

39 Youth Club Managing Food Safely Policy



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Signed

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Table of Contents

Table of Contents.....	2
Policy Statement.....	3
Buying Food.....	3
Transporting food.....	3
Storing Food Safely.....	3
Chilled Foods.....	3
Dried, Tinned or Bottled Foods.....	4
Avoiding Cross Contamination.....	4
Personal Hygiene.....	4
Cooking and cooling.....	5
Cleaning.....	6
Pest Control.....	6
Maintenance.....	6

Policy Statement

This guidance is intended for those responsible for buying, preparing, cooking, and serving foods and must follow the guidance set out.

Anyone preparing and cooking foods are required to have a Level 2 Food Hygiene Certificate that is renewed every two years and should monitor anyone serving food.

Buying Food

When buying food, it should be checked to ensure that it looks right, the wrapping/package isn't damaged and that it is within the date marking. All pre-packed foods come with a date indication on the label, these are either 'use-by' dates or 'best-before' dates.

Use by dates are found on high-risk food, which could cause food poisoning, such as cooked meat, fish, dairy products, cook chill foods etc. By exceeding the 'use-by' date, such foods have exceeded the critical time limit within which the product might be considered safe. It is a criminal offence to sell food past its use-by date.

Best before dates usually appear on canned, dried, and frozen products. This is a guideline; in other words, foods that have past their 'best-before' dates, may not be as good as the manufacturers intended.

39 YOUTH CLUB will generally order food for delivery by supermarkets. This should be received and stored promptly.

Transporting food

All chilled and frozen foods should be transported in clean, insulated containers or cool bags if needed. The journey time should take as little time as possible, less than an hour.

Storing Food Safely

Chilled Foods

Check the temperature of the fridge to make sure it is stored below 8°C. Keep raw meat below ready to eat foods in the fridge. Make sure all foods are covered to help prevent bacteria spreading from raw foods to ready to eat foods.

The fridge must be kept clean and tidy, and you must always make sure that all food is within its date markings.

Any part used tins of food should be decanted into a suitable container and covered.

Never put any hot or warm food into the fridge, this will increase the temperature and cause condensation, making the fridge an ideal place for bacteria to grow.

If defrosting food prior to cooking, make sure that it is defrosted in the fridge or cool box for as long as is necessary. It should be covered and stored at the bottom of the fridge to prevent contamination of other foods. Make sure that the food is fully defrosted prior to cooking.

When you arrive, any chilled foods should be stored in the refrigerator or a cool box until used. If this is not possible there is a '4-hour rule' exception: You can display food out of chilled storage for up to four hours, but you can only do this once.

Make sure you know how long food has been on display or kept out of chilled storage. It is a good idea to label foods with the time they were taken out of the fridge or write this information in your diary so you can check the time easily. Food which has been displayed for less than four hours can be put back in the fridge and kept at 8°C or below until it is used. If it has been out for more than four hours, it must be thrown away.

Dried, Tinned or Bottled Foods

All dried, tinned, bottled (e.g. jars, sauces etc.) food should be stored in their original containers with lids and covering properly secured.

Dried food in packaging that has been opened and cannot be fully sealed should be marked with the date of opening and checked for contamination, pests and disposed of once its storage requirements have been exceeded (e.g. “use within 3 days of opening”).

Avoiding Cross Contamination

Cross contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto food from other food, worktops, hands, equipment, or utensils. These harmful bacteria often come from raw meat, poultry, and eggs. Other sources of bacteria include people, pests, pets, soil on vegetables and waste bins. Below are some points to follow to avoid contamination:

- Always cover food.
- Wash your hands at appropriate times (see personal hygiene)
- Make sure that you store food correctly – always store raw meat at the bottom of the fridge and cooked/ready to eat foods above.
- Handle foods as little as possible.
- Use disposable dishcloths if possible and change them regularly. If using reusable cloths, ensure they are laundered after each day – on a very hot wash cycle.
- Preferably use disposable towel to dry up. If using tea cloths, ensure they are changed regularly throughout the day and laundered on a very hot wash cycle.
- Ensure that all kitchen utensils are properly cleaned and disinfected after each use. Use colour coded equipment such as chopping boards and knives for use on specific foods.
- Clean and disinfect all hand contact surfaces regularly.
- Never allow pets into the kitchen when preparing foods.
- Wipe down all work surfaces in the kitchen with antibacterial spray and disposable paper towel before you start to prepare and/or serve the food.

Food also needs protecting from chemical contamination, i.e. chemicals getting into foods. Store all cleaning products in a cupboard away from food. When you are cleaning, ensure all food has been put away.

Physical contamination is when objects get into food that shouldn't be there, such as glass, hair, fingernails, and jewellery – ensure that all food is covered to prevent anything from falling into the food (also see personal hygiene).

Personal Hygiene

Good personal hygiene must be maintained to help prevent bacteria from spreading to food. The following rules are good practice and must be followed:

- Avoid touching your face or nose or coughing and sneezing over food.

- Ideally you should not wear jewellery when preparing food except a plain wedding band. Watches and jewellery can collect and spread dirt and harmful bacteria and they can fall into food.
- Fingernails should be kept clean and short, with no nail varnish. False fingernails should be avoided.
- Cuts and sores should be completely covered with a waterproof dressing.
- Hair should be clean and worn tied back if long.
- Clean aprons must be worn. Change aprons after preparing raw foods.
- Do not prepare any food if you have diarrhoea and/or vomiting as people suffering from these symptoms often carry harmful bacterial on their hands and can spread them onto food and the equipment they touch. Tell the club if you are ill and find a replacement for your cooking duties. Do not prepare any food until you have been symptomless for at least 48 hours.

Harmful bacteria can spread very easily from hands to food, work surfaces and equipment around the kitchen. You should always wash your hands properly before preparing food or touching ready to eat foods.

You must always wash your hands after:

- Visiting the toilet
- Touching raw meats/poultry/eggs
- Emptying bins
- Cleaning
- Touching a cut or changing a dressing
- After blowing your nose, coughing into the hand etc.
- After smoking
- After handling rubbish and waste food

You must always wash your hands before:

- Starting work in the kitchen
- Handling food

Cooking and cooling

Proper cooking kills food poisoning bacteria such as Salmonella, Ecoli 0157, Listeria, Campylobacter etc. It is important that foods are cooked thoroughly, and the target temperature is achieved throughout. Undercooking will enable bacteria to survive and cause illness.

Do not assume food is thoroughly cooked - you must actively check – if food is not cooked thoroughly, it is likely to be unsafe. The core (centre) or the thickest part of the food should reach a temperature of at least 75°C for at least 30 seconds.

The best method of checking food temperatures is by using a probe thermometer – which must be properly cleaned and disinfected before each use. If the temperature is not achieved – cook it further until the temperature is achieved. Please record the temperature check of hot foods.

When the food is cooked it should be eaten as soon as possible, however it may be stored for a short period of time prior to eating. i.e. in the oven or a hot cupboard etc. until it is served. If stored for longer than 2 hours, the temperature must be checked to ensure it has been kept at a temperature of at least 63°C.

Wherever possible do not cook, cool, store and re-heat food. Cook and serve is always the safest method because if food is not re-heated thoroughly, bacteria can survive and then multiply. If you do

need to cook and reheat, you must ensure that after initial cooking, the food is cooled quickly as possible and always within 90 minutes and then stored in the fridge. When you re-heat food, you must ensure it reaches a core temperature of at least 75°C for 30 seconds.

If there is any foods leftover, these should be disposed of. It should not be given to people to take home.

Cleaning

It is essential to keep the kitchen and equipment clean to get rid of harmful bacteria and stop them spreading. It is important to clean everything in a kitchen, but particular attention should be paid to food and hand contact surfaces, for example:

- Chopping boards
- Taps
- Switches
- Knives and utensils
- Fridge door handles
- Work surfaces

You must always make sure that all food equipment is cleaned and disinfected before use and in-between different tasks and when handling different types of food, especially raw food. You can do this by using a chemical or using a dishwasher.

To clean and disinfect work surfaces you will need a clean cloth, hot water, detergent and a food safe disinfectant or sanitiser/antibacterial spray. This will remove any dirt and grease and disinfect, which means that bacteria will be reduced to safe levels. To wipe down surfaces after cleaning them, use disposable paper towels.

Clear and clean as you go:

- Clear away any used equipment that is no longer required, ensure it is cleaned and in good condition.
- Clear away any food as soon as possible
- Clean work surfaces thoroughly after each use
- If you make a mess, then clean it up immediately.
- Keep the kitchen in a tidy condition and remove any unnecessary clutter.
- Always remember to empty the bin regularly and at the end of the day.

Pest Control

At the start of each session, check the kitchen for any signs of pests. If you see a problem in the kitchen – report it.

Monitor cupboards and any opened packages to ensure there is no evidence of pests.

Maintenance

Report any kitchen maintenance issues.