredient recording

- Dishes and their allergen content will be recorded.
- Ingredients with an allergen content should be kept in their original, labelled containers.
- All meals chilled or frozen should be labelled clearly and stored to regulations.
- All new products or substitutions are routinely checked for allergen information and changes will be recorded.
- Allergen advice is provided at the point of service using a Susan's Farm approved document.

6. Refrigeration

- All food is covered to prevent drying out, cross contamination and the adsorption of odour.
- Higher risk foods is stored at the rear of the refrigerator where possible and always above raw foods.
- Refrigerators are cleaned on at least a weekly basis.

- Spillages are cleaned as soon as they occur.
- Refrigerator temperatures are checked daily and refrigerators are serviced once a year.
- Note specific refrigeration requirements for produce sales as detailed in our Food Sales Policy.

7. Suppliers and Traceability

Article 18 of Regulation (EC) 178/2002 covers the requirement for traceability. Under this article Susan's Farm should maintain genuine records to demonstrate effective traceability.

Our records will show;

- Suppliers who provide Susan's Farm with food or food ingredients.
- Name and address of suppliers.
- Type of and quantity of products.
- Dates of transaction and delivery.
- Batch numbers.
- Invoices and receipts of food produce purchased.

When food, food ingredients are delivered, Susan's Farm will check:

- If chilled or frozen food/food ingredients are cold enough and temperatures have been monitored
- Packaging is whole and intact, not damaged
- Is it what was ordered?
- Has it been handled safely and not of poor quality?

8. Illness at work

- Any member of staff who becomes ill while handling food stops work at once and reports to whoever is in charge at the time.
- Suspected outbreaks of food related ill-health are reported immediately to a senior member of staff.

9. Training

- All staff who cook, prepare or handle food are trained to at least L2 in Food Hygiene and Safety as per The European Union Regulation (EC) No 852/2004.
- The Farm Cook is trained to L3 HACCP.
- Training records are kept .