
Food Hygiene Policy

Newcastle Community Centre

Approval date: 6/6/2019

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1.Responsibility for approval of policy	<i>Board</i>
2.Responsibility for implementation	<i>Board</i>
3.Responsibility for ensuring review	<i>Chairperson</i>

Newcastle Community Centre Food Hygiene Policy

1. Policy Statement

- 1.1. Newcastle Community Centre is committed to ensuring where food is prepared, stored, cooked or served in the Centre that all users are protected from food-related illness by the adoption of high standards of food hygiene and preparation.

2. Purpose

- 2.1. Newcastle Community Centre believes that the effective management of food safety relies heavily on having effective operational policies for the safe preparation, storage and handling of food.

3. Scope

- 3.1. This policy applies to the Board, Community Scheme Employees, Volunteers and users of the Centre who undertake any form of preparation, storage, cooking or serving of food.
- 3.2. Newcastle Community Centre has a responsibility to provide direction and support to all above in supporting them in the discharge of their responsibilities in this area.

4. Principles

- 4.1. All food should be prepared, cooked, stored and presented in accordance with a common sense high standards approach to food safety.
- 4.2. In all cases where food is to be prepared a preliminary risk assessment of the food preparation and storage facility should be carried out.
- 4.3. All food preparation areas, storage areas and serving areas should be kept clean at all times. All tools and equipment, such as knives, utensils and chopping boards must also be cleaned regularly during the cooking process.
- 4.4. Adequate sanitary and hand washing facilities should be available within the kitchen. All users MUST wash their hands before and after handling foodstuffs. All foodstuffs should be washed before use.
- 4.5. Everyone in a food handling areas must maintain a high level of personal cleanliness and food handlers must wear suitable clean and, where appropriate, protective clothing.
- 4.6. Everybody preparing food should take all reasonable, practical steps to avoid the risk of contamination of food or ingredients.
- 4.7. Food storage areas should protect food against external sources of contamination such as pests.
- 4.8. When serving food, appropriate hygiene standards should be scrupulously observed.
- 4.9. Suspected outbreaks of food related illness should be reported immediately to a member of the board. Details of board members are displayed on notice board in the lobby.
- 4.10. All should wash their hands thoroughly after visiting the toilet.
- 4.11. All should ensure food stored is covered and adequately chilled.
- 4.12. All food should be thoroughly cooked especially poultry
- 4.13. Frozen food should be thawed before cooking, in particular if a microwave oven is used.
- 4.14. All to be aware of the risk of Salmonella infection associated with foods containing uncooked eggs such as mayonnaise and certain puddings.
- 4.15. Ensure all wash their hands after handling of raw meat or eggs particularly before handling other foods.
- 4.16. Ensure utensils are not reused after raw eggs or meat has been prepared without first washing them with hot water and detergent.
- 4.17. Ensure juices from raw meat never come into contact with other foods. Cooked food and uncooked food should not be stored together.
- 4.18. Avoid serving raw eggs (or uncooked food made from eggs) to vulnerable people such as the elderly and the sick.

5. Roles and Responsibilities

- 5.1. Newcastle Community Centre board are responsible for ensuring that all who undertake any form of preparation, storage, cooking or serving of food are fully aware of this policy.
- 5.2. A copy of this policy will be prominently displayed in the kitchen

6. Review

This policy will be reviewed in three years or sooner if circumstances changed.

Signed
Chairperson

Signed
Secretary.