

FOOD HYGIENE AND SAFETY - STANDARD OPERATING PROCEDURES



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Purpose

To ensure that food operations at Sodbury Tennis Club are safe for members and visitors to the club.

To ensure that food operations reflect the regulations for food hygiene and information about allergenic ingredients.

Procedures : General

- A volunteer from the venue completes FSA food allergy training
- Food hygiene and safety, allergy information, posters and forms are available.
- 'Allergy and Intolerance' sign is displayed
NB Full list of allergenic ingredients and risk of cross contamination cannot be guaranteed.
- 'Good handwashing' technique sign is displayed

Procedures : Volunteers involved in food operations

- Read and follow 'Community Catering Advice'
- Complete 'Allergens – Chefs Recipe Card' for reference on request
- Retain ingredients list from processed food packaging for reference on request
- Clean surfaces and equipment before and after food operations

Resources (Stored in Clubhouse/Clubspark)

Appendix (i) 'Community Catering Advice' Document

Appendix (ii) 'Allergy and Intolerance' Sign

Appendix (iii) 'Allergens – Chefs Recipe Card'

Appendix (iv) 'Handwashing notice'

Food allergies training [Food Standards Agency food allergy online training](#)

Further Information

- South Gloucestershire Council, Environmental Health Officer:
Phone: 01454 863651 / 01454 863254 Email: foodandhealth@southglos.org.uk
- <https://www.food.gov.uk/food-safety>
- <https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance>

Appendix (i) Community catering – Food Safety Advice EHO – February 2022

Purchase and delivery:

- When you buy the food, check the dates and transport the chilled products in cool bags where possible
- Ensure raw and ready to eat products are kept separate during transport (different bags)

Storage:

- Keep the food cold for as long as possible (below 8 degrees) at home
- Ensure that food is stored safely (raw products to the bottom of the fridge and ready to eat products above)

Preparation:

- Wash raw products all in one go then clean and disinfect the sink, taps etc before continuing to use the sink for anything else
- Use different chopping boards and knives for different types of food (raw and ready to eat)
- The spray disinfectant that you use should be anti-bac or a sanitiser and if it specifies and contact time then this should be followed

Cooking:

- Ensure all products of high risk are cooked thoroughly by checking the core of the biggest pieces. I would advise purchasing a probe thermometer to check that a minimum of 75 degrees is reached for high risk food

Hot holding:

- If you are cooking your food and keeping it hot for serving then it must stay above 65 degrees.
- I wouldn't recommend keeping the hot food at a 'warm' temperature for longer than two hours to minimise the growth of bacteria (this includes transport time as well as display)

Cooling:

- If you are going to cook then cool your food then you must cool it all within one and half hours to minimise the growth of bacteria before storing in the fridge before serving or reheating

Reheating:

- If you have cooled food to be reheated at the venue, try and reheat as quickly as possible and always ensure it is piping hot

Service/display:

- You can display/serve food that should normally be kept in the fridge at room temperature for no more than 4 hours (this includes preparation and delivery time) after this time is up it should be thrown away or served from the fridge

General:

- Ensure all volunteers are aware of effective handwashing if preparing or serving food
- Ensure all volunteers are aware that if they have any symptoms such as vomiting, diarrhoea, stomach cramps etc, in the days leading up to the event, that they should not prepare any food for the event and not serve any food at the event.

- Allergy awareness – I would recommend that you ask all volunteers that are cooking food to list their items and tick what allergens they contain so if a member of the public has an allergy it is clear what they can and cant have.

Guidance for Safe Food Handling - COVID-19**Do**

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Do this after you blow your nose, sneeze or cough, and after you eat or handle food.
- Wash your hands as soon as you get back home.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Volunteers should ensure they have a low chance of becoming infected.
- Avoid close contact with people who have symptoms.
- Where possible, follow social distancing protocol: try to keep 2 metres (3 steps) away from each other.

Don't

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not distribute food to other people in the community if you have symptoms (fever or dry persistent cough).

Providing food – receipt, preparation, cooking and delivery

- If someone shows symptoms, they must stop work immediately, go home and trace all contact they had with at risk people.
- Masks should be prioritised for those where close contact is unavoidable. Otherwise, follow social distancing and handwashing/sanitising rules. Masks should be worn in line with the manufacturer's recommendations
- Do not cough or sneeze or touch your face when preparing, cooking or serving food.
- Keep in mind that gloves can be contaminated and contaminating as well: it's better to wash your hands frequently.
- Avoid using shared spaces, such as kitchens or toilet facilities/bathrooms, at the same time as each other.
- Open windows in shared spaces if you can.

- Provide hand sanitiser and tissues for staff/volunteers, and encourage them to use them.
- Make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly.

Food packaging

It is very unlikely that you can catch Coronavirus from food. COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging.

While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.

Links to other relevant information:

Community groups food safety advice: <http://www.food.gov.uk/business-industry/guidancenotes/hygguid/charity-community-groups/>

New business food safety information: <http://food.gov.uk/business-industry/caterers/startingup/>

Registering a new business: <https://www.gov.uk/food-business-registration/south-gloucestershire>

Food safety manual – free to download: <http://www.food.gov.uk/business-industry/caterers/sfbb/>

E Coli guidance: <http://www.food.gov.uk/foodindustry/guidancenotes/hygguid/ecoliguide>

Allergen information: <http://food.gov.uk/policy-advice/allergyintol/label/>

FOOD ALLERGY OR INTOLERANCE?

If you have a food allergy,
intolerance, or coeliac disease –
please speak to the club
volunteer about the ingredients
in the food and drink.

A full list of allergenic ingredients
may not be available and risk of
cross contamination cannot be
guaranteed.












Consumption of food and drinks
is at your own risk.



Food Allergy or Intolerance Notice STC May
2022

Best Practice: How to hand wash step by step images

Steps 3-8 should take at least 15 seconds.

<p>1</p>  <p>Wet hands with water.</p>	<p>2</p>  <p>Apply enough soap to cover all hand surfaces.</p>	<p>3</p>  <p>Rub hands palm to palm.</p>
<p>4</p>  <p>Right palm over the back of the other hand with interlaced fingers and vice versa.</p>	<p>5</p>  <p>Palm to palm with fingers interlaced.</p>	<p>6</p>  <p>Backs of fingers to opposing palms with fingers interlocked.</p>
<p>7</p>  <p>Rotational rubbing of left thumb clasped in right palm and vice versa.</p>	<p>8</p>  <p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.</p>	<p>9</p>  <p>Rinse hands with water.</p>
<p>10</p>  <p>Dry thoroughly with towel.</p>	<p>11</p>  <p>Use elbow to turn off tap.</p>	<p>12</p>  <p>Steps 3-8 should take at least 15 seconds.</p> <p>... and your hands are safe*.</p>

Adapted from the World Health Organization/Health Protection Scotland
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*Any skin complaints should be referred to local occupational health or GP.