'Spurring each other on with love'

PFA Food Hygiene and Allergens Policy

Introduction

This policy sets out the principles for Food Hygiene and Allergens management within Bickleigh Down Church of England Primary School PFA. It is relevant to all within the association and is endorsed by the committee of Bickleigh Down Church of England Primary School PFA.

Applicability

This policy applies to every member of the PFA involved with preparing, sourcing or serving food at PFA events.

Food Hygiene

To minimise the risk of food poisoning volunteers should follow the "4Cs of food hygiene: Cleaning, Chilling, Cooking and avoiding Cross-contamination" when preparing, making and storing food. Here are some general and practical tips:

- Prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it
- Wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
- Always wash fruit and vegetables
- Keep raw and ready-to-eat foods apart
- Do not use food past its use-by date
- Always read any cooking instructions and make sure food is properly cooked before you serve it
- Ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
- Keep food out of the fridge for the shortest time possible. Chilled food should not be left out of the fridge for more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, do not let it stand around at room temperature when you serve it again.
- Check and follow the 'use-by' dates of foods

- If serving both meat-based and vegetarian products at an event, the event team should ensure there is no cross-contamination by using different storage containers and utensils for the different products
- When handling raw meat, gloves should be worn
- The quality standards of external suppliers should be researched to ensure their Food Hygiene rating is a minimum of 3.

Further guidance from the Food Standards Agency website if available in Appendix 1 & Appendix 2.

Allergens

To minimise the risk of an allergic reaction due to eating food served at a PFA event the following procedures should be followed:

- Food served at PFA events that occur without parents in attendance (e.g. Pizza movie night)
    - During the invitation process parents/carers will be given opportunity to provide up-to-date allergy information with regard to their child.
    - The event team will check with suppliers, external catering companies and any volunteers who are providing food, and record the information on the' Bickleigh down C of E Primary School PFA Allergen Chart' (Appendix 2.)
    - The event team will endeavour to provide an alternative item for any items identified as containing allergens flagged (note we cannot cater for preferences only dietary requirements) but in some instances the event team may request parents/carers to provide suitable alternatives.
    - The event team should be made aware of the Food Hygiene guidance from the Food Standards Agency to ensure there is no cross-contamination of foods containing allergens during the event.
- Food served at PFA events where parents/carers are responsible for their children (e.g. Fayres)
    - Any donated food from volunteers should be supplied with a list of all ingredients used.
    - As the event team will not be able to guarantee the absence of any particular allergens, there should be clear signs on display to remind individuals the "Food is consumed at the person's own risk and whilst every effort has been taken to list the ingredients, the Bickleigh down C of E Primary School PFA cannot guarantee that the list of ingredients is accurate".
    - External catering companies should be in a position to provide accurate information about any ingredients in their food that may cause allergic reaction.

Nuts will not be provided during any PFA event where children are present.

As well as catering to manage allergen risks the PFA will also endeavour to provide food items to meet religious and lifestyle choices (e.g. vegetarian, vegan, no pork items). When there is not a feasible alternative, the events team may request parents to provide a suitable alternative.

Changes to the Policy

The committee reserves the right to change its Food Hygiene and Allergens policy to maintain consistency with current best practice and the needs of the charity.

This policy will be reviewed annually by the Bickleigh Down Church of England Primary School PFA committee.

For the most up to date version of the policy, please request a copy by emailing bickleighdownpfa@yahoo.com or visiting the PFA section of the school website.

This policy was adopted on 28th February 2023.

Signed on behalf of Bickleigh Down Church of England Primary School PFA (Chairperson)

Hannah Walsh

This policy was reviewed as indicated below:

February 2023 created and approved.

Next review due February 2025.

Appendices:

Appendix 1 – FSA Providing Food at Community and Charity Events

Appendix 2 – FSA Allergens

Useful Links:

Providing food at community and charity events | Food Standards Agency

Safer food, better business for caterers | Food Standards Agency

Safer Food Better business food allergies

Food Allergy or Intolerance? - Sign

Appendix 1

Providing food at community and charity events

Guidance on providing food in a village hall or other community setting for volunteers and charity groups. It includes advice on registration, certificates and allergen information.

Food supplied, sold or provided at charity or community events, such as street parties, school fetes or fundraisers, must comply with food law and be safe to eat.

Registration

If you supply food on an occasional and small-scale basis, it is unlikely you will need to register. You may need to register with your local authority as a food business if you provide food on a regular and organised basis.

Our guidance on the application of EU food hygiene law gives practical examples of community and charity events selling or supplying food. It will help you decide whether your events will require registration.

If you handle, prepare, store and serve food occasionally and on a small scale, you do not need to register.

Allergen information

From 1st October 2021, new allergen labelling requirements were applied to a category of food called prepacked for direct sale (PPDS).

PPDS food is food that is packed on the same site as which it is sold (this includes mobile premises used by the same business) before the customer orders it.

The allergen labelling law, sometimes called Natasha's Law, applies to registered food businesses. If your activity does not need to be registered as a food business, you don't have to provide information for consumers about allergens present in the food as ingredients.

However, we recommend that the more information you can provide about allergens orally or in writing for customers, the better it is, so that they can make safe choices, particularly for those with allergies.

If you are a registered food business, you will need to follow the allergen rules.

Food hygiene certificates

You do not need a food hygiene certificate to make and sell food for charity events. However, you need to make sure that you handle food safely.

Keeping food safe

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are: cleaning chilling cooking avoiding cross-contamination

Appendix 2

Food businesses

You must provide allergen information in writing if you sell or provide food to your customers directly. This could be either:

- full allergen information on a menu, chalkboard or in an information pack
- a written notice placed in a clearly visible position explaining how your customers can obtain this information

When allergen information is provided as part of a conversation with a customer, this can be backed up by written information. This would ensure that it is accurate and consistent.

Fourteen (14) Allergens

Food businesses need to tell customers if any food they provide contain any of the listed allergens as an ingredient.

Consumers may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law.

The 14 allergens are: **celery**, **cereals containing gluten** (such as barley and oats), **crustaceans** (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

This also applies to additives, processing aids and any other substances which are present in the final product.