

Food Safety Policy and Procedures

1. Introduction and Aims

This policy is to aid staff in the safe running of food service on site and to adhere to Food Safety Standards. MACCA Sports Academies is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times and maintained at all course locations.

We follow the guidelines set out in "Safer food, Better Business" (FSA) and all active course locations are registered as a food business with the relevant local authorities. We are inspected by Environmental Health to ensure that health and safety standards are being met, and all sites are expected to achieve and maintain a hygiene rating of 5 stars.

2. Food Safety Folder

MACCA Sports Academies maintains a 'Food Safety Folder' which contains the following:

- This policy
- Food Hygiene Training records
- Medical, food allergies and dietary requirements for all attendees (whilst operating)
- Record sheets for fridge temperatures and cleaning schedules
- Record sheets for delivery temperature checks

This is kept in a secure online folder.

3. Duties of the Servers

Staff involved in food handling have received food handling and hygiene training.

When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish
- Wearing an apron for food service and hat/hair net wear appropriate.

The nominated member of staff has a responsibility to ensure that the fridge/freezer is monitored and recorded (on the daily risk assessment) and remains within specified limits. Past records are filed in the Food safety folder.

At least one member of staff at each setting will have completed appropriated training in food safety at work and this person will be responsible for overseeing the preparation and handling of food in the setting.

4. Personal Hygiene

MACCA Sports Academies has high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved in the preparation of food follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing noses etc

- After handling waste food or refuse
- After handling cleaning materials
- After outside activities e.g., sports
- After returning from a staff break

In addition:

- Fingernails must be kept short and clean.
- While preparing food, staff should not chew gum or sweets and must never taste the food by sticking fingers or eating off of cooking utensils. This is particularly relevant when children are involved in cooking activities
- Any cuts, spots or sores on the hands and arms must be covered completely with a blue, waterproof dressing. Staff should check children's hands before they participate in activities involving food
- No outdoor equipment or clothing should be brought into the food preparation areas. Aprons to be worn during service
- Staff should avoid touching their hair and face while preparing food and ideally tie long hair back, wear a hat or hair net where appropriate.
- Staff and children should wash their hands after touching their face or hair
- Staff and children should under no circumstances continue to prepare food if they are feeling unwell or show symptoms of illness.
- Handwashing will take place in the kitchen or staff toilets and antibacterial hand wash is provided by MACCA Sports Academies via the facility provider.

5. Managing children with Food Allergies

Food allergies can affect a child at any time of their life. Parents/carers are required to provide allergy information at the point of booking and once again when ordering their child's lunches.

Allergy details for each child attending are provided on the daily register via the central booking platform and also accessible on the daily lunch order sheets in readiness for onsite staff to cross check when completing service on site.

The allergy to nuts is the most common high-risk allergy and MACCA Sports Academies IS A NUT AWARE provider, and nuts are not permitted on site and are not provided via our lunch offer.

6. Food Preparation

All foods delivered to site must hold a temperature of 63°C and should the temperature fall below this then all food should be consumed within a 2hr window.

Colour coded boards must be used for any different types of foods as follows:

Bakery & Dairy Products		white
Fish		blue
Cooked meat		yellow
Raw meat & poultry		red
Salad & fruit		green
Vegetables		brown

7. Cleaning of Food Preparation Areas

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy. All surfaces being used to prepare food, including for activities involving food, and eating food should be wiped initially to remove loose debris and then wiped down with an antibacterial wipe or antibacterial spray and cloth. Identified chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and are thoroughly rinsed. Washing up sinks should be between 50C and 60C. Weekly water temperature checks are undertaken by the facility provider to ensure suitable temperatures.

Children should always be seated on chairs or benches to eat their food with a table in front of them to rest their food. Snacks may occasionally be eaten while sitting on the floor or outside (e.g., picnic) but where possible, it is better to sit on a chair with a table to eat. **NO CHILD EVER EATS UNSUPERVISED**

After food activities or food preparation, the above procedure should be repeated.
Floors should be swept regularly after each eating period to avoid build-up of dropped food.

8. Fridges and Freezers

Staff are to log daily recordings of the fridge temperature. Staff also have a responsibility to ensure that the fridge is cleaned at least once per week or at the end of a 4-day course. Items in the fridge should be checked daily for freshness, and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm, soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillage or stains
- Written records of temperature checks must be kept for at least three months and must include chilled and frozen deliveries, chilled and frozen storage, cooking, cooling and hot and cold display. Past temperature logs are kept in the Food Safety folder.

9. Cross Contamination

Staff have a responsibility to ensure the correct implementation of appropriate cross contamination controls as listed in “Safer food, Better Business” (FSA) [Safer food, better business \(SFBB\) | Food Standards Agency](#)

Please note: No raw meat or fish is ever provided at our courses.

10. Food Storage

Food stored on site is minimal as all food is delivered to site but where storage is required food is stored in cupboards and fridges/freezers.

All foods are stored according to safe food handling practices at a correct temperature, to prevent the growth of food poisoning organisms to ensure that food quality is maintained. Fridge temperatures are checked and recorded on a daily basis as part of the daily risk assessments. If there are temperature fluctuations that are not explained by simple error (e.g., failure to close the fridge properly), the facility provider will be alerted immediately and repair or replacement will be arranged.

11. Reducing choking risks

- Children always eat in full view of staff and sat down
- Small items such as cherry tomatoes and grapes etc are cut up – quartered, raw carrots and cucumber are cut into batons not rounds
- Staff are trained in recovery techniques
- A calm environment is set and maintained to limit distractions and allow children to focus on their lunch intake
- Consideration is given to the size of the child when serving food and how it is cut up
- Avoidance of cutting up round shapes
- Water is available at all times