

Food Safety		
Date Approved: 7/6/23	Authorised by: Cliff Evans	
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Page no: 1	Position: Trustee	

# Avon Centre Food Safety Policy.

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## Policy Statement.


The Avon Centre takes the health and safety of its employees and volunteers very seriously. We have a legal duty to ensure the health safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. Any food eaten on the premises, whether by employees and volunteers for snacks or lunch, must be of a safe standard. Storage of most foods, particularly meats, must be refrigerated. Basic hygiene must be paramount. Hands must be washed before the consumption of food.

## Aim and Scope.

This policy is designed to alert employees and volunteers to the importance of storing, serving and eating food in a safe and responsible way and be aware of the risks of not doing so, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks.

## Related Policies and Procedures.

- Food Safety Risk Assessment.
- Food Safety Procedure.

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## Related Legislation.

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.

## Context.

The Avon Centre has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. We are responsible for ensuring that hygiene standards are maintained, and that food is safe to eat and is stored appropriately. If employees or volunteers bring in their own food for their own consumption, then it is the responsibility of the employee or volunteer to ensure that the food is safe. They must also take responsibility for its storage. If employees or volunteers bring in food for friends/colleagues to share, then it is the responsibility of that employee/volunteer to ensure people understand what ingredients are in the food and check for any food allergies. If the Avon Centre is providing the food, then the manager must ensure that hygiene is maintained, the food is stored appropriately, and people are aware of its ingredients. It is the responsibility of management to check for food allergies before serving.

## Potential Hazards.

- Food allergies.
- Food intolerance.
- Food poisoning.
- Salmonella.

## Food Allergies.

Severe allergic reactions to foods (“an inappropriate response to a usually harmless substance”) are becoming more common. Occasionally allergic reactions can be life threatening.

## Food Intolerance.

It is believed that approximately 20-30% of the population suffer from some degree of food intolerance. This does not cause a reaction from the immune system and is not immediately life threatening. However, severe illness can be caused.

## Food Poisoning.


This can be fatal and it is essential that the appropriate levels of hygiene are maintained. It is also essential that The Avon Centre is as free from pests as far as reasonably possible.

## Salmonella.

This is largely carried by eggs. Any risk is greatly reduced when eggs are cooked thoroughly.

## Measures to reduce the risk.

- Ensure all employees and volunteers are aware of their responsibilities.

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- Monitor any pests and if necessary, contact the appropriate control agencies. Ensure all outdoor food is covered.
- Anyone serving food has clean protective clothing.
- Responding to any food complaints that are health related.
- Ensure that personal hygiene is maintained, and hand washing is frequent.
- Health checks on any back to work employees/volunteers.
- Maintain a record of employees and volunteers that have any food allergies.
- When serving food, always ensure the recipient has no food allergies or if so, what they are.

All available information should be considered, and risk assessments should be updated as necessary.

### Supervision.

Any event where food is being served must be supervised by a manager and hygiene must be maintained.

### Conclusion.

Safe food practices must be maintained to reduce illnesses. Hygiene is essential. If at any time food is served at The Avon Centre, then management must ensure that every precaution has been taken to reduce the likelihood of illness or worse from it.

All staff and volunteers are responsible for following safe systems of work and should take simple steps to reduce risks associated with normal duties.

