



FOOD HYGIENE POLICY

Document Number:
Version: 2
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Approved by board on: May 2009
Scheduled review date: May 2010

INTRODUCTION

It is important that food purchased, supplied and provided by Move Through Life (MTL) complies with proper food hygiene standards to ensure the safety and health of both providers and consumers. This policy and procedure has been prepared to complement the relevant State regulations and Local Government (Council) requirements for food hygiene.

PURPOSE

To provide guidance to MTL staff and volunteers in the safe purchase, storage, handling and preparation of food to ensure compliance with food hygiene standards and minimise the risk of food poisoning.

Also, to encourage awareness of food allergies and provide guidance on the avoidance and emergency response to anaphylactic reactions.

DEFINITIONS AND ACRONYMS

Food Service Facility: any permanent or semi permanent facility where food is stored, prepared or handled.

Mobile/Temporary Premises: any hand drawn trolley or cart (including BBQs); trailer based stands; any temporarily positioned portable table or stall.

Anaphylaxis: a severe allergic reaction to food.

POLICY

Good food hygiene will be achieved by ensuring that:

- (i) Food preparation, handling and storage areas are kept clean and food handlers maintain good standards of personal hygiene at all times;
- (ii) All foods are properly cooked (especially meat);
- (iii) Foods are stored at the right temperature;

- (iv) Raw foods are prevented from cross-contaminating ready-to-eat foods.

All food service facilities shall adhere to the Food Regulations 2002 (refer www.health.sa.gov.au/pehs/Food/food-regulations-2002-dec06.pdf).

This Policy applies to all MTL employees and volunteer workers.

RESPONSIBILITIES

The MTL General Manager is responsible for ensuring that this policy and procedure is communicated to, and implemented by MTL staff and volunteers.

MTL employees and volunteers involved in food preparation, handling or storage are responsible for maintaining good personal hygiene, in accordance with this procedure.

PROCEDURE

Personal Hygiene

Personal hygiene shall be maintained when preparing or handling food through the following:

- (a) Thoroughly washing (using warm water and liquid soap) and drying (using disposable towels or air) hands regularly when handling food, in particular:
 - Before handling food
 - Immediately after handling raw food, especially raw meat or poultry
 - After going to the toilet
 - After handling money
 - After blowing their nose, sneezing or coughing
- (b) Wearing clean clothes and, where practicable, protective food handling gloves and food handling tongs (to reduce direct contact with food)
- (c) Tie hair back
- (d) Cover cuts or sores with clean waterproof dressings
- (e) Avoid wearing jewellery, false nails or other items that might fall into food
- (f) Avoid touching face or hair
- (g) Avoid coughing or sneezing over food
- (h) No smoking

Food Purchase, Storage and Preparation

1. Ingredients

Ingredients shall be purchased from reputable suppliers, with quality assured systems that maintain a high standard of food hygiene.

2. Storing Food

Stored foods must clearly display 'Use by' or 'Best Before' dates with:

- Chilled food kept at below 8 degrees Celsius
- Hot food kept above 63 degrees Celsius
- Raw food kept away from ready to eat foods, ideally in separate fridges
- Raw meat in sealable containers at the bottom of the fridge
- Fridges must not be overloaded
- Dried foods stored off the floor, in suitably sealed containers, to protect them from pests

3. Food Preparation

Food should be handled so as to prevent contamination and handlers should:

- Observe good personal hygiene
- Use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food
- Clean equipment and surfaces thoroughly before and after use
- Avoid unnecessary handling of food
- Minimise the time chilled food remains out of the fridge

4. Cooking

All poultry, pork, minced/chopped meat (including burgers and sausages) should be cooked thoroughly.

Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible.

Reheated food should be hot all the way through and should not be reheated more than once.

5. Transporting Food

Contamination of foods during transportation shall be prevented through ensuring that:

- All food is transported in packaging or containers
- Chilled or hot foods are maintained at the correct temperature
- Raw foods and ready-to-eat foods are kept apart

Vehicles used to transport foods must be maintained in good repair and clean with separate storage for food and non-food products.

Food Handling Areas

1. Design and Set up

Food handling areas shall be designed or set up to permit food handlers to work hygienically and keep the areas clean. All areas should be adequately protected from pests.

2. Cleanliness

Food service facilities, equipment and surfaces must be kept clean and where necessary disinfected. Waste shall:

- Not be permitted to build up in food areas
- Be stored in a clean area
- Be removed frequently
- Not cause a tripping, slipping or obstruction hazard

3. Facilities

Suitable facilities to wash hands, food and equipment shall be provided, including:

- Separate basin stocked with liquid soap and hot air dryer or disposable towels
- Separate sink for washing food
- Sink for cleaning premises, equipment, utensils, etc

4. Mobile/Temporary Premises

Mobile and temporary premises for storing, preparing and handling food are, as far as is practicable, subject to the same provisions as outlined above. In particular, MTL employees and volunteers using these premises must ensure that:

- There are adequate facilities to store, prepare and serve food safely in accordance with the provisions of this policy.
- Adequate washing facilities are available.

Managing Food Allergies

Anaphylaxis is becoming more prevalent in our society, especially amongst young children.

A food allergy is very different to food intolerance. *All food allergies must be taken seriously as they can cause life threatening conditions.*

Common signs and symptoms of a food allergy include **one or more of the following**: hives (raised, red welts on the body), tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (pale or floppy), or cessation of breathing.

The key allergens that trigger these reactions are:

- Peanuts
- Tree nuts (almonds, cashews, brazil, hazelnut, pistachios, pine nut,)
- Egg
- Milk
- Fish
- Shellfish
- Sesame
- Soy
- Wheat

It is important that when we serve food at any Move Through Life event that we are aware that a member, volunteer or person attending a performance may have a food allergy.

To manage these possibilities we must:

- Ensure that we follow the food hygiene policy when preparing food to reduce the possibility of cross contamination.
- Be aware of all the ingredients that are in the food being served (it would be good for someone to write this down so server's can refer to it rather than rely on their memory).
- Be aware of the symptoms of an allergic reaction, which can include one or more of the following:
 - Hives (raised, red welts on the body)
 - Tingling feeling around the mouth
 - Abdominal pain
 - Vomiting and/or diarrhoea
 - Facial swelling
 - Cough or wheeze
 - Difficulty swallowing or breathing
 - Loss of consciousness or collapse (pale or floppy)
 - Cessation of breathing

Generally most people, if they have an allergy, will ask what ingredients are in the food. We can clarify their concerns by providing information and asking appropriate questions, such as:

- What are you allergic or intolerant to?

- What food products contain that allergen?
- Are you attending the event with someone or are you alone?
- Are you carrying your medication with you?
- What reaction do you have if you eat the allergen?

Most importantly; know what to do if a person appears to be having an anaphylactic reaction:

- Call an ambulance immediately by dialing 000.
- If someone is with them, ask that person to commence first aid measures by giving their medication.
- If alone, calmly locate first aid officer and their medication to commence first aid treatment as soon as possible.
- Once medication or first aid is given remain with person until paramedic arrives.

RELATED DOCUMENTS

REVIEW

This policy will be reviewed annually by the MTL board and amended as appropriate.