SAFE WORKING PROCEDURE

Managing Food Hygiene

STATEMENT:
In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- It complies with The Food Hygiene (England) Regulations 2013.
- Managers/Heads of Kitchen prevent the spread of infection by advising which illnesses and symptoms staff should report, and what managers should do in response.

SCOPE:
This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- All employees (Food Handlers) of Southampton City Council.

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	1998	
Version 2.00	Nov 2010	
Version 2.01	Dec 2015	New template
Version 2.02	Jun 2018	Small additions 1.9\1.10\1.14\1.15 and 5.1.1\5.1.3\5.1.4
Version 3.0	April 2020	General review
Version 3.1	Dec 2022	Periodic Review
Version 3.2	Nov 2024	Periodic Review

Review Conducted	Next Review Date
	May 2012
Dec 2015	Dec 2017
Apr 2020	Apr 2022
Dec 2022	Jan 2025
Nov 2024	Nov 2026

Content

1.   Responsibilities

Level 1 Managers/Head Teachers are responsible for ensuring:

1.1.   Their managers/Heads of Kitchens comply with this Safe Working Procedure (SWP) including the completion of a pre-placement form.

1.2.   That task based risk assessments have been undertaken and appropriate controls in place to manage hazards at source in line with the hierarchy of risk controls (see SWP Risk Assessment).

Managers/Heads of Kitchens are responsible for ensuring compliance with the SWP and must:

1.3.   Ensure compliance with this SWP including pre-employment health screening of all food handlers to the agreed standard.

1.4.   Ensure compliance of 'Return to Work' procedures and liaise with Occupational Health Service when specific advice is needed.

1.5.   Ensure any person handling food is competent to do so.

1.6.   Exclude any person from food handling duties and food handling areas if they have had an infection of the stomach or gut within the last 48 hours and/or if they have an area of infected skin that cannot be covered.

1.7.   Ensure all staff handling food, and anyone working in a food handling area, knows to report the symptoms of infection or if they have close contact with someone with these symptoms.

1.8.   Ensure task based risk assessments have been undertaken and appropriate controls are in place to manage hazards at source in line with the hierarchy of risk controls (see SWP Risk Assessment).

1.9.   Ensure adequate cleaning materials are available and cleanliness of kitchen is to a high standard with a cleaning schedule being followed.

1.10. Ensure equipment is fit for purpose and well maintained.

Employees (Food Handlers) must:

1.11. Inform your manager immediately if you are ill.

1.12. Follow good hygiene standards.

1.13. Wash and dry their hands with soap and warm water before handling food, or surfaces likely to come in contact with food, especially after going to the toilet.

1.14. Must ensure clothing is suitable, clean and protective, and jewellery is removed.

1.15. Ensure the food has been stored correctly but also kept to safe consumable temperatures in line with food standards agency guidelines.

2.   Procedures

2.1   The term 'food handler' mainly refers to people who directly touch open food as part of their work. They can be employed or agency staff. It also includes anyone who may touch food contact surfaces or other surfaces in rooms where open food is handled as they can also contaminate food by spreading bacteria for example to surfaces that food will come into contact with, e.g. work tops and food packaging before it is used. They can also contaminate other surfaces such as door handles

which can then contaminate the hands of people who handle food directly.

2.2   The term can therefore apply to managers, cleaners, maintenance contractors and inspectors for example. It is the effect of their presence that is important, not the reason for them being there.

2.3   The Food Standards Agency has provided free downloadable guidance to the regulations. Managers/Heads of Kitchen should use these guides and other information detailed below to help inform the risk assessment process and management of food handlers as required by this procedure.

3.   Safe Working Procedures Relevant to This Document

3.1.   Risk Assessment
3.2.   Accident Incident Reporting and Investigating Procedure
3.3.   Managing Health and Safety in Catering

Note: Other safe working procedures may apply and the assessor should consult the SWPs. SWPs and Forms are available on the Council's Health and Safety Intranet and Health and Safety for Schools webpage.

4.   Main Legislation Relevant to This Document

4.1.   The Food Safety and Hygiene (England) Regulations 2013
4.2.   Health and Safety at Work etc Act 1974
4.3.   The Management of Health and Safety at Work Regulations 1999
4.4.   The Equalities Act 2010

5.   Contact Address's and Guidance Links

5.1.   Food Standards Agency
www.food.gov.uk/
        5.1.1.   Food Handlers: Fitness to Work – A Practical Guide for Food Business Operators
        5.1.2.   https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers
        5.1.3.   https://webarchive.nationalarchives.gov.uk/ukgwa/20210112220316/https://www.food.gov.uk/sites/default/files/media/document/sfbb-caterers-pack.pdf
5.2.   Health and Safety Executive
www.hse.gov.uk
        5.2.1.   Catering index
5.3.   Royal Society for the Prevention of Accidents
http://www.rospa.com/
5.4.   Institute of Occupational Safety and Health
http://www.iosh.co.uk/
5.5.   Corporate Health and Safety
Health and Safety Intranet
Health and Safety for Schools