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Food and Hygiene Policy for Staff and Volunteers

NAME AND ADDRESS OF THE GURDWARA

Registered Charity Number xxxx

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Food and Hygiene policy at NAME OF THE GURDWARA and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

**Introduction**

The XXXX committee is responsible for catering and food safety. The XXXX committee is committed ensuring that all food supplied is produced to high standards of safety and wholesomeness and complies with the requirements of all appropriate food safety legislation.

1. Provide a clear definition of responsibilities for all levels of management. Reference to these responsibilities will be included in job descriptions.
2. Provide and update as necessary a Food Safety Policy covering all relevant operational areas.
3. To promote awareness of the nature of food allergens and bring these to the attention of kitchen staff.
4. Train staff to a level commensurate with their responsibilities.
5. Undertake routine written audits of food safety practices and operating procedures, to ensure that the arrangements detailed in the Food Safety Policy are observed and implemented in a consistent manner.
6. Complete and maintain all necessary written records regarding operational and training procedures.

**DUTIES OF THE MANAGEMENT**

* The management has ultimate responsibility for the implementation, control, monitoring and review of this policy.
* The management will ensure that all staff receive suitable Food Hygiene training appropriate to their level within the management.
* The management will ensure that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.

**Catering and Food Safety**

###### Staff and volunteers who are involved in the cleaning for food related areas should make themselves aware of the cleaning methods and agents before commencing the tasks.

###### Food handlers shall only commensurate with their work activities if they have made themselves aware in food hygiene matters.

###### All food premises are kept clean, pest free, and maintained in good repair and condition.

###### Arrangements for cleaning all food areas are published and complied with.

###### There is an effective program in place for the control of pests based on a preventative approach.

###### All food handlers wear clean clothing.

###### Hygienic hand washing and drying facilities are provided and used by all food handlers and visitors.

###### All food is stored correctly in conditions according to its type.

###### Staff is aware to keep serving utensils/serving utensils separate to avoid cross contamination.

###### The assistant will ensure a commitment to produce safe food, keeping food free from harm of any kind.

###### The assistant will maintain personal hygiene standards.

###### The assistant will maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.

###### The assistant will assist with record keeping as instructed by the responsible member in charge.

###### Waste material is removed from all food preparation areas after each food service.

###### Care must be taken when using knives.

## Personal Hygiene

All staff should maintain a high standard of personal hygiene.

## To ensure continued good hygiene practice, all staff members and visitors, on entering the kitchen, must wear clean clothing including headwear at all times whilst handling food.

## Conveniently sited facilities for washing and hygienically drying hands are provided for all food handlers and visitors.

## All food handlers must practice good personal hygiene whilst undertaking food-handling duties.

## Do not wear protective clothing outside.

1. cover all wounds with blue, detectable waterproof dressings

## Do not eat or drink in any food room.

The staff and volunteers who work in the kitchen should be:

* Washing and drying hands before and after handling food and after going to the toilet, handling refuse, handling raw food(vegetables), cleaning surfaces or equipment
* Hands are to be washed in wash hand basins provided only for this purpose and no other. Each basin supplies both hot and cold running water, liquid soap and disposable towels
* Wear clean aprons when working with food
* Not working if suffering from diarrhoea and/or vomiting
* Not handling food if you have scaly or infected skin lesions, which cannot be totally covered during food handling
* Not spitting in food handling areas
* Avoid touching their face, nose, coughing or sneezing whilst preparing or cooking foods
* Not eating or chewing gum in food handling areas
* Ensuring work surfaces and utensils are clean
* Jewellery must not be worn whilst in the kitchen or in food handling areas with the exception of plain wedding bands and sleeper earrings
* Food handlers whilst on food handling duties must not wear nail varnish or false nails. Fingernails must be short and clean
* All hair must be covered by appropriate headwear. Hair must be kept in a hygienic condition. A hat should be worn plus a hairnet to cover long hair. Any grips, clips, etc should be worn under the hat. Hats should be put on before other uniform. Staff are not permitted to touch or comb their hair in a food preparation area
* All cuts and abrasions must be covered with a blue waterproof dressing and fingerstall where necessary. All other dressings and medications on exposed skin must be covered with a distinctive waterproof dressing
* Under no circumstances shall food handlers who have, or suspect they have, any septic sores, bowel/stomach disorders, diarrhoea or disease likely to be transmitted through food, enter any food related area
* Smoking is not permitted in any areas of the establishment
* Visitors are not permitted in the food handling areas during food preparation unless they are wearing protective clothing and remove all jewellery. All visitors must be recorded in the kitchen log book
* Where possible, all repairs or maintenance should be carried out after food production is finished. All work carried out by maintenance staff should be recorded in the kitchen log book

## A copy should be displayed for the attention of all staff

## Hygiene of Environment

Effective cleaning schedules must be published and displayed for **all** food areas and complied with. They must cover the following:

* Food preparation
* Food storage
* Food serving areas
* Washing-up areas
* Refuse disposal and collection

Staff and volunteers involved in the process of cleaning food-related areas must be aware of the cleaning methods and agents applicable.

It is essential to ensure, that:

* The methods, materials and equipment used are correct for the task at hand
* The frequencies at which the various tasks are to be performed are adequate
* Due consideration is given to Health and Safety legislation and guidance

**Food Allergic Reaction**

* Food products are purchased from reputable suppliers and checked for any allergens on delivery
* Separate containers are used for storage
* Different utensils are used for preparation and service e.g. chopping boards and utensils and food is prepared in isolation. Strict personal hygiene must be adhered to i.e. clean aprons, clean hands etc
* If you think a XXXX user is having a severe allergic reaction:
* Do not move them
* Ring 999 and ask for an ambulance with a paramedic straight away
* Explain that your XXXX user could have anaphylaxis (pronounced ‘anna-fill-axis’)
* Send someone outside to wait for the ambulance

**Preparation**

To prevent or reduce the risk of cross contamination, the following must be observed:

* Hands must always be washed prior to starting work and before commencing any process
* Goods must be removed from the storage location to the appropriate preparation area as late as possible so as to minimise the amount of time they are held at ambient temperature
* Food commodities must be processed only in the designated area using clean utensils
* All process commodities must be returned to their proper storage location as soon as practicable
* All utensils and work surfaces must be cleaned between each process and place any refuse into proper receptacles
* Soiled clothing must be changed for clean before commencing any other process
* Hands must always be washed at the end of each process. Before and after handling foods, always wash hands in the appropriate wash hand basin before leaving that area
* Any cuts to the skin must be covered with a blue waterproof dressing
* Waste material must be removed from all food preparation areas at least after each foodservice

**Packaging**

Extreme care is necessary with regard to storage of all food packaging.

Incorrect storage could lead to contamination of the food product.

**Storage**

On completion of the manufacturing process, all items must be returned to refrigerated storage (0°C to +5°C) with the minimum delay.

1. Adequate food storage facilities are necessary in any food business in order to ensure that minor fluctuations in supply do not affect production. It is important to ensure that perishable foodstuffs are not stored in large quantities but are purchased on a regular basis and stored for short periods of time only. Storage facilities must be designed and used in such a way that foodstuffs are protected from contamination, deterioration and damage. This can be achieved by ensuring that correct systems of storage and stock rotation are applied, that temperatures and ventilation are ideal, and that foodstuffs are stored correctly
2. Chilled food includes raw meat and poultry, cooked meat and meat products, fish, shellfish, prepared vegetable, dairy products and milk
3. 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
4. Fresh fruit and vegetables should be removed from plastic packaging and washed before storing in the fridge
5. 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. Maximum shelf life from time of laying to use is 21 days. Cracked eggs should not be used
6. Frozen food should be marked with use by date and batch code if removed from outer packaging
7. 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. There is no need to decant the goods out of packaging as this will have all the product information, including the batch code details and the use by date
8. All large items are to be thawed in the fridge, not at kitchen temperature, unless manufacturers’ instructions recommend cooking from frozen. Do not use microwave to thaw large items

## Cooking

* **ALL** cooking should be carried out as late as is possible so as to ensure that the minimum amount of time is given to possible food bacterial growth before serving
* When heating food ensure that it is thoroughly heated and that no cold spots are available
* Any reheated food product must achieve a core temperature of not less than +75°C for 2 minutes. It must then be served without delay or held in a heated cabinet at a temperature which is not less than +63°C
* In any event, food products that have been reheated must be disposed of when two hours have expired

**Serving**

* All food handlers must wash their hands prior to serving food
* All food handlers must wear appropriate clothing whilst on duty
* Hot food must be served at or above +63°C. Cold food must be served at/or below 5°C
* All food must be served with the appropriate utensil, e.g., scoops, tongs or spoons, with separate utensils being used for each item
* During food service, food servers must wear disposable plastic gloves
* Caterers must not, for any reason, use left-over/returned food items

**Preventive Measures to reduce risk of Infestation:**

* premises and refuse areas are kept in a clean and tidy condition. Lids should be always kept on waste bins. Waste must not be allowed to accumulate
* food on display or awaiting preparation is always kept covered
* all food is stored off the floor and clear of walls. Stock is checked regularly and damaged or contaminated stock removed and destroyed
* drains are kept clean and in good condition. Regular inspections are made and sightings of pests or pest damage are reported to management immediately

**Cleaning Procedure**

Cleaning and disinfection should be carried out in the following stages:

* pre-clean to remove food residue
* main clean with hot water and detergent
* rinse to remove traces of detergent
* disinfection to reduce bacteria
* final rinse to remove traces of disinfectant
* drying with disposable cloths or air drying

Additional things to check for:

* If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried between tasks (not just when they look dirty). Ideally, wash cloths in a washing machine on a hot cycle e.g. at more than 82oC. If you wash and disinfect cloths by hand, make sure all the food and dirt has been removed before you disinfect them. Use very hot water to disinfect the cloths
* Follow the manufacturer’s instructions on how to use cleaning chemicals
* Disinfectants and sanitisers should meet BS EN standards
* Wash work surfaces and equipment thoroughly between tasks; follow the manufacturer’s cleaning instructions if there are any. Wash and then disinfect them after preparing raw food
* Regularly wash/wipe and disinfect all the items people touch frequently, such as work surfaces, sinks, taps, door handles, switches, can openers, cash registers, telephones and scales. Where possible, allow these to dry naturally at the end of each day/shift
* Wash and disinfect fridges regularly at a time when they do not contain much food. Transfer food to another fridge or a safe cold area and keep it covered
* Wash or wipe away spills as soon as they happen
* Clean and then disinfect work surfaces after wiping up spills from raw food
* Clean behind equipment, vents, walls, ceilings, outside waste areas etc
* Clear drains, clean extractor fans/filters and fridge/freezer condensers
* Remove food debris and lime scale from water jets, filters and drains. Clean around door seals etc
* All chemicals must be kept separate from food and locked in a chemical store away from heat and sunlight. This should be clearly marked ‘cleaning products only’. The chemicals should be kept in their original containers and are under no circumstances to be mixed together. The use of chemicals should be monitored by the supervisor in accordance with the cosh regulations

**Stock Control**

Goods with expired date codes should be removed from the premises, as should all unfit items awaiting disposal must be segregated from sound stock and disposed of at the earliest.

As a general rule, new stock should be stored behind old to encourage use of the oldest stock first (i.e. first in – first out), but it is essential to take note of date coding as food is not always delivered in correct chronological order.

Non-food items should be kept out of food storage and preparation areas – particularly those which may contaminate through leakage or airborne taint – such as cleaning chemicals.

When food is received from the main hall or as a donation the food must be examined and the following checks made before being placed into storage:

* the condition of packaging and containers (look for blown, rusted, leaking cans; visibly damaged and dirty packaging; evidence of pests, etc.)
* the condition of food (sprouting, soft, mouldy produce; other visible defects)
* the signs of thawing (soft, wet food; frozen liquid in packaging; products in a solid mass)
* chilled foods above 8C
* frozen foods above – 12C
* unlabelled, pre-packed foods
* expired date codes
* badly soiled packaging/container material
* badly damaged packaging
* food unfit or of poor, unsalable quality

If the food is delivered in an unsatisfactory condition, it must be rejected

**Refuse Disposal**

**Internal**

* The Kitchen has a sufficient number of covered bins and other waste receptacles
* Bins, etc. must be taken to the external refuse bins when full and at the end of each day
* Ensure that the external bins are kept covered

**External**

* The Refuse containers are pest-proof covered bins with sufficient capacity to contain all the refuse produced
* Lids or covers of refuse containers must always be in place
* Cardboard and other bulky waste should be broken flat to reduce volume
* Refuse must not be stored on the floor in bags, cardboard boxes or other unsuitable containers

**Pest Control**

* Look for signs of damage to walls, doors etc. that could let in pests, and signs of pests
* If you see signs of a pest infestation, call a pest contractor immediately
* If you think any equipment, surfaces or utensils have been touched by pests; they should be washed, disinfected and dried to stop harmful bacteria from spreading
* If you think food has been touched by pests in any way, throw it away
* All rodent baiting *points and* crawling insects’ traps will be checked during each visit and clearly marked with date of last visit

The XXXX premises are covered by the yearly pest control service contract. If staff or volunteers see signs of potential pest infestation they should notify the H&S nominated committee member.

**Training and Supervision**

The basic food hygiene certificate will be held by the following by as many staff and volunteers as possible. The on line course cost quite low. The standard of food safety is the responsibility of all within the kitchen. The Kitchen nominated committee member shall ensure that all those who enter the kitchen to do seva are made aware of their responsibilities under food safety. Those volunteers who come to work in the Kitchen either on an ad hoc basis or on a temporary basis shall be supervised by the Kitchen nominated committee member. It is also a legal requirement to undertake special risk assessments on young persons (anyone under 18) and any woman who is pregnant or breastfeeding.

**C5 - Hygiene Inspection Checklist**

**Simple checks of the premises which should be carried out by the Trustees or Manager regularly.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Satisfactory | | Details Of Action Taken |
|  | Yes | No |  |
| **Hygiene Of Food Rooms & Equipment** |  |  |  |
|  |  |  |  |
| Are food rooms and equipment in good condition and well maintained |  |  |  |
| Are food rooms clean and tidy and do staff clean as they go including difficult areas |  |  |  |
| Is equipment easy to clean and kept in a clean condition? |  |  |  |
| Are all food and hand contact surfaces e.g. work surfaces, slicers, potato machine in good condition and cleaned/disinfected regularly |  |  |  |
| Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used |  |  |  |
| Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly |  |  |  |
|  |  |  |  |
| **Food Storage** |  |  |  |
|  |  |  |  |
| Are deliveries appropriately stored immediately? |  |  |  |
| Is ready-to-eat food stored above/separate from raw food in the fridges and freezers |  |  |  |
| Is food in fridges/freezers covered? |  |  |  |
| Are high risk foods date coded, codes checked daily and stock rotated |  |  |  |
| Are dried goods stored correctly e.g. in suitable room, off the floor in covered containers |  |  |  |
| Are freezers working properly? |  |  |  |
| Are fridges and freezers defrosted regularly? |  |  |  |
|  |  |  |  |
| **Food Handling Practices** |  |  |  |
|  |  |  |  |
| Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses? |  |  |  |
| Are staff handling food as little as possible? (e.g. using tongs) |  |  |  |
| If colour coded equipment is provided (e.g. chopping boards),is it correctly used |  |  |  |
| Are high risk foods prepared in small batches and returned to the fridge immediately after handling/preparation? |  |  |  |
| Is food cooled as quickly as possible away from raw food and other sources of contamination? |  |  |  |
| Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly? |  |  |  |
| Is food on display screened from customers? |  |  |  |
| Are adequate clean utensils available for self service? |  |  |  |
| Are frozen foods defrosted safely? |  |  |  |
| Are controls in place to prevent contamination by chemicals/foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals? |  |  |  |
| Are staff aware of food allergy hazards? |  |  |  |
| Are probe thermometers correctly used and cleaned/disinfected before and after use? |  |  |  |
|  |  |  |  |
| **Personal Hygiene** |  |  |  |
|  |  |  |  |
| Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing? |  |  |  |
| Are wash hand basins clean with hot water, soap and hygienic hand drying facilities? |  |  |  |
| Are wash hand basins used for hand washing only and used regularly by staff? |  |  |  |
| Are staff handling food as little as possible? |  |  |  |
| Are staff toilets and changing facilities clean and tidy? |  |  |  |
|  |  |  |  |
| **Pest Control** |  |  |  |
|  |  |  |  |
| Are premises pest proofed and free from any signs of pests? |  |  |  |
| Where necessary are external doors/ windows fitted with suitable fly screens? |  |  |  |
| Are insectocutors (if provided) properly maintained? |  |  |  |
| Is food properly protected from risk of contamination by pests? |  |  |  |
|  |  |  |  |
| **Waste Control** |  |  |  |
|  |  |  |  |
| Is waste in food rooms stored correctly? |  |  |  |
| Is food waste stored correctly outside and is the refuse area kept clean |  |  |  |
| Is unfit food clearly labeled and stored separately from other foods |  |  |  |
|  |  |  |  |
| **Checks And Record Keeping** |  |  |  |
|  |  |  |  |
| Are all checks properly taken and recorded? |  |  |  |
| Has appropriate corrective action been taken where necessary? |  |  |  |
| Are record forms up-to-date, checked and verified? |  |  |  |
| Are equipment time/temperature combinations specified and regularly cross-checked |  |  |  |
|  |  |  |  |
| **Review (Every Quarter)** |  |  |  |
|  |  |  |  |
| Any new suppliers and approved list updated? |  |  |  |
| Any new menu items and steps in safe catering updated? |  |  |  |
| Any new food handling methods or equipment and steps in |  |  |  |

**Document Reference**

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**CONTACT DETAILS**

Name of the Gurdwara / Organisation

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