



# Whitchurch Tennis Club Food Safety Policy

## **Purpose of Policy**

Whitchurch Tennis Club (“WTC”) is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. This is to ensure the safety of those consuming food on the premises and to ensure compliance with all relevant legislation.

## **Who is Responsible?**

It is the responsibility of the house executive to ensure that team captains, those working behind the bar and other preparing food at the club are briefed on Food Safety and that they understand and implement the policy. The House Executive will report to the committee at least once a year and otherwise as required.

It is the responsibility of bar staff, team captains and others preparing food at the club for events to ensure that safe practices are maintained in the preparation and storage of food and that all food safety practices comply with relevant legislation, training and policy.

In this policy “events” covers match teas, private parties and club events where food is presented for consumption on the premises.

## **How will this policy be implemented?**

Applying this policy will ensure that there are high standards of health and safety in all aspects of food handling. The policy, and the methods of implementation will be continuously monitored and the policy will be reviewed at least annually.

## **Procedure**

### **Foods from registered food business establishments**

WTC will only allow food to be presented for events where it has been purchased from another registered food business establishment such as a supermarket or external catering company and does not require further preparation other than being heated in the oven, plated and presented.

In particular team captains and others preparing food at the club should ensure that the following high risk foods are not presented for events unless they have been purchased from another registered food establishment business immediately before the intended date of consumption -

- All cooked meat and poultry
- Cooked meat products, including gravy
- Cream, butter, custard and dairy products and milk
- Cooked eggs and products made from eggs
- Cooked rice



## **Temperature Control**

WTC will take reasonable steps to ensure that all foods brought in for events are stored according to safe food handling practices and at the correct temperature to reduce the rate of food spoilage and to ensure that food quality is maintained. WTC will check and record fridge temperatures in the kitchen and the bar on a weekly basis to ensure that the correct temperature is maintained. The house executive will have responsibility for ensuring that the fridge temperatures are checked and recorded in the temperature control log. The completed temperature control logs should be kept in the food safety file.

Where food is heated in the oven the food thermometer must be used to ensure that food is heated above 70 degrees.

Any member intending to cook meat on the barbecue must first familiarise themselves with the “cooking meat on the barbecue” guidance in the annexe to this policy which is taken from the NHS guide “How to prepare and cook food safely”.

## **Kitchen hygiene**

All kitchen users must have regard to the kitchen hygiene instructions which are at Annexe 2 below and which are displayed in the kitchen.

## **Personal hygiene**

Team captains and others preparing food for events will be informed that it is their responsibility to ensure that all team members or others involved in unpacking and plating up food wash their hands thoroughly before carrying out this task.

## **Cleaning of Food Preparation Areas**

### **Who is Responsible?**

It is the responsibility of the House Executive to ensure that the cleaning schedule for food preparation areas is accessible and available.

It is the responsibility of team captains and others preparing food to ensure that the food preparation area is clean prior to the preparation of food for events and is left clean and tidy afterwards. Washing detergents must not be placed on the food preparation areas and if used, returned to the storage area beneath the washing up basin.

### **How is this policy to be implemented?**

The House Executive will devise a cleaning schedule to include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All team captains and others preparing food for events should be aware of the importance of keeping food preparation areas clean and tidy.



The cleaning schedule will be kept on the wall of the food preparation area and the person cleaning the areas should complete the schedule, sign and date it.

The House Executive is responsible for checking that the cleaning schedule has been completed and sign and date the schedule once per week, to confirm that the required tasks have been completed.

### **Fridges/Freezers**

Team captains and others preparing food for events will be informed that nothing must be stored in the fridge once the event has concluded and the kitchen cleaned. Those preparing food should be encouraged to take away waste food rather than using the bin in the kitchen. The fridge must be cleaned once per month. Cleaning of the fridge should include:

Taking out the shelves and drawers and cleaning them in warm soapy water

Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner

Cleaning the seals around the fridge door to ensure that there are no spillages or stains.

Freezers are to be defrosted and cleaned once every 6 months following the same guidelines for fridges.

LAST UPDATED / REVIEWED ON: 14 OCT 2019

## Annex 1

### Cooking meat on a barbecue

The safest option is to fully cook food in your oven and then put the cooked food on the barbecue for a short time so the flavour can develop.

This can be an easier option if you're cooking for a lot of people at the same time.

If you're only cooking on the barbecue, the two main risk factors are:

- undercooking meat
- spreading germs from raw or undercooked meat on to food that's ready to eat

When you're cooking most types of meat on a barbecue, such as poultry (chicken and turkey, for example), pork, burgers or sausages, make sure:

- the coals are glowing red with a powdery grey surface before you start cooking, as this means they're hot enough
- frozen meat is fully defrosted before you cook it
- you turn the meat regularly and move it around the barbecue to cook it evenly

Most types of meat are safe to eat only when:

- the meat's steaming hot throughout
- there's no pink meat visible when you cut into the thickest part
- any juices run clear

Cooking with disposable barbecues can take longer.

Meat, such as steaks and joints of beef or lamb, can be served rare (not cooked in the middle) as long as the outside has been properly cooked. This will kill any bacteria on the outside of the meat.

Food made from any type of minced meat, such as pork sausages and beef burgers, must be cooked thoroughly all the way through.



## Annex 2

### Kitchen hygiene instructions

All kitchen users must have regard to “use by” dates and “best before” dates.

Use by date - date marked on perishable products. i.e. food stuff to be used or consumed by this date or discarded.

Best before date - tells you that the food is no longer in its perfect shape from that date. It may just lose its freshness, taste, aroma or nutrients. It does not necessarily mean that the food is no longer safe to eat.

Where any products in the kitchen are open, check “use by” and “best before” dates and discard if the date has expired.

Fresh raw meat must always be stored on bottom shelf of fridge.

All spillages must be cleared up and shelves cleaned.

Food should not be left exposed on work surfaces.

Coloured chopping boards for different food types are self-explanatory - e.g. red meat, green vegetables etc.

Always keep knives safely out of sight, as there could be children in the kitchen.

Always wash your hands before serving any food.

A thermometer is in the kitchen to check food is served at the right temperature.

Make sure dirty plates, cups / mugs are washed up or put in the dishwasher.

Lastly and very important there is a blue First Aid box in the kitchen.