

Shelter Food Hygiene Policy

adapted from Housing Justice Shelter in a Pack

- Areas where food is prepared should be checked regularly as part of a Health and Safety risk assessment.
- Adequate sanitary and hand-washing facilities should be available within the kitchen. Staff and volunteers MUST wash their hands before and after handling foodstuffs. All foodstuffs should also be washed before use.
- Everyone in a food handling area must maintain a high level of personal cleanliness and wear suitable clean clothing.
- Staff/volunteers preparing food should take all reasonable, practical steps to avoid the risk of contamination of food or ingredients.
- Food storage areas should protect food against external sources of contamination such as pests.
- When serving food, appropriate hygiene standards should be scrupulously observed by all.
- Staff and volunteers should keep all food preparation areas, storage areas and serving areas clean while they are using them. All tools and equipment such as knives, utensils and chopping boards must also be cleaned regularly during the cooking process.
- Suspected outbreaks of food related illness should be reported immediately to the Lead Volunteer/GP
- Any member of staff/volunteers who becomes ill whilst handling food should stop work at once and report to the Lead Volunter.

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Food hygiene guidelines must be displayed in kitchens where food is prepared/cooked, addressing the areas outlined below.

FOOD HYGIENE GUIDELINES STAFF AND VOLUNTEERS SHOULD:

- Always wash their hands after visiting the toilet
- Ensure that all food stored in the refrigerator is covered and adequately chilled
- Ensure the thorough cooking and re-heating of all meat, especially poultry
- Ensure that deep frozen food is thawed before cooking (especially important when using a microwave oven)
- Be aware of the risk of Salmonella infection associated with foods containing uncooked eggs such as mayonnaise and certain puddings
- Wash hands after handling raw meat or eggs, particularly before handling other foods
- Never re-use utensils with which raw eggs or meat have been prepared without first washing them with hot water and detergent.
- Never allow juices from raw meat to come into contact with other foods (cooked food and uncooked food should not be stored together)
- Avoid serving raw eggs.