

**FOOD SAFETY & HYGIENE POLICY**

Version Number	Issue 4.0
Date Revision Complete	February 2018
Procedure Owner	Health & Safety Advisor
Author	Alex Brown
Reason for Revision	Complete rewrite to change from a procedure to a policy
Proof Read	Yes
Date Approved	07/05/2018
Approved by	EMT
Next Review Due	May 2021

Audience – Training and Awareness Method	To be issued as H&S update and included in quarterly Team Briefings
Effective Date	May 2018

Internal References	N/a
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External References	N/a
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**Comments:** The old Food Safety procedure focussed heavily on the principles of HACCP and was mainly aimed at our Care Homes. The information and guidance contained in the procedure repeated what was already in each care homes Food Safety Documentation and Houserules, etc. Document renamed as Food Safety and Hygiene Policy.

## **1. INTRODUCTION**

- 1.1. At Blackwood, we want to ensure that the food we serve is prepared to the very highest standards using quality products and ingredients. We believe that the provision of a healthy, nutritious and balanced diet for all our customers is of vital importance, where the approach to nutrition is based upon choice and quality.
- 1.2. We are also aware that poorly prepared, stored or contaminated food can be the source of potentially fatal food-borne infections/illnesses. We believe that regardless of whether food is prepared within our Care Homes, or in our customer's own home, that we have a duty to ensure that both our employees and customers are protected as far as reasonably possible from the risks posed by food-borne infections/illnesses.
- 1.3. As an absolute minimum, we aim to comply with all relevant food safety legislation and approved codes of practice. The most relevant food hygiene regulations relevant to our operations are: Regulation (EC) No. 853/2004 on the hygiene of foodstuffs and the Food Hygiene (Scotland) Regulations 2006. These set out the basic hygiene requirements for all aspects of food preparation, food premises/facilities, and food handler personal hygiene requirements.

## **2. SCOPE**

- 2.1. This policy applies to all Blackwood employees involved in the preparation, processing, packaging, storing, transportation, distribution and handling of food at all our Care Homes, any other Blackwood controlled premises, and in our customers' own homes.
- 2.2. This Policy does not apply to food brought on to our premises by individuals for their own consumption.

## **3. AIMS AND OBJECTIVES**

- 3.1. The Key Aims and Objectives of this policy are to;
  - comply with all relevant legislation and establishing standards of best practice;

- identify and evaluate food safety risks using HACCP\* principles. HACCP stands for “Hazard Analysis and Critical Control Point” and is a widely accepted food safety management system. The main aim of HACCP is to focus attention on critical points in the
- operation and to take measures to ensure that problems do not occur. In our Care Homes this will be by implementation of the Food Standards Agency ‘Cooksafe’ system;
- minimise food safety hazards and effectively control the risks;
- monitor and audit compliance with these standards and, where appropriate, measuring improvement and appraising performance;
- take effective action when there is non-compliance;
- ensure that responsibilities and accountabilities are clearly defined and effectively communicated to all;

3.2. We will strive to achieve these aims and objectives in relation to food safety and hygiene by ensuring;

- safe food handling, cooking and storage practice is observed;
- satisfactory food hygiene standards are maintained to ensure we meet our statutory obligations;
- that the physical condition of our premises is kept clean and in good order;
- In all cases where food is to be prepared in a customer’s home a preliminary assessment of the available food preparation and storage facilities is carried out;
- that it will be possible to demonstrate at all premises that due diligence is being observed in relation to food safety and hygiene issues, including in customers own homes;
- that we identify and evaluate food safety risks using HACCP principles and implement the necessary controls.

#### **4. RESPONSIBILITIES**

4.1. **Managers** - will have overall responsible for all aspects of food safety within their respective service and for the implementation of this Policy.

- 4.2. **Health and Safety Advisor** - has oversight of all aspects of risk assessment related to Food Hygiene and will be responsible for auditing and monitoring compliance with this policy.
- 4.3. **All Employees** - who are responsible for the preparation and serving of food and drinks are responsible for:
- reporting any structural or equipment defects to their Care Service Manager or Team Leader (CSM or TL);
  - ensuring that high standards of personal hygiene and safety are maintained at all times;
  - ensuring food is protected from contamination, and report any signs of pests;
  - reporting any food poisoning occurrences and cover any cuts or wounds with blue plasters;
  - reporting any illness, such as infected wounds, skin infections, diarrhoea or vomiting, to their CSM or TL immediately.

## 5. TRAINING

- 5.1. **Care Homes** - All Cooks/Cook Supervisors shall receive, as a minimum, training to the Royal Environmental Health Institute of Scotland (REHIS Intermediate Food Hygiene standard (or Level 3 Award). All other kitchen employees shall receive as a minimum, training to the REHIS Elementary Food Hygiene standard (or Level 2 award).
- 5.2. **All other Blackwood premises & food preparation in Care at Home Services** - All Support Workers who prepare or handle food in either Blackwood premises or in customer's own homes shall receive training to the REHIS Elementary Food Hygiene standard (or Level 2).

## 6. REFERENCES

- 6.1. Regulation (EC) No. 852/2004 on the hygiene of foodstuffs - <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>
- 6.2. The Food Hygiene (Scotland) Regulations 2006 - <http://www.legislation.gov.uk/ssi/2006/3/contents/made>
- 6.3. Cooksafe Manual - <http://www.foodstandards.gov.scot/publications-and-research/cooksafe-manual>
- 6.4. Blackwood Care Home COOKSAFE Documentation - <G:\Health & Safety\3. H&S Subjects\COOKSAFE>