



# HENLEAZE LAWN TENNIS CLUB LTD

## Food Hygiene Policy

**Date:** February 2024  
**Next review date:** February 2026

### Policy Statement

Henleaze Lawn Tennis Club Limited is committed to ensuring, so far as is reasonably practical, the health and safety of its members, visitors, guests and contractors whilst on its premises. It expects members to share this commitment and to inform the Management committee of any accidents or incidents.

Whilst we do not need a food hygiene certificate to make and sell food for charity events, we do need to make sure that we handle food safely.

### Keeping food safe

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are:

- cleaning
- chilling
- cooking
- avoiding cross-contamination

Here are some general practical tips for when you're making food for large numbers of people:

- prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it
- wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
- always wash fresh fruit and vegetables
- keep raw and ready-to-eat foods apart
- do not use food past its use-by date
- always read any cooking instructions and make sure food is properly cooked before you serve it
- ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
- keep food out of the fridge for the shortest time possible

### Chilled food

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

- Use by dates must be adhered to.

### **Foods that need extra care**

Some foods are more likely to cause food poisoning than others. These include:

- raw milk
- raw shellfish
- soft cheeses
- pâté
- foods containing raw egg
- cooked sliced meats

### **Cakes**

We can serve home-made cakes. They should be safe to eat if:

- a recipe from a reputable source is used
- the people who make them follow good food hygiene advice
- the cakes are stored and transported safely

Making and transporting cakes. If you make a cake at home:

- use recipes from reputable sources
- always wash your hands before preparing food
- make sure that surfaces, bowls, utensils, and any other equipment are clean
- don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- keep cheesecakes and any cakes or desserts containing fresh cream in the fridge
- store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home or run the stall, you should:

- transport cakes in a clean, sealable container
- make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than 4 hours
- when handling cakes use tongs or a cake slice

Storing cakes. You can keep cakes and baked goods with high sugar content in:

- airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere
- the fridge - cakes will last for longer, but their quality may be affected
- Any cakes with high moisture additions, such as cream or butter added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the use-by date of the added product.