



LINDSEY LODGE
HOSPICE

CATERING POLICY

1. FOOD PREPARATION AREAS

1.1 All preparation areas must be washed and sanitised after use and the utensils sanitised and put through the dishwasher.

1.2 RAW MEAT SECTION AREA

Raw Meat - Utensils **RED**

Raw Fish -Utensils **BLUE**

Both the above may be prepared in the same area using the appropriate utensils.

1.3 COOKED MEAT/SANDWICH & SALAD AREA

Utensils **Yellow**

This is a particularly high risk area and extreme care must be taken at all times.

- Prepared food must be wrapped and refrigerated at once. Any leftovers must be wrapped, dated and appropriately stored.
- High risk foods EG Tuna and Salmon must only be stored for 24 hours after which time they must be discarded.
- Cooked meats must be used within 3 days, or what is stated on packaging.
- Gateaux, cream cakes, flans etc must be used with 48 hours

1.4 PASTRY SECTION

Utensils **Blue**

- All products should be refrigerated as soon as possible
- Excess must be dated and used within the correct time

1.5 VEGETABLE & SALAD SECTION

Utensils - **Green**

Refrigerate appropriately

1.6 EGGS

Current Environmental Health advice regarding eggs:

- We may let patients have boiled, scrambled, poached and fried eggs.
- Eggs should be cooked until the middle is firm.
- If a patient wants a soft boiled egg then this can be supplied
- Shop bought mayonnaise should be used
- Eggs must be stamped with the lion mark.
- They must be purchased from a reputable supplier
- The date should be checked upon purchase
- They must be stored in the designated fridge.

2. FOOD PREPARATION

2.1 Uniforms:

- catering uniforms only must be worn in the kitchen.
- Hair must be covered adequately

2.2 Hands must always be washed as per Lindsey Lodge Hospice hand washing procedure on entering the kitchen before touching any food and between handling different foods

2.3 Foods must be stored and served at the correct temperatures

Hot Food

- 82C
- Stored in the heated trolley or the heated unit in the servery
- Temperatures checked after one hour
- Cooled as quickly as possible once serving has finished
- Re-heated foods must be discarded

Cold Food

- -4C or below
- Salads and sandwiches to be stored in the designated fridge.
- Be returned to the fridge as soon as service is finished.

2.4 Different coloured cloths must be used in the food preparation areas as follows:

Red

Raw Meat

Change Weekly

Green

Fruit and Veg

Change Weekly

Yellow

Washing up and food contact surfaces

Change daily

Blue

General Cleaning and non-contact food surfaces

Change daily

3. DELIVERIES & STORAGE

3.1 The checking and prompt, appropriate storage of food deliveries is the responsibility of the person in charge of the catering department at the time of delivery.

3.2 Purchasing and ordering is monitored to prevent over-ordering

3.3 Dates checked regularly and stock rotated accordingly.

3.4 Correct storage of foods essential at all times.

Freezer-No 1 bread ,cakes & ice cream

Freezer No 2 fish & vegetables

Freezer-No 3 raw meat only

Freezer-No 6 pies, ice creams cooked meats.

When defrosting freezer No. 3 raw meat may be put in this freezer for a short period whilst cleaning takes place. Large bulky items such as turkeys may be stored in the bottom of this freezer

Fridge No 4 milk, eggs, beverages on top shelf, raw meat on lower shelves

Fridge - No 5 fruit & vegetables

3.5 Any food taken out of freezer and not used the next day must be dated and used within a three day timescale

3.6 Once open foods must be dated and stored correctly

3.7 Temperatures

Chillers - below 5C

Freezers -18C

3.8 If there is any doubt about the condition of any food item it should be discarded.

3.9 All deliveries are to be documented in the appropriate file

4. CLEARING UP

- 4.1 Utensils and crockery must be washed and sterilised
- 4.2 Trolleys cleaned with detergent. Both heated trolleys are to be cleaned after each service
- 4.3 Fridges should be checked for spillages
- 4.4 Floors should be washed daily with detergent and weekly with a sanitiser
- 4.5 Dishwashers rinsed out
- 4.6 Colour coded cloths to be used for each area.
- 4.7 Work surfaces are to be disinfected at the end of the day and then polished off

5. GENERAL

- 5.1 Check hand washing facilities daily
- 5.2 Electronic fly killer must always be in use and fly screens closed if window is open
- 5.3 Dishcloths and scourers, yellow & blue changed daily.
- 5.4 Kitchen cloths and towels changed daily.
- 5.5 kitchen cloths are to be sanitised at the end of each day
- 5.6 Rubbish taken out at least daily
- 5.7 Staff not wearing catering uniforms must dress in white coats and hats to enter the kitchen
- 5.8 Staff must change before leaving the unit
- 5.9 Samples of all high risk foods served each day must be kept and refrigerated for 72 hours.
- 5.10 All sickness especially involving diarrhoea and vomiting must be reported immediately. A person can only return to work after 48 hours clear of symptoms
- 5.11 Blue plasters must be worn over cuts, boils and sores.

5.12 Gloves may also be worn for extra protection.

5.13 Any person who lives with a member of family that are suffering from diarrhoea and/or vomiting are not allowed to work in food areas, they may come to work but will be found other work around the unit.

6. GIFTS OF FOOD

6.1 All gifts of food brought into the organisation must be checked in by the catering staff

6.2 Documentation regarding when it was brought in and by whom and who checked it in must be kept.

6.3 If there are any doubts about the standard of the food it should be discarded.

7. WASTE OIL

7.1 To be disposed of by a registered collector with proper documentation.

8. CLEANING PRODUCTS

8.1 Manual pot washing detergent to be used for washing pots and cleaning of kitchen. Instructions should be adhered to and gloves worn

8.2 Detergent sanitiser should be used for cleaning and sanitising sinks and floors weekly. It should be rinsed away thoroughly and protective clothing worn

8.3 Glass cleaner should be used on glass and windows

8.4 Oven cleaner should be used for oven and grill cleaning only. Staff must ensure that they do not inhale fumes. Surfaces must be washed thoroughly after use

8.5 Descaler should be used to remove lime scale from taps and dishwasher. Protective clothing should be worn

8.6 Dishwasher Detergent and Rinse Aid should be checked daily and refilled as necessary. Degreaser should be used for cleaning fryers and heavily soiled areas. Protective clothing must be worn. Items should be rinsed well after use. Instructions must be read before use

8.7 Sanitiser to disinfect all food contact surfaces. Food contact area sprayed then rinsed thoroughly, then dried.

9. FOOD HYGIENE TRAINING

9.1 All food handlers by law must have the Basic Food Hygiene Certificate.
Updates are required three yearly.

9.2 Allergens for loose food training is a mandatory requirement for all food handlers on a 3 yearly basis.

REFERENCES: National Minimum Standards 2000 Food Standard Agency Regulations. January 2006: Safer Food for Better Business for Caterers. Allergen information for loose foods: Food Standard Agency 2014				
ISSUE DATE July 2003				
TO BE REVIEWED	REVIEW COMPLETED	BY	APPROVED BY	CIRCULATION
2005	JAN 2005	AT/JG	SMG	POLICY BK
JAN 2007	01/03/07	AT/JG	SMG	POLICY BKS
01/03/10	18/10/12	AP		POLICY BKS
	02/05/13/	AP		POLICY BKS
2013	17/02/15	AP		POLICY BKS
16/05/2017	16/05/20	AP/SW		

APPENDIX 1 FOOD DELIVERIES

ITEM	SUPPLIER	DELIVERY
Frozen Goods Chilled Goods	Turner Price	Weekly - Tuesday as required. Delivered in chilled transport. To be checked and stored immediately. All packaging must be wiped. Chilled food must be probed. 12c or less acceptable. Yellow probe for high risk and frozen foods, red probe for all raw foods. Frozen foods must be checked on delivery for acceptance -12c.
Milk & Other	Tesco Stores/Asda Iceland	As required. High risk foods brought in from supermarkets are to be placed in cool bags. Iceland, delivered in chilled transport
Fruit & Vegetables	The Farm Shop	Weekly - Monday
General Stores	NHS Stores	Tues/Wed as required
Meat	Cyril Smith/Ashby	Friday / Saturday as required Delivered in chilled transport Check and store immediately. Probed
Various	Booker	As required
Eggs	Redgate Poultry	Monday
Various	Aldi/ Farm foods	As required