

Tattenhall Recreation Club Limited (TRC) Food Hygiene Policy

v1

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Change Control

Version	Date	Amendment Details
1	1 st June 2023	Initial Issue

Introduction

Good food hygiene practices are essential to ensure people who use our services are protected against the risks of food poisoning.

Why we need this policy

The policy sets out what TRC, also known as Sport and Leisure Tattenhall, do to ensure compliance with food hygiene legislation and good practice guidance.

Purpose

To ensure the supply, storage and production of food within the TRC complies with legislation and good practice.

Objectives

This policy aims to:

- Provide direction to all staff on good food hygiene practices.
- Ensure a standardised approach to food hygiene is maintained.
- Minimise the risk of food poisoning and hazards linked to contaminated food.
- Comply with legislation and good practice guidance relating to food.

Scope

Who this policy applies to:

- All TRC staff who handle or prepare food whether open (unwrapped) or packaged, this includes beverages.
- All Sections providing food for consumption including ad-hoc food events, for example Section's fundraising events, Friday at the Flacca etc.

Roles and responsibilities

Role	Responsibility
The TRC Board	<p>Ensuring there are effective arrangements for food handling within the TRC.</p> <p>Producing, updating and monitoring food hygiene policies in accordance with current legislation and good practice guidelines and checking that the necessary food hygiene procedures are in place and in use by the outsourced food operation.</p>
Bar Manager	<p>Ensuring the TRC has robust and effective food hygiene policies and procedures, hosting any Environmental Health Officer visits and ensuring action is taken upon receipt of Environmental Health Officer reports, in conjunction with the TRC Board.</p> <p>Producing, updating and monitoring food hygiene procedures aligned to the TRC Policy and in accordance with current legislation and good practice guidelines.</p> <p>Ensuring that catering equipment in all areas operated by TRC comply with legislation and hygiene standards and are monitored in line with the TRC policies and procedures.</p> <p>Ensuring that all TRC staff and volunteers handling food comply with the TRC's food hygiene policy and food handling procedures and are up to date with any required training.</p> <p>Ensuring a programme of monitoring the premises to highlight any elements that are falling below standard.</p> <p>Providing guidance and raising any concerns to the TRC Board, if aware of any changes to the necessary policy compliance or potential issues with regards to food hygiene and their food operation.</p>

Role	Responsibility
Section Leads	<p>Ensure that equipment and premises comply with legislation and hygiene standards are monitored in line with the TRC policies and procedures.</p> <p>Ensuring that all volunteers handling food implement the TRC food hygiene policy and any required food handling procedures and receive the appropriate level of training.</p>
All staff and volunteers handling food	All staff and volunteers handling food must always comply with the food hygiene policy and the appropriate food hygiene procedures, including for ad-hoc and charitable events involving food.

Employment of food handlers

Pre-employment checks

- All new food handlers must, prior to handling food/beverages, be given a copy of the Food Hygiene Policy and confirm understanding to the Bar Manager and undergo training to the appropriate level.
- All food handlers must be told that if they or if anyone at home suffer from diarrhoea or vomiting, skin rash, boils, skin lesions or any of the other infectious illnesses they must report this to the Bar Manager.
- The Bar Manager must ensure that they have briefed staff and new food handlers on allergens and food intolerance and that staff and new food handlers have confirmed their understanding.

Training of food handlers

Role	Food and Hygiene Training
Bar Manager	<p>In order to operate the food business within the TRC, they must have maintain the following, as a minimum:</p> <p>Level 2 - Award in Food Safety in Catering every 3 years.</p> <p>Annual Refresher - Food Hygiene Training</p>

Role	Food and Hygiene Training
	<p>Course incorporating Allergen Awareness Training annually, excluding year completing Level 2 via the Online food safety training Food Standards Agency (the Foods Standards Agency (FSA) offer free online food safety courses).</p> <p>Level 4 - Award in Managing Food Safety in Catering is desirable.</p>
Cleaner	<p>Appropriate instruction in food hygiene matters incorporating Allergen Awareness to a level appropriate to the task they are undertaking and be under supervision from staff qualified to Level 2 - Award in Food Safety in Catering for initial activity, as on the job training, and only to commence individual activity at the discretion of the Bar Manager.</p>
Volunteers from Sections preparing food for consumption by others	<p>Appropriate instruction in food hygiene matters incorporating Allergen Awareness to a level appropriate to the task they are undertaking and be under supervision from staff qualified to Level 2 - Award in Food Safety in Catering and/or another Section volunteer with a minimum Level 1 – Food and Hygiene Certificate, or equivalent, qualifications.</p>

Dealing with a food hygiene incident or complaint

Food hygiene incidents or complaints will generally fall into one of four categories:

1. Foreign body contamination e.g., physical contamination of a meal.
2. Unsound food e.g., food spoilage occurring.
3. Suspected food poisoning.
4. Food allergen incidents.

Such incidents or complaints should be dealt with promptly and efficiently. It should be borne in mind that such incidents may not be the result of any action on behalf of the TRC's catering services but may have resulted from the action of a supplier or other food business.

Any food hygiene incidents (including food allergies) **MUST** be reported to the Bar Manager. It is important to obtain as much accurate information as possible relating to the incident or complaint.

Food preparation areas

The Kitchen

This kitchen is only to be used by TRC staff and where access has been pre-agreed by the Bar Manager for Section events.

The Refreshment Area

The refreshment area is to be used by the TRC Sections for individual use and for catering for Section ad hoc events. Usage for Section events needs to be pre-agreed with the Bar Manager.

Outside

The area outside the club house e.g. the BBQ is to be used by TRC staff and TRC Sections for catering for TRC and Section ad hoc events.

Related documents

- Procedures – FSA Safer Food, Better Business (SFBB) – Food Safety Management Procedures and Food Hygiene Regulations for Small Businesses

References

- Food Safety and Hygiene (England) Regulations 2013
- FSA – Food Handlers Fitness to Work
- FSA Safer Food, Better Business (SFBB) – Food Safety Management Procedures and Food Hygiene Regulations for Small Businesses