Ferring Retirement Club CIO (Charity No 1212151)

Policy: Food Hygiene and Safety

1. About Ferring Retirement Club

Ferring Retirement Club CIO (the "Charity") is a registered charity whose objectives are:
"The relief of the elderly in any manner now or hereafter deemed charitable within Ferring and the surrounding area".

The Charity and its property are administered and managed by appointed Trustees ("the Trustees"). The Trustees are mindful that they have a legal obligation to act in the best interests of the Charity. The Charity provides facilities for its members in the way of social and instructive activities and events.

2. Purpose and scope

The Purpose of this policy is to clarity the Charity's status in terms of food business registration and certification and its specific requirements relating to food hygiene and food safety.

The Charity will comply with all applicable laws, regulations and guidance relating to food hygiene and food safety in the context of the types of food it offers to its members and visitors.

This policy sets out the Charity's food safety rules and standard procedures for volunteers, **which are set out in Parts A and B below**, to ensure the appropriate standards of food hygiene and safety are applied in order to protect our members and visitors from food related illness or allergic reactions.

3. Food business registration and certification status

The Charity is registered with the local authority as a food business (business type: restaurant, café, canteen) and can therefore store, prepare, cook and serve food on site. Its Level 5 Food Hygiene rating means that the Charity is fully compliant with requirements and does not need further registration or food hygiene certification for the activities we currently offer and cater for.

Even though the Charity his exempt from further registration and certification, it is still required to comply with all appropriate food hygiene and safety rules. The Charity's rules are as follows:

Part A below sets out the Charity's rules relating to the **low risk** food items (tea, coffee, squash, biscuits, toast, toasted teacakes and shop bought cakes) which are served in the clubroom on a regular basis.

Part B sets out the Charity's rules relating to **medium and high risk** food items which are only permitted to be served at occasional or charity events.

Preparation of any medium or high risk food items on the Charity's premises is permitted within the strict food hygiene and food safety rules outlined.

Volunteers should make themselves aware of general food hygiene and safety practices and are recommended to read the **Food Standards Agency Guidance** for community and charity events:
https://www.gov.uk/government/publications/providing-food-at-community-and-charity-events

4. Allergen management and dietary guide

Even for a simple tea and toast service, allergens are the most important focus area.

Gluten/Wheat: Found in standard bread, biscuits and cakes. Keep gluten free products separate from other food items to avoid cross-contamination.

Milk/Dairy: Found in standard cow's milk and butter.

Soya/Nuts: Check biscuit and cake packaging labels.

Alternative milks: (like oat or soya) and dairy-free spreads should be clearly labelled.

Ingredients awareness: Volunteers should make themselves aware of the ingredients used in food items offered to members and visitors to assist with any questions about food allergies and intolerances.

Keep any original packaging handy in the kitchen during a session or event so you can check ingredients if a member or visitor asks.

Donated and homemade cakes for occasional or charity events – these should indicate what ingredients have been used. Please also Part B below for additional safety protocols.

Signage - the Charity recommends that appropriate signage is visible for member and visitors as per the following examples:

"Please ask about allergens"
"Please let us know if you have a good allergy or intolerance"
"Please talk to us if you have a food allergy or intolerance before consuming any foods"

5. The 48-hour Exclusion

Volunteers who have suffered from a stomach bug, diarrhoea or vomiting are **strictly barred** from helping out or handling food until they have been completely symptom-free for at least **48 hours**.

PART A
Low risk food items
(tea, coffee, squash, biscuits, toast, toasted teacakes and ambient cakes*)

Before service

- **Wash hands** thoroughly with warm water and soap at a designated handwashing sink
- **Wipe down surfaces and food contact areas** with a food-safe antibacterial spray.
- **Check dates** on milk, butter/spreads, bread and teacakes to ensure everything is fresh
- **Fill kitchen equipment** (kettles, urns or coffee makers) with fresh tap water.
- **Cover cuts and grazes on hands** with bright blue waterproof plasters (in First Aid Box on clubroom wall))
- **Check "Use by"** dates on all food items.

During service

- **Keep spreads covered** when not in use to prevent dust or insects getting inside
- **Store milk in the fridge** between pouring sessions; do not leave it sitting on the counter for too long.

After service

- **Unplug appliances** like kettles, urns and toasters for safety.
- **Empty the toaster crumb tray** regularly to prevent smoke, burning or attracting pests.
- **Seal open packets** of bread, teacakes and cakes in airtight containers.
- **Wash up** all mugs, spoons and plates in hot, soapy water or run them through a dishwasher cycle.
- **Empty the bin** at the end of the session so food scraps do not sit overnight.
- **Wipe down surfaces** and food contact areas with food-safe antibacterial spray.

ambient cakes are those that do not contain fresh cream and can be kept at room temperature

PART B
Medium and high risk food items
Served at occasional and charity events

Before service

- **Wash hands** thoroughly with warm water and soap at a designated handwashing sink.
- **Wipe down surfaces** and food contact areas with food-safe antibacterial spray.
- **Check dates** on all food items to ensure everything is fresh.
- **Fill kitchen equipment** (kettles, urns and coffee makers) with fresh tap water.
- **Cover cuts and grazes on hands** with bright blue waterproof plasters (in First Aid box on wall in clubroom)
- **Wear a disposable plastic apron and disposable gloves** (available in the kitchen) when preparing food.
- **Signage:** Ensure a *"Please ask about allergens"* sign is clearly visible on the counter

Fish and chip lunches

- **Keep the bought in food** warm and serve immediately after delivery.
- **Desserts:**
  Keep wrappings of all shop bought desserts to check for allergens.
  Keep dairy based desserts (e.g. cheesecake) refrigerated at **8 degrees or under** until served.
  Prepare fruit salad using only tinned and fresh fruit (which should be washed) and served within **4 hours**.
  Keep cream refrigerated at **8 degrees or under** until served.
  Dispose of any unused desserts and cream at the end of the lunch or event.
  No other desserts should be prepared on site or kept in the refrigerator outside of the session or event period.

Other occasional events

- **Sandwiches prepared on site:**
  Fillings must be kept refrigerated at **8 degrees or under** until needed.
  Double check use-by dates for meat, cheese and dairy.
  Once prepared, cover sandwiches (e.g. with clingfilm) until served and do not leave at room temperature for more than **4 hours**.

- **Shop bought (pre-packaged) sandwiches:**
  Check the use-by date, keep packaging to check for allergens and do not leave at room temperature for more than **4 hours**.
  Keep all sandwiches stored away from any potential contaminants.
  Never top-up platters: If the sandwiches are being put on serving plates, let the plates empty and then serve more sandwiches on a clean plate.

- **Shop bought fresh cream cakes:**
  Fresh cream cakes must be served by their "**Use by**" date and be refrigerated at **8 degrees or under** until used, then not left at room temperature for more than **4 hours**.
  Keep the cakes in their boxes or lidded food-grade containers on a shelf above any raw foods, to avoid contamination.
  Dispose of the cakes if they have been displayed for more than **4 hours**. **Do not** return them to the refrigerator.
  Keep original packaging in order to read the labels for a list of ingredients including major allergens like **milk (dairy), wheat (gluten), eggs and soya,** together with any warning about **nuts**.

- **Ambient cakes (i.e. that do not contain fresh cream):**
  Standard cakes and traybakes that do not contain fresh cream must be served by their "Best before" date and can safely be kept at room temperature, provided they are covered to protect them from dust and pests.
  Keep the original packaging in order to deal with allergen enquiries.

- **Scones with jam and cream:**
  May be prepared on site, with the cream kept refrigerated at **8 degrees or under** until served. Once prepared, the scones should be covered and not left at room temperature for longer than **4 hours**.

- **Disposal:**
  Unused sandwiches, fresh cream cakes, scones and cream must be disposed of if they have been left at room temperature for more than **4 hours**. They **must not** be returned to the refrigerator.

After service

- **Unplug appliances** like kettles, urns and toasters for safety.
- **Empty the toaster crumb tray** regularly to prevent smoke, burning or attracting pests.
- **Seal open packets** of bread, teacakes and cakes in airtight containers.
- **Wash up** all mugs, spoons and plates in hot, soapy water or run them through a dishwasher cycle.
- **Empty the bin** at the end of the session so food scraps do not sit overnight.
- **Wipe down surfaces** and food contact areas with food-safe antibacterial spray.

Storage

No sandwiches, cakes, desserts or any food items made with fresh cream or other high risk foods are to be kept in the refrigerator outside of the session or event for which they were produced or provided.

Member-contributed and Homemade cakes

If members are baking cakes at home and bringing them in for an ad hoc or charity event, these safety protocols must be followed:

- **The "British Lion" Rule:** Ensure all home bakers use eggs bearing the **British Lion Quality mark** if they are making any icings, mousses or fillings that use raw or partially cooked eggs.
- **Transport Safety: Cakes containing fresh cream must be transported in cooler bags** with ice packs and moved immediately into the clubroom fridge on arrival. See above for food hygiene and safety rules relating to cream cakes.
- **Dust and Protection:** All cakes must remain covered (using cake domes, clingfilm or tin foil) until the moment they are sliced and served.
- **Ask members to provide details** of ingredients used in order to deal with allergen enquiries.

Any questions relating to this policy should be directed to Trustee Heather Hones at hnhfrc@gmail.com

Policy dated November 2026