

stABILITY – Stavordale House Respite **Food Hygiene Policy**

Date of Issue: 6th October 2025

Review Date: October 2026

Approved by: Angie Lambert, Vicky Gordge & Connor Doherty (Partners)

1. Purpose

The purpose of this policy is to ensure that all food prepared, handled, and served at Stavordale House (stABILITY Respite) is safe, hygienic, and prepared to a consistently high standard, protecting the health and wellbeing of all members, staff, and visitors.

This policy sets out how we meet the requirements of the Food Safety Act 1990, Food Hygiene (England) Regulations 2013, and guidance from the Food Standards Agency (FSA) and Dorset Council Environmental Health.

2. Scope

This policy applies to:- All staff and partners involved in the preparation, handling, serving, or storage of food.- All members who participate in food-related activities such as cooking, baking, or preparing meals.- All areas of the premises where food is stored, prepared, or consumed.

3. Responsibilities

Partners (Angie Lambert, Vicky Gordge & Connor Doherty): Overall responsibility for ensuring food hygiene standards are maintained, that this policy is implemented, and that training and equipment are in place.

All Staff: Must follow this policy and attend required Food Hygiene training. Must immediately report any hygiene concerns, equipment faults, or signs of pest activity.

Members: Encouraged to take part in meal preparation under supervision, following basic hygiene rules (washing hands, tying hair back, using clean utensils, etc.).

4. Legal and Regulatory Framework

This policy reflects:- Food Safety Act 1990- Food Hygiene (England) Regulations 2013- Food Standards Agency (FSA): Safer Food, Better Business for Caterers- Environmental Health Guidelines (Dorset Council)- Health and Safety at Work Act 1974

5. Key Food Hygiene Principles

5.1 Personal Hygiene

- Wash hands before and after handling food, after using the toilet, and after touching waste, raw food, or animals.
- Wear clean clothing and aprons when preparing food.
- Cover cuts with blue waterproof plasters.
- Remove jewellery and tie back long hair.
- No eating, drinking, smoking, or chewing gum in food preparation areas.
- Staff or members who are unwell (e.g. diarrhoea, vomiting, infectious illness) must not handle food.

5.2 Food Storage

- Store food at correct temperatures: Fridge 0–5°C, Freezer -18°C or below.
- Clearly label and date all food.
- Use sealed containers to prevent contamination.
- Implement “Use by” and “Best before” checks daily.
- Raw and cooked foods must be stored separately (raw meat at bottom of fridge).

5.3 Food Preparation

- Clean and sanitise work surfaces before and after use.
- Use separate chopping boards and utensils for raw and cooked foods (colour coded).
- Avoid cross-contamination — wash hands and utensils between tasks.
- Ensure food is cooked thoroughly.
- Keep cooked food covered and serve promptly.
- Reheat food only once.

5.4 Cleaning and Waste Management

- Use an approved cleaning schedule for all kitchen areas.
- Use correct cleaning products (anti-bacterial and food-safe).
- Dispose of waste daily in sealed bins with lids.
- Clean spills immediately and mop floors daily.
- Keep kitchen and dining areas pest-free; report any sightings to management immediately.

5.5 Allergens and Special Diets

- Maintain up-to-date records of each member’s dietary needs, allergies, and intolerances.
- All meals should be checked against the 14 recognised allergens.
- Clearly label food containing allergens.
- Avoid cross-contact by using separate utensils and cleaning equipment.
- Always read food labels and ingredient lists before cooking.

5.6 Food Temperature Control

- Record fridge and freezer temperatures daily on the Temperature Monitoring Log.
- Report any equipment faults immediately.

6. Record Keeping

The following records must be maintained and reviewed regularly:- Fridge and freezer temperature logs- Cleaning schedules- Staff training records- Food incident records (if any)

7. Staff Training

- All staff involved in food handling must complete Level 2 Food Hygiene Training (renewed every 3 years).
- Induction for new staff includes hygiene rules, allergy awareness, and cleaning procedures.
- Regular refreshers or updates provided during supervision meetings.

8. Member Involvement

Members participating in food activities are:

- Supervised at all times.
- Encouraged to wash hands and follow simple hygiene steps.
- Supported to learn about healthy eating, kitchen safety, and hygiene as part of their personal development.

9. Food Safety Incidents

If there is any suspicion of:- Food poisoning- Contamination- Allergen exposure- Equipment failure- Pest activity→ Stop serving food immediately, inform Angie, Vicky, or Connor, isolate the issue, and report to Dorset Council Environmental Health if required. An Incident Report Form must be completed and retained.

10. Monitoring and Review

- Food hygiene checks will be carried out regularly by the partners or delegated staff.
- Temperature logs and cleaning schedules will be reviewed weekly.
- This policy will be reviewed annually or sooner if legislation or guidance changes.

11. Related Documents

• Cleaning Schedule • Fridge/Freezer Temperature Log • Staff Food Hygiene Training Matrix • Food Safety Incident Log

Signed: _____ (Angie Lambert – Partner)

Signed: _____ (Vicky Gordge – Partner)

Signed: _____ (Connor Doherty – Partner)

Date: _____