



FOOD SAFETY & FOOD SERVICE POLICY

Woodbrooke Quaker Study Centre firmly believes in providing all guests with high quality service and good wholesome food.

Woodbrooke wholly accepts its legal duty to comply with the Food Safety Act 1990 and all subordinate and subsequent legislation. Woodbrooke also accepts that food production area must be maintained to a high standard of cleanliness and that food must be handled in ways that ensure there is no contamination during its delivery, storage, preparation and service.

Woodbrooke further recognises the need for effective temperature control of all food likely to support the growth of micro-organisms.

The emphasis of the food safety policy is on a joint management/staff control of food safety. The policy has been produced as a result of risk assessment to provide a framework for control throughout the whole process of preparation, cooking and service. Our suppliers are expected to have the same philosophy.

Staff are required to adhere to the policy and procedures laid down by the Head of Services and are expected to maintain all written procedures and monitoring forms.

Woodbrooke aims to operate the kitchen with safe and nutritious food as its main priority.

All sections below outline responsibilities and priorities for the Management Team and Kitchen team to adhere to;

Training

All food service and food production staff to be trained to a minimum of Level 2 Food Hygiene standard as per the Chartered institute of Environmental Health training scheme.

Managers and Supervisors to be trained to Level 3 standard as per the Chartered institute of Environmental Health training scheme.

The Head of Services to monitor this training and keep up to date training records.

Funds to be made available to ensure Food Safety training is kept up to date.

Waste Disposal

All waste is to be removed to the wheelie bins and other recycling bins at regular intervals during, and at the end of, the working day.

Pest Control

All issues relating to pest control to be reported immediately to the Head of Services or Housekeeping Manager for our external Pest Control company to manage.

Storage

Dedicated storage areas are provided for all items, together with suitable shelving.

No heavy items are to be stored above floor level.

Cleaning

Cleaning rotas to be updated and adhered to by Catering and production staff as per company standards.

Equipment

All fridges, cookers and other equipment are to be serviced annually and more often if necessary by the manufacturers or some other reputable agent.

Equipment to be replaced, when it reaches the end of its service life. The Head of Services and Head Chef to monitor. Funds to be available on a yearly basis to replace when needed.

Food Safety Audit

The Head of Services will contract an external food safety auditor to oversee standards and report back to Woodbrooke Management Team on a yearly basis.

Any findings from the Food Safety audit to be promptly acted upon by the Head of Services. Records to be kept and updated.

New supplier audit

On contracting the services and products of a new supplier, all measures to be taken by Management Team and Head Chef to ensure that an audit has been carried out of the supplier. Head of Services to monitor.

Food sustainability

Woodbrooke will work towards, adhering to the following five principles:

1) Aiming to be waste-free

Reducing food waste (and packaging) saves the energy, effort and natural resources used to produce and dispose of it, as well as money.

2) Eating better, and less meat and dairy

Consuming more vegetables and fruit, grains and pulses, and smaller amounts of animal products produced to high-welfare and environmental standards helps reduce health risks and greenhouse gases.

3) Buying local, seasonal and environmentally friendly food

This benefits wildlife and the countryside, minimises the energy used in food production, transport and storage, and helps protect the local economy.

4) Choosing Fairtrade-certified products

This scheme for food and drinks imported from poorer countries ensures a fair deal for disadvantaged producers.

5) Selecting fish only from sustainable sources

Future generations will be able to eat fish and seafood if we act now to protect our rivers and seas and the creatures living there.

Darrell Farnsworth – Head of Services August 2016