**FERRING RETIREMENT CLUB CIO (Charity No 1212151)**

**Food Hygiene and Safety Policy**

**Summary of key policy terms (please see policy document for full text)**

**THESE RULES ARE INTENDED TO ENSURE FOOD SAFETY IN OUR CLUBROOM**

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| FRC only serves these low risk food items on a regular basis in the clubroom | Tea, coffee and squash;<br>Biscuits, teacakes, toast and ambient cakes*<br>***(ambient cakes are those that do not contain fresh cream and can be kept at room temperature)***<br>**See Part A of the full policy** |
| 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 48 hours. |
| Food allergens and intolerances | **Keep all original packaging** so you can read the ingredients label if a member or visitor asks about allergens (like nuts, gluten or dairy). |
| Before service | **Wash hands thoroughly** with warm water and soap at a designated handwashing sink.<br>**Cover cuts and grazes on hands** with bright blue waterproof plasters (First Aid box on wall in clubroom).<br>**Wipe down surfaces** and food contact areas with a food-safe antibacterial spray.<br>**Check dates** on milk, butter/spreads, bread teacakes, cakes, to ensure everything is fresh and within “Use by” date.<br>**Fill kitchen equipment** (kettles, urns or coffee makers) with fresh tap water. |
| During service | **Keep spreads covered** when not in use to prevent dust or insects from getting inside.<br>**Store milk in the fridge** between pouring sessions; do not leave it sitting on the counter for hours. |
| After service | **Unplug appliances** like kettles, urns and toasters.<br>**Empty the toaster crumb tray** regularly.<br>**Seal open packets of bread, teacakes and cakes and biscuits** in airtight containers.<br>**Wash up** all mugs, spoons and plates in hot, soapy water or run them through dishwasher cycle.<br>**Empty the bin** at the end of the session so food scraps do not sit overnight.<br>**Wipe down surfaces** and food contact areas with food-safe antibacterial spray. |
| Fish and chip lunches, ad hoc events or charity fundraisers (such as the annual MacMillan coffee morning) | Please refer to **Part B of the full policy** document, which sets out the types of food allowed to be prepared and served and the specific food hygiene and safety rules relating to sandwiches, fresh cream cakes, desserts and cream teas. Please also note the need to wear disposable gloves and aprons (available in the kitchen) if preparing food. |