

Food Safety Procedures for Food Bank/Food collection centre

Name of Food Bank:

Address:



This checklist system is your way of complying with the legal requirement to have written food safety procedures. You will need to amend it so it fully reflects how you run your business. Tick all the statements that apply to you. Delete/cross out those that don't. Write down any extra information you feel is appropriate. (Please don't send the original of this document back to us. Keep it for your own use.)

Safe Acquisition of Food	Please tick	Additional information
<p>Ambient stable foods are delivered to us by members of the public/local shops We arrange for collection of foods donated by members of the public/local shops. High Risk Foods are collected and transported within insulated cool bags/cool boxes with ice packs or within 1 hour. The vehicles used to pick up the food are clean. We always check the wrapping/packing isn't damaged and that the food is within its Best Before date – or within 24 hours of use-by date. Any food with damaged wrapping/packaging or that is outside of its Best Before date is checked to determine if it is safe to use. Badly damaged foods are disposed of.</p>		
<p>Safe Storage and Distribution of food</p>		
<p>High Risk foods with use-by dates are placed into fridge immediately or frozen. Any high risk foods which are frozen have a label placed on them with date of freezing and a declaration to use within 1 month and to consume on day of defrosting. All foods are stored in locked/secure rooms/cupboards. As new foods are put into the store older ones are brought forward to ensure they are used first. Foods are transferred to clean boxes/bags to protect it during transport to delivery points. Foods are visually checked for any signs of damage/problems prior to distribution to clients.</p>		
<p>Safe Personal Hygiene</p>		
<p>We always wash our hands thoroughly before handling food to help minimise any risk of contamination of the wrapping/packaging.</p>		
<p>Safe cleaning and maintenance</p>		

<p>We keep storage cupboards/fridges/display tables clean We keep our cleaning equipment clean and away from food. We keep cleaning chemicals out of harms way so it won't contaminate food or its wrapping.. Antibacterial sprays are rated to BS EN 1276 or 13697</p>		
<p>Safe Pest Control</p>		
<p>We check our premises and storage facilities for any signs of pests like rats or mice. If we ever find any signs of pests we call a contractor to deal with them</p>		
<p>Allergens</p>		
<p>We advise customers to ask about allergens (i.e. signage) All pre-packaged foods have ingredient declaration on them Suppliers of loose foods (i.e. bakery) provide ingredient/allergen information. Any loose foods that are subsequently packaged or foods which are portioned up by us have weights/ingredient/allergen labelling applied to them (as provided by manufacturer)</p>		
<p>Records</p>		
<p>We keep records of what foods are received and what has to be disposed of. We carry out opening and closing checks below We record our fridge and hot food temperatures in our diary. We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in our diary All staff/volunteers are trained in the food hygiene rules on this checklist and a record kept</p>		

Signed **Food Bank Organiser**

Date

Opening Checks:

Fridges, chilled display equipment and freezers are working properly.

Other equipment (e.g. oven) is working properly.

Staff are fit for work and wearing clean work clothes.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).

All areas are free from evidence of pest activity.

There are plenty of handwashing and cleaning materials (soap, paper towels, sanitiser, etc.).

Hot running water is available at all sinks and hand wash basins.

Probe thermometer is working and probe wipes/disinfection method are available.

Allergen information is accurate for all items on sale.

All food is covered, labelled and put in the fridge/freezer (where appropriate).

Food on its Use By date has been thrown away.

Dirty cleaning equipment has been cleaned or thrown away.

Waste has been removed and new bags put into the bins.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).

All washing up has been finished.

Floors are swept and clean.

(cross out or delete any that do not apply)
