



ENGADINE & HEATHCOTE ANGLICAN

Food & Kitchen Policy

Safe Handling of Food for Parish Events

Good food hygiene is everyone's responsibility. It is important that strict hygiene measures are followed when serving food to reduce the risk of possible contamination.

We have a duty of care to act with all reasonable care when handling food. Further, if the parish is selling food at a fundraising event, safety regulations may apply more stringently. In these circumstances reference should be made to www.foodstandards.gov.au, or www.foodauthority.nsw.gov.au.

A failure to adhere to the relevant "Food Safety Standards" can open 'food businesses' to audit, prosecution and possible fines. In reference to the application of the standards to parishes, it is understood that parishes are principally not 'food businesses' as defined under the "Food Safety Standards" and that they would be exempt from prosecution under the regulations.

However, parishes, as with all public facilities, are required to handle and keep their food in a hygienic condition. The trained food handler will need to monitor this and should report any sub-standard situations or events to the wardens or the Responsible Person for rectification.

We should make every reasonable effort to ensure that all food prepared and served by the parish is done with reference to the above standards.

Personal Hygiene and Training

People handling food must, whether during preparation, transporting or serving food, do so in a manner which ensures that food safety is provided at all times.

Illness

People must not handle food when they are suffering from illness or disease, which could be transmitted through food. Skin infections, cuts and skin eruptions are potential sources of disease producing organisms which cause food poisoning. People with the following symptoms must not handle food.

- Vomiting
- Diarrhoea
- Fever
- Sore throat
- Skin injuries or sores
- Cold and/or Flu symptoms

Food Handling

- Keep hands clean and wear clean clothing.
- Wash hands on a regular basis, especially after using the toilet, handling garbage, sneezing or coughing, or taking a break.
- Ensure cuts are covered with a waterproof visible dressing.
- Clean as you go. Keep all equipment and surfaces clean and sanitised.
- Keep fingernails short and unpainted.
- Avoid excessive jewellery and visible body piercing.
- Minimise the direct handling of food.

Clothing

Clean clothes should be worn. Protective clothes should be worn when required. This includes the use of disposable gloves. These must be changed between different types of food (e.g. cooked and uncooked), or if they become damaged or contaminated. Gloves must be removed when you leave the kitchen, go to the toilet, use a tissue or handkerchief, or handle garbage. Always wash hands before putting on new gloves.

Hygienic Storage of Food

- Food must be stored at least 15cm off the floor, so the air can circulate around the products, to provide space for cleaning, and reduce risk of contamination.
- Cold storage areas are not to be overfilled as it can cause 'hot spots' and reduce circulation.
- Storage areas must be clean and dry. Chemicals are to be stored in a separate area away from food.
- Canned foods, once opened, are to be transferred to a clean container, covered, and labelled.
- All food is to be taken home at the end of the event. Anything left in the kitchen is to be clearly labelled with the date and name of person responsible person.

Serving Food

- Ensure all serving equipment is thoroughly cleaned and sanitised.
- Check the temperature of hot and cold food when ready and whilst serving.
- Always use gloves or utensils to serve food and never touch it with your hands.
- Do not handle cups or glasses near the drinking edge.
- Only handle cutlery by the handle.
- If an eating or serving utensil touches the floor, it must be washed.
- Do not taste food with your fingers.
- Do not sneeze or cough near food.

Food Labelling

Accommodate anyone with an allergy appropriately. Food handlers have a responsibility to be careful with food labelling, ingredients, and allergens. The "nominated supervisor" for a "food event" is responsible to ensure that additives and ingredients of foods served are known, and allergens, if present, are declared.

Food additives are shown on ingredients panels with a number:

- **Colours:** denoted by numbers and will be described as a "colour" (100) to (181);
- **Preservatives:** denoted by numbers (200) to (297); and
- **Flavour Enhancers:** denoted by numbers (620) to (641)

Equipment Maintenance

All equipment and other operating facilities should be listed and checked on a regular basis, where their operation can affect the safety of food. This includes:

- Refrigerators;
- Ovens and cook tops;
- Bratt pans and fryers;
- Exhaust and air-conditioning systems;
- Grease traps; and
- Water purification systems.

Waste Management

Garbage bins must never be used to store food, or food bins used to store garbage.

As garbage bins are in contact with bacteria-carrying waste, it is essential they are cleaned and sanitised on a regular basis. They must be left to air dry, off the floor, to prevent recontamination.

- Plastic bin liners are recommended for refuse disposal.
- Bins must have tightly fitting lids (kitchen bins should be pedal bins).
- Regularly dispose of refuse to minimise bacteria, vermin and insects.

Pest Control

Pests have the potential to contaminate and spoil food.

- Follow good waste disposal procedures.
- Store food in containers with secure lids.
- Seal cracks, install fly screens, fill gaps.
- Use bait stations to keep away rodents (keep the stations away from food preparation areas).
- Keep the working environment clean.
- Check all deliveries and reject any that may indicate infestation.

Overseer

A suitably qualified and trained volunteer is to be appointed by Parish Council, or their delegated authorised person, to oversee the operations of the kitchen and food handling and ensure proper training and supervision of volunteers.

A "Critical Check List" of all common failure points needs to be maintained, and for operating level to be rated + or -.