



GIRL GUIDES VICTORIA
FOOD SAFETY POLICY

GO14

Policy number	GO 14
Subject	Food Safety
Policy	<p>The purpose of this policy is to provide direction to all members of Girl Guides Victoria relating to food safety and food protection for all instances of food and beverage related activities to prevent illness.</p> <p>This policy applies to all food and beverage purchasing, handling, processing, storing, transportation. This policy applies to the cleaning, sanitising and storing (where applicable) of food contact surfaces and equipment.</p> <p>Council permissions are NOT required for camps, suppers, and regular program cooking and food activities.</p> <p>Council permissions and state government permissions may be required for sausage sizzles, cake stalls, being paid to cater an event.</p>
Principles	N/A
Procedures under this policy	<ul style="list-style-type: none"> • Purchasing All food to be purchased from commercial suppliers. Foods sold from a refrigerator are to be at or below 4C, not at room temperature. Frozen foods and beverages sold from a freezer are to be frozen solid. Foods and beverages in damaged packaging are not to be purchased. • Donations All donated food and beverages are to be inspected prior to making it available to GGV members for consumption. Foods containing fresh milk (of any type), creams, custards, yoghurt, raw meats, deli meats should be accepted only if they are at or below 4C, not at room temperature. Frozen foods and beverages are to be accepted frozen solid. Casseroles, precooked meals are to be delivered cold, at or below 5C, or hot, not at room temperature. • Transportation Transportation of food should be kept to a minimum. Foods sold or stored in a refrigerator are to be transported under temperature control, 5C or below. Car refrigerators or eskys with ice. • Storage <ul style="list-style-type: none"> ○ Dry storage

	<p>This is all foods that do not require storage in fridges or freezers. This includes pantry items such as flour, sugar, spices which are required to be stored either in sealed containers or wrapped tightly in plastic wrap or sealed plastic bags. Whole/uncut fruit and vegetables not require wrapping. All foods to be stored on shelves and on the floor.</p> <ul style="list-style-type: none"> ○ Fridge storage <p>Do not over fill fridges, Place foods so that air can flow down all sides of the shelves. Raw meats are be stored on the lowest shelf. Foods that are ready to eat such as salad and cut fruit are to be stored on upper shelves. Milk and dairy products are to be stored in the body of the fridge, not the door to ensure temperatures are maintained.</p> <ul style="list-style-type: none"> ○ Freezer storage <p>All foods in freezer should be in sealed containers or wrapped tightly wrapped in plastic wrap.</p> <ul style="list-style-type: none"> ● Hand washing Hand washing facilities are to be provided every time food is being prepared and cooked. Dedicated hand wash facilities are required to be in the kitchen in a building, camp kitchen at patrol camping, sausage sizzle etc. (This is in addition to any hand washing facilities provided at toilets) <p>Handwashing facilities are to include:</p> <ul style="list-style-type: none"> ○ Water: warm running water is best, cold running water is suitable. Where running water is not available – a basin of water that is changed before use by each person is acceptable. ○ Soap: liquid soap only – no bars of soap ○ Towels: single use paper towels – no sharing of cloth towels. ● Processing – without cooking Handling and preparing and serving food that has no cooking or boiling before it is eaten. Examples include making sandwiches, cutting fruit, icing biscuits, making milo.
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	<p>Provided the food is sourced from suitable suppliers and has been transported and stored under correct conditions, the prevention of contamination is required. Ensure all food contact surfaces (utensils, chopping boards, plates) have been thoroughly cleaned and dried before use. All food handlers (adults and youth) are to correctly wash hands prior to handling foods.</p> <ul style="list-style-type: none"> • Processing – with cooking Cooking raw meats, sausages, poultry, fish and eggs through completely – no pink parts. Liquids are to be brought to the boil, unless the recipe details a suitable alternative using a longer cooking time at a lower temperature to achieve safe food. • Reheating All food that is being reheat should be reheated to hot, greater than 75C, and then left to cool to an edible temperature. Do not reheat to be 'warm'. Food and beverages to only to be reheated once. • Cleaning/dishwashing The purpose of cleaning is to remove all the visible grease grime and food particles from the crockery, utensils and equipment. Cleaning of all equipment and utensils to prepare cook, serve and eat food to be provided in a dedicated area. The cleaning/ Dish washing area is not impact any food preparation activities. Cleaning/dish washing to be conducted in warm water with a suitable strength detergent. Water for rinsing the detergent should be provided. Change the water regularly to ensure it remains suitable to clean the dishes. • Equipment <ul style="list-style-type: none"> ○ Cooking equipment All items used to prepare or handle food or drinks. This includes but is not limited to pots, pans, trays, chopping boards, knives, mixing bowls, utensils etc. These items are to be stored to prevent them becoming dirty or contaminated. Do not store on the floor, outside, exposed to dust, dirt or animals. ○ Transport equipment All items used to transport foods, these may include eskys, ice bricks. These items are to be stored to prevent them becoming
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	<p>dirty or contaminated. Do not store on the floor, outside, exposed to dust, dirt or animals.</p> <ul style="list-style-type: none"> ○ Cleaning equipment <p>Ensure there is a reliable source of hot water for all dishwashing and cleaning activities.</p> <p>Each washing station to consist of two sinks or bowls, one for washing and one for rinsing.</p> <p>Sufficient gloves, sponges, scourers to be provided to ensure a high standard of cleaning can be conducted throughout the event.</p> <ul style="list-style-type: none"> ● First aid/injuries <p>Treatment of an injured person is another policy.</p> <p>People handling food must cover open wounds, preferably with dressings that are NOT skin coloured and wear a disposable glove. All foods that have or may have come in contact with skin pieces or blood are to be discarded and the utensils replaced.</p>
<p>Related policies</p>	<p>GO-5 Food Handling and Selling GO-11 Anaphylaxis GO-12 Healthy Choices Eating</p>

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.0	<p>New policy drafted.</p> <p>Former GO-5 Food Safety Policy renamed to Food Handling and Selling.</p>	P&P	August 2019