



FOOD SAFETY POLICY

WALTHAM ABBEY TOWN COUNCIL

DESIGNATED PERSON RESPONSIBLE FOR FOOD SAFETY:

The Bars Manager

Approved and Adopted – 6th February 2019 Minute Ref: 669/19
Review: February 2020

Food Hygiene

1. The Council will identify any steps in their activity which are critical to food safety and ensure that safety procedures are identified, implemented, maintained and reviewed.
2. Food operations will be carried out using hygienically, according to food hazard analysis principles.
3. The Council will comply with the following specific requirements:
 - ◆ The premises will be kept clean and maintained in good repair and condition and will permit adequate cleaning and disinfection.
 - ◆ Food will be protected from contact with toxic materials and dirt and the formation of condensation or mould.
 - ◆ Adequate wash hand basins and hygienic drying facilities will be provided, separate from food washing if necessary.
 - ◆ Adequate flush lavatories with sufficient ventilation, and not leading directly from food rooms, will be provided.

- ◆ The premises will have sufficient ventilation, adequate lighting and drainage. Changing facilities will be provided if necessary.
4. Food preparation rooms will have:
- ◆ Floors, walls, ceilings, windows, doors and surfaces which are well maintained and designed to be easy to clean and, where necessary, disinfected.
 - ◆ An adequate supply of potable (drinkable) hot and cold water will be available.
 - ◆ Work tools constructed of materials resistant to corrosion which are adequately cleaned and disinfected.
 - ◆ Sinks for washing food, which will be kept clean.
 - ◆ Food containers which will be kept clean, in good repair and designed to allow adequate cleaning and disinfection.
 - ◆ Fittings and equipment will be kept clean and be constructed of materials designed to permit adequate cleaning and disinfection to minimise the risk of contamination of the food. The equipment will be installed in such a manner so as to allow adequate cleaning.
 - ◆ Provision for the removal of food waste which will be stored in closable containers. Refuse stores will be designed to prevent access by pests and contamination of food, drinking water, equipment or premises.
5. Ice will be made from potable (drinkable) water.
6. Steam will not contain any substance which presents a hazard to health or is likely to contaminate the product.
7. Employees must maintain a high standard of personal cleanliness and wear suitable clean and, where appropriate, protective clothing.
8. Employees suffering from any disease likely to be transmitted by food or subject to infected wounds, skin infections, sores or diarrhoea must notify their employer immediately and in any event before entering a food room?
9. Food must be protected from contamination likely to make it unfit or injurious to health.

10. Ingredients and raw materials shall not be accepted if known, or suspected, to be contaminated with parasites, pathogenic micro-organisms, toxic or decomposed foreign substances.
11. Pests must be controlled to prevent entry, spreading and contaminating food.
12. Animal food must be adequately labelled and stored in separate secure containers.
13. Food handlers must receive adequate instruction and training in food hygiene matters and be adequately supervised.

Temperature Control Arrangements

1. The maximum temperature for the storage of high risk chilled food is 8°C e.g. dairy foods, cooked products, cured meat, pre-boiled rice or fish. Wherever possible this type of food will be kept below 5°C.
2. Food requiring temperature control may, in certain circumstances, be kept above 8°C for a single period of four hours to allow display or serving. After this period, the food should be thrown away or returned to chill control until used. Only one period of exposure, away from chilling, is permitted. After this time the food should be discarded or replaced under chill control until final use. Ideally all food should be stored at or below 5°C.
3. Food which is to be served hot may be kept below 70°C for a period of two hours. After this time, the food should be discarded or quickly cooled to 8°C or below, before final re-heating for sale. Food to be served hot shall be kept above 70°C. Ideally all food served hot shall be above 70°C.
4. Exceptions to the above must be carefully considered and subject to records being kept appropriate to the particular situation.
5. Limited periods outside chill control are allowed for transfer from a refrigerated vehicle or in unavoidable circumstances. This period shall not be more than two hours.
6. Temperatures of high risk food shall be monitored regularly and records of such temperatures shall be kept for at least 6 months.

Hazard Analysis and Critical Control Points (HACCP)

1. The Council processes and handles food that is covered by Food Safety legislation and is, as such, legally bound to make sure that operations are carried out safely and hygienically.
2. The regulations place greater emphasis on controlling risks and on the control of practices and procedures.
3. All steps in activities which are critical to food safety will be identified.
4. Adequate safety controls are in place, and are maintained and reviewed on a regular basis.
5. The Council will identify potential hazards (i.e. things that might be harmful) by:
 - ◆ Assessing what possible foods hazards there are in food operations.
 - ◆ Identifying the area where they could occur.
 - ◆ Pinpointing those areas that are critical to ensuring food safety.
6. There are essentially three categories of food hazard: microbiological; chemical or physical. The following should be considered in this regard.
 - ◆ Microbiological
 - Could harmful bacteria be present in or on the food (eg raw meat)?
 - Could foods, particularly ready to eat foods, become contaminated?
 - Could harmful bacteria grow to dangerous levels on food?
 - Could harmful bacteria survive a process, (e.g. cooking) meant to destroy them?
 - ◆ Chemical

Could toxic chemicals (e.g. cleaning materials) get into the food?
 - ◆ Physical

Could foreign bodies (e.g. packaging materials or pests) get into the food?

7. The Council will:

- ◆ Make sure that adequate safety controls are in place at those points critical to ensuring food safety
- ◆ Regularly monitor the controls to ensure that they are working effectively
- ◆ Maintain and review all controls
- ◆ Review the assessment, control and monitoring procedures periodically and whenever the food operations change.

8. Controls will be:

◆ Effective

The controls should either completely eliminate the hazard or reduce it to a safe acceptable level.

◆ Practical

Attempts should be made to ensure that controls can be applied in a realistic and sensible way.

◆ Understood

By appropriate staff regarding the importance of any controls in place, particularly any for which they are responsible.

Examples of good practice

- *Buying supplies from reputable approved suppliers*
- *Checks on raw materials*
- *Proper stock rotation of food and ingredients*
- *Separate different types of food to prevent cross-contamination*
- *Using food within date marks*
- *Effective cooking and reheating*
- *Effective food temperature holding controls (ie during display/storage)*
- *Good staff hygiene*
- *All employees receiving appropriate food hygiene training*
- *Effective cleaning routines*
- *Effective pest control*

9. It is the responsibility of all employees to understand that they should reject any materials which may be unsafe.

10. It is every employees' duty to:

- ◆ Ensure that food safety controls are working effectively and that food is safe
- ◆ Take action if they discover the controls are not operating effectively
- ◆ Review systems regularly
- ◆ Take remedial action if any problems arise