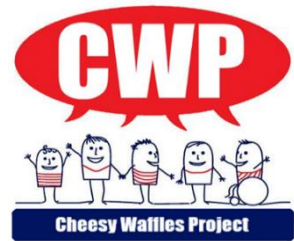


Cheesy Waffles Project

FOOD HYGIENE POLICY



It is the policy of Cheesy Waffles Project to ensure that all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

All staff who prepare or serve food must complete Level 2 award in Food Safety in Catering.

At least one member of lead staff must complete Level 3 Award in Supervising Food Safety in Catering.

All staff should maintain a high standard of personal hygiene.

Hair must be kept in a hygienic condition. And tied back or put under a hair net or hat when preparing food.

Hands should be kept clean at all times. They should be washed regularly throughout the day, particularly: After visiting the toilet, On entering the kitchen, after a break and before handling equipment or food. Between handling raw food and high-risk food. After changing or putting on a dressing. After combing or touching hair, nose, mouth or ears. After eating, smoking, coughing or blowing nose. After handling external packaging. After handling waste food or refuse. After cleaning or handling dirty cloths, crockery etc.

Hand wash signs will be displayed in the kitchen areas, the staff toilet and changing areas. Cuts should be cleaned and covered with a blue plaster. This should be changed regularly throughout the day. Existing dressings should be changed to blue plasters when staff arrive at work. Staff are requested not to touch their nose, mouth or ears except in circumstances where it is impractical not to do so. When these occasions do arise, then a paper disposable tissue should be used. The food handler should turn away from the food, dispose of the tissue and ensure that their hands are correctly washed before continuing to handle food.

Where possible, all repairs or maintenance should be carried out after food production is finished.

FOOD STORAGE AND TEMPERATURE CONTROL

The storage of food is important to ensure adequate provision throughout the year and to overcome fluctuations in supply. However, a failure to ensure satisfactory conditions of temperature, humidity, stock rotation and the integrity of packaging can result in problems of unfit or spoiled food and will, at the very least result in a considerable reduction in shelf life. Inadequate temperature control and temperature abuse at one or more stages of the food handling process is the most common cause of food poisoning. Correct storage and good temperature control is therefore crucial to Food Safety.

FOOD STORAGE

Chilled food includes raw meat and poultry, cooked meat and meat products, fish, shellfish, prepared vegetable, dairy products and milk.

Keep covered and separate raw and cooked items, preferably storing them on separate shelves. Remove outer packaging where applicable, cut do not discard any product details. Mark use by dates and codes on containers. Fresh fruit and vegetables should be removed from plastic packaging and washed before storing in the fridge. Eggs should be stored under refrigeration. Eggs should be treated as other raw foods and stored out of the delivery box, on a tray towards the bottom of the fridge, away from cooked food. Frozen food should be marked

with use by date and batch code if removed from outer packaging. Dry/ambient food includes flour, pastry, custard and gravy mix, cold sweet mix, canned products and raw vegetables. Rotate stock using shortest code first. Store in clean store areas off the floor. Once opened, store in clean tight fitting lidded containers that are labelled.

GENERAL PREPARATION

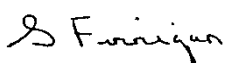
Always prepare foods as close as possible to the time of service leaving it refrigerated until immediately before preparation. Clean and disinfect raw meat preparation area before starting. This area must be separate from any area in which cooked meat is handled. A detergent solution should be used to clean surfaces before they are sanitised. Wash hands after handling raw meat. Colour coded boards must be used for different types of foods.

FOOD ALLERGIES

Food allergies can affect a person at any time of their life . Common causes of allergies relevant to this policy are the 14 major food allergens and this is not an exhaustive list:

1. Cereals containing Gluten
2. Celery
3. Crustaceans
4. Eggs
5. Fish
6. Soya (tofu, bean curd, soya flour)
7. Milk - also food glazed with milk
8. Nuts
9. Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
10. Mustard - liquid mustard, mustard powder, mustard seeds
11. Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
12. Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
13. Lupin, seeds and flour, in some bread and pastries
14. Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

Staff to complete training in Food Allergies to support their role at Cheesy Waffles Project.

Signed: 

Date: 19th April 2023

Susan Finnigan (Secretary/Trustee)

Signed: 

Date: 19th April 2023

Linda Pennington (Treasurer/Trustee)