



Food Hygiene Statement

Scope

This statement refers to the Food safety act 1990, The Food Safety (General Food Hygiene) Regulations 1995 and The Food Safety (Temperature Control) Regulations 1995. Within Dudley Mind it applies to all those involved in the preparation, processing, manufacturing, packaging, storage, transportation/distribution, handling or supplying, whether for profit or not, of food.

Purpose

To contribute to the implementation of those aspects of Dudley Mind's Health and Safety policy that deal with Food Hygiene as well as meet legal requirements for the same.

Training and Instruction

Dudley Mind will provide training to those expected to be involved in any of the processes mentioned above as part of their induction. Only those with Basic Food Hygiene Certificate or higher will be allowed to work in the kitchen.

Procedure

- 1) On receipt of items of food for preparation and/or consumption on premises staff will check to ensure the Best Before Date is appropriate²)
- 2) If anything is out of date it shall be returned to the supplier
- 3) For products that need to be within specific temperature ranges staff will check temperatures on delivery and store immediately in the fridge freezer.
- 4) Staff will check fridge temperatures twice a day and record them.(Appendix 2)
- 5) If it is above the recommended temperature (currently 8 C) check if fridge is working and the thermostat set to required position. Record action taken on the Temperature Record form (Appendix 2)
- 6) To maintain a clean environment staff will have a regular cleaning programme listing items and areas to be cleaned, the frequency at which to be cleaned and who is responsible for the different tasks including
 - washing all worktops before preparing any food
 - wiping off any spilled food straightaway
 - washing all worktops thoroughly after they have been touched by raw meat, including poultry, or raw eggs.
 - Using different chopping boards for different food items and cleaning them immediately after use
 - Changing dish cloths and tea towels regularly

- 7) When cooking staff will
 - Ensure all utensils being used are clean
 - Follow instructions given on labels
 - Always check food is piping hot before being served
- 8) When storing food in fridge staff will
 - Ensure fridge is at the right temperature (about 5 C)
 - Keep fridge door closed as much as possible
 - Wait for food to cool down before putting in the fridge
- 9) to prevent cross-contamination staff will
 - Keep raw meat separate from ready to eat food
 - Keep raw meat on bottom shelf of fridge
 - Not use same knife and chopping board for other food items without thoroughly washing the same
- 10) Food waste and other refuse will not be allowed to accumulate in kitchen area. Waste bins and sacks will be emptied regularly, through the day when needed and at the end of the day
- 11) Internal refuse containers will be maintained in good condition and be regularly cleaned and disinfected
- 12) All staff handling refuse will be provided with appropriate personal protective equipment

Enquiries

All enquiries, corrections or suggestions for improvements arising from this document should be addressed to the Operations Manager.

Changes

Dudley Mind reserves the right to change the provision of this policy and any procedures by amendment, addition, deletion or substitution from time to time at its discretion. Employees will be consulted and notified of any changes by appropriate means.

Hazard Analysis

The process may be summarised as follows:

Step 1 What are the hazards?

Think about the food on the premises and consider what the hazards could be

Step 2

Where do they occur?

Consider which part of the process the hazard could occur

Step 3

What control measures are required?

Decide on each hazard identified to see how it can be removed or controlled

Step 4

How can it be monitored?

These procedures check and ensure whether control measures are working

Although there is no legal requirement to make a written record of your hazard analysis (butchers shops are the exception) it is good practice to do so

The following is a good example to follow:

	HAZARD What could go wrong	CONTROL MEASURE What could be done	MONITORING Carry out checks	NAME and SIGN. of STAFF, MANAGER
Purchase and receipt of items entering premises	1. Out of Date Goods 2. Products at wrong temperature	1. Buy goods from reputable suppliers	1. Check goods on receipt, if out of date reject 2. Check temperature of chilled goods, reject if above 8C	
Storage	1. Chilled dairy foods may be left out of fridge 2. Fridge temperature may rise due to frequent use	1. Return to fridge after use Always store below 8C.	2. Check temperature of fridge twice daily and record	

