

FOOD HANDLING POLICY

Version 1.5

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Food preparation

- People must not handle food if they have any of the following symptoms:
 - Vomiting, Diarrhoea, Fever, Covid-19 symptoms (cough, sore throat, etc)
- Anyone involved in food preparation must wash hands prior (see below).
- Gloves or utensils are to be used to prepare and serve food. Never touch food with your hands.
- All cuts and sores are to be covered with a waterproof, visible dressing.
- Keep the preparation of raw and cooked food separate.
- Ensure any items needing refrigeration (eg, raw sausages) are properly cooled, in the lead-up to food service.
- (Persons working in the kitchen should wear enclosed shoes).

Food Storage

- Food should be stored in tightly sealed containers, away from any hazardous materials.
- All food should be labelled and dated with the date of preparation and/or opening.

Clean up

- All cups, plates and utensils should be cleaned in a dishwasher where possible. If they cannot be placed in a dishwasher, they should be washed in hot, soapy water – or removed for washing elsewhere.
- All spills should be wiped up immediately and then surfaces cleaned with *Spray and Wipe* or suitable similar detergent.
- All rubbish or left over food is to be disposed of and bins should be checked at the end of each function/service and emptied at the end of the day.

Nuts

- Any food provision (morning tea, meals, etc) should be **nut-free**, to care for those with allergies. This includes any nut meal (eg, almond meal).

Hand washing

Wash hands on a regular basis, but in particular:

- before you start handling food or go back to handling food after other tasks
- before working with ready-to-eat food after handling raw food
- after using the toilet
- after smoking, coughing, sneezing, using a handkerchief or tissue, eating or drinking
- after touching your hair, scalp, nose, etc.
- after doing anything else that could make your hands dirty, like handling garbage, touching animals or children, or cleaning duties.

Wash your hands properly

- wet your hands under warm running water
- lather them with soap and thoroughly scrub fingers, palms, wrists, back of hands and under nails for about 15 seconds
- rinse hands under warm running water
- turn off taps using a paper towel or elbow
- thoroughly dry your hands with a single-use towel.

References:

<http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx>