



Food Handling Policy and Procedures

Signed:

A handwritten signature in black ink, appearing to read "Dominic Deeson".

Dominic Deeson
Chair of Trustees
Faversham Foodbank

Registered Charity Number: 1158413

Policy Control

Food Handling Policy and Procedures Version 1

Board of Trustees approved:

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INTRODUCTION

This policy provides guidance to staff and volunteers at the Foodbank about how to provide food to the Foodbank's clients safely and hygienically.

It has been written taking into account applicable guidance from the Food Standards Agency. The Foodbank is a 'Food Business' registered with the local authority.

USEBY AND BEST BEFORE DATES

No food may be given to clients of the Foodbank which has past the 'Use by' or 'Best before' date printed on the packaging.

Any food which does not have a visible date on the packaging should be placed in the 'over 12 months' container (see next paragraph).

There are two 'out-of-date' containers in the Foodbank warehouses: one is for food which is less than 12 months after the 'Use by' or 'Best before' dates, and the other is for food more than 12 months after these dates.

Out-of-date food which contains dairy should be put in the over 12 months container, regardless how out-of-date it is.

Staff and volunteers must ensure that out-of-date products are placed in these containers for disposal to ensure they are clearly separated from in-date items

VERMIN

All foodstuffs must be kept in an environment free of rodents and other vermin.

If any evidence of vermin is found in a Foodbank warehouse, immediate action must be taken by the member of staff responsible for the warehouse to eliminate the problem.

All food should be kept off the floor whenever possible.

PROTECTION FROM WATER AND OTHER CONTAMINANTS

Food and non-food items must be protected from water or any other substance which may contaminate them and make them unusable.

Whenever possible, food and non-food items should be stored in containers, such as supermarket crates, to minimise the risk of contamination.

Crates containing liquids (UHT milk, fruit juice, etc) should be kept on the bottom shelf of mixed use racking to minimise risk of contamination if there is a leak.

PACKAGED FOODS

As well as ensuring dates are regularly checked (see 'Use by and best before dates' above), packets and tins of food given to clients should be undamaged.

Packets which are torn or broken should be placed in the damaged food containers located in the warehouses.

FRESH FRUIT AND VEGETABLES

In between Foodbank sessions, fresh fruit and vegetables should be stored in a cool place and inspected before each session to ensure it is not rotten or mouldy.

Produce which has perished should be disposed of in a food waste bin.

BREAD AND BAKED PRODUCTS

Loaves of bread should be in their original packaging. If the plastic film is open or ripped, the loaf should go in the food waste bin for disposal.

The Foodbank cannot provide bread or other baked goods to clients which is not in sealed packaging which shows the ingredients and allergens, as well as the 'Use by' date.

FRESH EGGS

The Food Standards Agency requires that eggs are stored and handled according to British Lion guidance. Eggs must be:

- Lion marked
- From an accredited supplier In suitable packaging, ie an egg box
- Stored at an even temperature and below 20°C in their boxes or packs
- Stored in a dry place away from strong smelling foods and possible contaminants
- Not stored or displayed near to heat sources such as fridge motors or in direct sunlight
- Handled gently to minimise damage

They must not be given to clients on or after the 'Best before' date. The oldest dated eggs are given to clients first and in advance of the best before date.

Cracked or damaged eggs must be put in the food waste bin.