

Sutton Housing Partnership

TITLE	Food Hygiene and Provision Policy within Sheltered Housing
Policy statement	Sutton Housing Partnership aims to enable and encourage the use of communal facilities and equipment by sheltered housing residents and staff to reduce the risk of isolation of older people and to encourage communal activities.
Objectives	The objective of the policy is to ensure that Sutton Housing Partnership adopts a consistent, fair and transparent approach in the way it deals with the safe preparation, and storage of food, as well as in how it encourages communal events, and the use of facilities
Scope	This document explains how Sutton Housing Partnership will manage food hygiene within it's sheltered schemes.
Definitions	<p>Sutton Housing Partnership (SHP), has defined food preparation as being any activity relating to the provision of meals or snacks (including coffee morning fare), by staff or residents within any communal facility at sheltered housing schemes managed by SHP.</p> <p>The policy also covers food storage and the use of equipment (e.g. refrigerators, freezers etc), for the purpose of food storage within sheltered scheme communal areas.</p>
Legislative context	<p>SHP is bound to operate any food business in line with national and local legislation and regulation, and in particular with regards to the General Food Regulations 2004, Food Hygiene (England) Regulations 2006.</p> <p>For the purpose of this policy, a food business is defined as: any scheme where food or foodstuffs are provided and being charged for by staff, third parties or residents within communal settings.</p> <p>This would apply to any provision including coffee mornings where cakes etc., are provided and charged for, scheme lunches etc., and in particular (but not exclusively), where these are provided on a regular basis (weekly, monthly etc.)</p>
Use of storage areas and facilities for resident's food	<p>Freezers and Refrigerators situated within the communal areas should not be used for the storage of food owned by residents.</p> <p>This policy is to prevent the risk and liability potentially incurred in the event of equipment failure or operator failure causing illness or harm to the owner of the food.</p>
Use of storage areas and	Staff may use storage facilities within communal areas to store foodstuffs intended to provided emergency provision for residents purchased by SHP or on behalf of SHP.

Sutton Housing Partnership

facilities by staff	<p>Examples of this might be frozen meals purchased by staff as an emergency support mechanism to support a resident who has been away of is found to have no food.</p> <p>In all such cases, staff may only provide such foodstuffs if appropriate checks have been regularly carried out on the storage equipment (e.g. daily temperature checks), and records of these checks are available.</p>
Preparation of meals to be consumed by residents	<p>Staff may normally only prepare meals for residents under certain circumstances, these include to prevent illness where no other source of other help is available (e.g. where a resident is found to not have eaten and is unable to prepare a meal etc.), and where procedures are in place to ensure food safety as identified within the appropriate regulations and legislation.</p> <p>Where staff wish to provide meals for residents as a communal event (whether these be cold or hot meals), they must first register the premises as a food business and meet all the appropriate requirements.</p> <p>This will include the need to have adequate facilities, which are kept in a clean and hygienic manner, training and systems of work to meet the regulatory framework including appropriate risk assessments and method statements, and clear records to ensure that regulatory requirements are met. Where staff wish to pursue this route they must in the first instance seek approval from their line manager.</p> <p>Where it is agreed that food will be provided by staff for residents, staff must ensure that all residents are able to access this provision regardless of their dietary requirements. Where residents may have special dietary needs these needs must be met.</p>
Use of facilities for food provision by third parties	<p>Where food is provided by a third party for the consummation of residents, and charged for, the provider must be registered as a food provider with the relevant authorities.</p>
Equality and Diversity	<p>This policy and associated procedures will apply to all.</p> <p>SHP is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.</p>
Related Documents	<p>The following documents are available to support this Policy:</p> <ul style="list-style-type: none"> • Safer food better business for caterers

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