



# Food Safety Management System – Larder>East Belfast

## 1. Overview

### Activities

- Food distribution (ambient, chilled, frozen).
- On-site preparation: weekly breakfast, twice-weekly simple hot meal, routine soup and traybakes.
- Volunteers complete all activities.
- No dishwasher; manual washing only.
- Storage equipment: **3 display fridges, 2 display freezers**, dry storage area.

### Food Safety Goals

- Keep food safe for the community.
- Follow NI Environmental Health requirements.
- Keep documentation simple and achievable.

## 2. Key Food Safety Hazards

1. **Temperature control** – chilled/frozen foods not kept cold enough.
2. **Cross contamination** – raw meat near ready-to-eat foods.
3. **Poor hand hygiene / cleaning** – risk of spreading bacteria.
4. **Undercooking** – particularly meat, eggs, soups.
5. **Food contamination** – pests, allergens, chemicals.
6. **Volunteer variability** – inconsistent practice.

The controls overleaf address these.

# 3. Critical Control Points (CCPs) & Procedures

## 3.1. Temperature Control

### *Fridges (0–5°C) and Freezers (-18°C or below)*

#### Daily requirement:

- Check temperatures once per day (morning).
- Record on “Daily Temperature Sheet”.

#### If temperature is too high:

- Move food to another fridge/freezer.
- Call manager / responsible person.
- If unsure how long food has been out of range, **discard**.

#### *Deliveries*

- Check chilled food is below **8°C**, frozen food solid.
- Reject anything unsafe or with damaged packaging.

## 3.2. Storage & Cross-Contamination Prevention

#### Fridges organised as:

1. **Top:** ready-to-eat food (dairy, cooked meats, prepared meals)
2. **Middle:** produce
3. **Bottom:** raw meat (in sealed containers)

#### Rules:

- Raw meat kept wrapped, stored at bottom, never touching other products.
- Eggs stored clean, not near ready-to-eat food.
- Use clean tubs for opened foods.

### 3.3. Cooking & Reheating

**Minimum cooking temp: 75°C for 30 seconds** (or equivalent).

→ Applies to breakfast items, soups, sausage/bacon, casseroles, etc.

#### **Soup and traybakes:**

- Use clean equipment and follow recipes.
- Cool soups rapidly if not served immediately:
  - Split into small containers
  - Into fridge within **90 minutes**

#### **Reheating:**

- Heat to  **piping hot (75°C)**.
- Only reheat once.

(Use a simple probe thermometer — clean before/after use.)

### 3.4. Hand Hygiene & Personal Hygiene

All volunteers must:

- Wash hands: on arrival, after raw food handling, after bathroom, after touching face/hair/phone, after bins.
- Tie hair back, wear clean clothing.
- No open cuts; blue plasters provided.
- No volunteers with vomiting/diarrhoea: **48-hour rule**.

## 3.5. Cleaning & Disinfection

Because there is no dishwasher, **manual washing** must be strict:

### ***Manual Dishwashing Procedure***

1. Scrape/soak.
2. Wash in hot soapy water.
3. **Rinse** in clean hot water.
4. **Disinfect OR immerse in freshly boiled water** where possible.
5. Air dry (no cloth drying).

### ***Surfaces & Equipment***

- Clean as you go.
- Use food-safe disinfectant.
- Colour-coded cloths if possible (red = raw meat, blue = general, yellow = dining areas).

A **Weekly Cleaning Schedule** should be ticked off.

## 3.6. Allergen Management

- Keep ingredient labels from donated food and from cooked foods.
- Display allergens for any food you prepare (simple sign or menu board).
- Volunteers ask before serving: “Do you have any allergies?”
- Avoid cross-contamination of allergens:
  - Separate butter knives
  - Clean surfaces before cooking
  - Label baked goods

## 3.7. Food Waste & Shelf Life

- Follow FIFO (first in, first out).
- Mark opened items with **date opened**.

- Do not use chilled food past “use by” date.
- “Best before” is acceptable if quality is good.
- Ensure bins are covered, emptied daily.

### **3.8. Pest Control**

- Keep doors closed where possible.
- Check for droppings, gnawed packaging, insects.
- Report issues immediately.
- Keep food off the floor, sealed tubs for dry goods.

## **4. Required Documentation (Simple Templates)**

### **1. Daily Temperature Check Sheet**

- Fridge 1, Fridge 2, Fridge 3
- Freezer 1, Freezer 2
- In-range? (Y/N)
- Action taken (if needed)
- Volunteer initials / date

### **2. Cleaning Schedule**

- Daily cleaning tasks tick list
- Weekly deep clean tasks
- Monthly checks (e.g., defrosting freezers, checking seals)

### **3. Cooking Log**

- Dish cooked
- Minimum internal temperature reached
- Date
- Volunteer initials

### **4. Training / Volunteer Induction Log**

- Basic hygiene training completed
- Allergens briefing given

- Handwashing procedure explained
- Signed by volunteer

## **5. Incident Log**

- Any food concerns, breakages (glass), contamination, illness, etc.

## **6. Management Responsibilities**

- Ensure temperature logs are completed daily.
- Ensure volunteers have basic training.
- Review system every 6–12 months.
- Maintain contact with Environmental Health Officer (EHO).