

## Food Safety Policy

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Distribution	All Employees and Volunteers
Owner	healthandsafety@nas.org.uk
Policy Lead	National Lead for Health and Safety

### Scope

This policy applies to all employees.

### Policy Summary

This policy requires those involved in the purchase, handling, chilling, defrosting, preparation, cooking or serving of food to exercise due diligence so that consumers are not harmed.

### Procedure

All food safety procedures must be based on the principles of Hazard Analysis Critical Control Points (HACCP).

NAS services must comply with the Food Standard Agency's "Safer Food Better Business" or equivalent e.g. "Cooksafe" in Scotland.

Where large, commercial type, kitchens are used e.g. in schools, then a cook/chef should be employed. They must apply HACCP principles in full, as they relate to their particular food operation.

## Training

The following training must be provided:

- Level 2 qualification for staff that cook and prepare proper meals for children and adults in NAS residential homes.
- Level 2 qualification for staff who are involved with the preparation of high risk foods, who, on the basis of a risk assessment, require the full qualification.
- Level 3 (Intermediate) qualification for those in charge of large “commercial” type kitchens.

The level 2 training should be refreshed every 3 years, and level 3 as required.

## Key Management Actions

- Ensure that all those involved in food preparation etc (see “Policy Summary”) are properly trained and competent.
- Monitor to ensure that proper records are maintained and procedures followed.