



Food Hygiene Policy

FOOD HYGIENE POLICY

If food is not stored, prepared or cooked properly, it can make people unwell.

Allergic reactions to food can appear the same as food poisoning. Harmful bacteria can develop in food that is left standing, especially in warm conditions. Here are some general rules for maintaining safe food hygiene standards.

- Before preparing or handling any food or drinks, staff and service users must wash their hands thoroughly with an anti-bacterial hand wash.
- Do not sneeze, cough, or blow your nose around food.
- Avoid preparing food if you are unwell.
- Follow cooking, storing and thawing directions.
- Touch food as little as possible when preparing it.
- Cover any cuts on your hands with a blue waterproof plaster when touching food or utensils.
- Always wear clean clothing when preparing food.
- Do not smoke around food.
- Raw meat and poultry should be kept separately at the bottom of the fridge on a clean plate and covered over.
- Cook food thoroughly and follow the manufacturer's guidelines on the packaging. Use a food probe to ensure that food has been cooked to the correct temperature.
- Cooked food should be served immediately or cooled down quickly and put in the refrigerator.
- Make sure the fridge and seals are cleaned on a weekly basis and the freezer is defrosted twice a year.
- Stock rotation is essential on all foods to avoid spoilage. New stock should be placed behind existing stock to facilitate stock rotation.
- Check the "best before" or "use by date" date on everything.
- Clean kitchen utensils thoroughly. Use washing up liquid and hot water.
- Keep tea towels clean and change at least daily.
- Renew the dishcloth at the end of every day.
- Keep waste bins covered, clean and emptied on a regular basis.

- In order to keep the kitchen clean it should be cleaned on a daily basis with a good quality kitchen cleaner and an anti-bacterial spray.
- The kitchen floor should be mopped daily and the mop head replaced on a regular basis.
- The microwave should be thoroughly cleaned on a weekly basis.
- If you have pests such as ants, rats, mice, etc. contact the Environmental Health Department of the local authority.

Nottingham City Environmental Health - 0115 9152020

Nottingham County Environmental Health (see below for individual boroughs)

Gedling Borough Council – 0115 9013972

Broxtowe Borough Council– 0115 9177777

Rushcliffe Borough Council – 0115 9819911

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