



The **Daffodil** Project CIC

Food Safety & Hygiene Procedure

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1. Purpose of the Procedure

The purpose of this procedure is to ensure that **all food served, prepared, or stored** at The Daffodil Project CIC meets the **highest standards of hygiene and safety**, protecting the health and wellbeing of children, families, staff, and visitors.

2. Scope

This procedure applies to:

- All staff and volunteers involved in **food preparation, handling, or serving**
 - All food-related activities including cooking workshops, snack provision, fundraising events, and community days
 - Any temporary or mobile food activities on-site
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3. Legal Framework

This procedure is in accordance with:

- **Food Safety Act 1990**
 - **Food Hygiene Regulations (England) 2013**
 - **The General Food Law Regulation (EC) 178/2002**
 - **UK Food Standards Agency guidance**
 - **Safer Food, Better Business** guidelines
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4. Key Principles

- Prevent foodborne illness through **safe practices**
 - Maintain **clean food environments**
 - Store and cook food at **correct temperatures**
 - Accurately **label allergens and ingredients**
 - Promote **good hand hygiene**
 - Comply with **training and documentation standards**
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5. Staff and Volunteer Responsibilities

- All individuals involved in food activities must complete **Basic Food Hygiene Level 2 training**
 - Staff and volunteers must follow this procedure and **report any concerns or breaches**
 - Food hygiene signage and reminders will be displayed in relevant areas
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6. Food Handling and Preparation

- Hands must be washed **before and after** handling food
- Raw and cooked foods must be prepared **separately**

- Utensils and surfaces must be cleaned and disinfected before and after use
 - Ready-to-eat foods must be **kept separate** from raw ingredients
 - Food must be **cooked thoroughly** and served at a safe temperature
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7. Storage of Food

- All food items must be:
 - Stored in **labelled, airtight containers**
 - Stored **off the floor** in clean, dry areas
 - Checked for **expiry dates and spoilage**
 - Perishable food must be kept in a **refrigerator at 5°C or below**
 - Frozen food must be stored at **-18°C or lower**
 - A **daily fridge/freezer temperature log** must be maintained
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8. Allergens and Special Diets

- We recognise the importance of managing allergies safely
 - Staff will:
 - Obtain **written dietary information** from parents/carers
 - Clearly label any food that contains known **14 regulated allergens**
 - Avoid cross-contamination by **cleaning surfaces and utensils** between use
 - Emergency medication (e.g. antihistamines or EpiPens) must be available if necessary
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9. Personal Hygiene

Anyone handling or serving food must:

- Wash hands with **soap and water for at least 20 seconds**
 - Tie back long hair and wear clean clothing or aprons
 - Cover any cuts with **blue waterproof plasters**
 - Avoid preparing food if they have symptoms of **illness, especially vomiting or diarrhoea**
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10. Cleaning and Waste Management

- Food preparation areas must be:
 - Cleaned before and after use with **food-safe disinfectants**
 - Free of pests, mould, and food debris
 - Bins must be:
 - Emptied daily
 - Kept covered with lids
 - Cleaned and disinfected regularly
 - Waste must be disposed of in accordance with **local authority regulations**
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11. Monitoring & Review

- The food hygiene lead (appointed by the Director) will conduct:
 - **Monthly hygiene checks**
 - Regular **equipment maintenance**
 - **Annual reviews** of all procedures and training
- This procedure will be **reviewed every 12 months** or sooner if legal guidance changes

Signed:

Magdalena Van De Voort



Director, The Daffodil Project CIC

Date: January 2025