

FOOD HYGIENE POLICY

Policy: 01

Effective food safety practices will be observed in order to:

- reflect the Food Safety Standards of Australia in relation to safety practices, premises and equipment standards;
- reinforce consistent food safety practices in the service;
- reduce the risk of potential food-borne illnesses;
- identify potentially hazardous foods;
- are regularly reviewed; and
- comply with legislative requirements whilst maintaining a flexible approach to meet best practice. (Food Safety Standards for Australia, 2001)

Procedures:

1. Obtain information about any special dietary requirements, preferences, or food allergies that anyone may have. Be aware of these special needs before serving food.
2. Volunteers should receive adequate supervision, instruction and training in food hygiene. Information available at: <https://dofoodsafely.health.vic.gov.au/index.php/en/>
3. Food hygiene guidelines must be displayed in kitchens where food is prepared/cooked, addressing the areas outlined below.
4. Areas where food is prepared should be checked regularly as part of a Health and Safety risk assessment.
5. Everyone in a food handling area must maintain a high level of personal cleanliness and wear suitable clean clothing. Guests will not be permitted in the kitchen until after the evening meal has been prepared and served.
6. Volunteers preparing food should take all reasonable, practical steps to avoid the risk of contamination of food or ingredients. (separate clean boards and knives for separate activities eg. vegetables and meat)
7. Food storage areas should protect food against external sources of contamination such as pests.
8. When serving food, appropriate hygiene standards should be scrupulously observed by all.
9. Suspected outbreaks of food related illness should be reported immediately to project coordinator/GP.
10. Any volunteer who becomes ill whilst handling food should stop work immediately and report to the coordinator.
11. Refer to SWS COVID-SAFE PLAN FOR KITCHENS

The following specific practices must be observed:

Cleaning:

- Use clean, sanitised and dry cutting boards, equipment and utensils.
- Clean and rinse wiping cloths after each use and change frequently.
- Wash hands thoroughly after cleaning and regularly during food preparation.

Preparation:

- Limit the time that high-risk food (meat, fish, chicken) is in the temperature danger zone (5 deg. / 60 deg.C) and return to refrigerator during delays.
- If food is kept within the temperature danger zone for a total time of 4 hours or more, throw it out.

Cross-contamination:

- Cross-contamination occurs when harmful bacteria or allergens spread to food from other food, surfaces, hands or equipment. This can lead to food poisoning. To ensure cross-contamination does not occur:
 - Keep raw food separate from cooked or ready to eat food.
 - Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat food.
 - Always store meat at the bottom of the fridge to avoid drips touching other food.

Cold Storage:

- Cold food must be 5 deg.C or colder.
- Frozen food must be frozen hard.
- Check the temperature of fridges and cold storage areas regularly.
- Thaw food in your fridge, away from and below, cooked or ready-to- eat food.

Cooling Food:

- High risk food must cool from 60 deg.C to 21 deg.C in the first 2 hours and then to 5 deg.C or lower in the next 4 hours.
- Once food has cooled to 21 deg.C put it in the refrigerator or freezer.
- Large portions of food take longer to cool. Therefore, divide into smaller batches before cooling.

Cooking Food:

- Use a thermometer to make sure foods are thoroughly cooked and the centre reaches 75 deg.C.
- Hot food must be kept at 60 deg.C or hotter.
- Check that only clear juices run from thoroughly cooked minced meat, poultry, chicken or rolled roasts.

Thank you to Stable One for allowing us the use of their documentation.