



## FOOD HYGIENE POLICY

### INTRODUCTION

1. **The Law and Duty of Care.** In addition to the Common law duty that applies to each RAFSA(O) member to take reasonable care not to cause damage or injury to others, the Health and Safety at Work Act creates statutory obligations that apply to those participating in RAF Sport and who are thus on duty. This Food Hygiene Policy is an essential component of RAFSA(O)'s safety system and therefore applies to all those working on and sailing RAFSA(O) yachts. This policy is drawn from the Food Hygiene (England) Regulations 2005 (and similar legislation in Wales and Scotland) and advice from the Food Standards Agency (FSA) and set out basic food hygiene principles, which focus on how to identify food safety risks at each stage of the process of preparing food.
2. **Hazard Analysis.** The policy focusses on 4 areas of food handling using the flow diagram below:

STEP	HAZARD	CONTROL	MONITORING
Purchase and delivery	-Harmful bacteria, mould or foreign bodies present in or on food	- Use reputable supplier - Check goods on receipt	- Check delivery date marks, condition of food and temperatures
Storage	- Bacterial growth or other contamination	- Store at safe temperature - Cover food - Separate raw & cooked food - Oldest food first	- Check temperatures and date marks - Check storage conditions
Preparation	- Bacterial growth or further contamination	- Limit handling time - Use clean equipment - Personal hygiene - Premises hygiene	- Visual checks - Cleaning schedules
Cooking	-Survival of harmful bacteria	- Adequate cooking to safe temperature	- Check cooking times -Temperature checks

Table 1: Food Handling Hazard Analysis & Critical Control Points

3. **Risk Assessment.** There are four areas in which food handling can present a significant hazard to those consuming food on board RAFSA(O) vessels:

- Purchase of Food Products for Consumption on Board.
- Transfer and Storage of Food Products to RAFSA(O) Yachts.
- Food Preparation on Board RAFSA(O) Yachts.
- Hygiene, Housekeeping, Cleaning on Board.

4. **Risk Management.** This policy sets out the risk assessment and management process for each of these areas at Annexes A-D, Boat cleaning standards at Annex E and Food hygiene requirements at Annex F. Skippers **are to** ensure all crew members are aware of the hazards of poor food hygiene and comply with this policy.

Annexes:

- A. Working With Food.
- B. Purchase of Food Products for Consumption on Board RAFSA(O) Yachts.
- C. Transfer and Storage of Food Products to RAFSA(O) Yachts.
- D. Food Preparation on Board RAFSA(O) Yachts.
- E. Hygiene, Housekeeping, Cleaning on Board RAFSA(O) Yachts.
- F. Top Ten Boat Cleaning Standards for Good Food Hygiene.
- G. Top Ten Food Hygiene Requirements When Preparing Food.
- H. Avoiding Cross-Contamination.
- I. Cleaning.
- J. Cooking Your Food
- K. Chilling.

## ANNEX A – WORKING WITH FOOD

### WHAT YOU NEED TO KNOW BEFORE YOU START

It is easy for you to spread bacteria to food without realising. These bacteria are invisible and could make customers ill. Your personal hygiene is important. This is what you need to do to keep food safe:

#### BEFORE YOU START WORKING WITH FOOD



Always wash your hands



Wear clean clothes



Wear an apron if handling unwrapped food



Tell your manager if you have vomiting or diarrhoea and do not work with food



Take off your watch and jewellery



It is a good idea to tie hair back and wear a hat or hairnet



#### WHEN YOU ARE WORKING WITH FOOD



No smoking



No eating or drinking



Avoid touching your face, coughing or sneezing over food



Cover cuts with a brightly coloured waterproof dressing



## WASHING HANDS EFFECTIVELY



**Step 1:** Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm



**Step 2:** Rub your hands together palm to palm to make a lather



**Step 3:** Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand



**Step 4:** Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly



**Step 5:** Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms



**Step 6:** Rinse off the soap with clean water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away

## WHEN TO WASH HANDS



Before touching or handling any food, especially ready-to-eat food



After going to the toilet



After every break



After touching raw meat, poultry, fish, eggs or unwashed vegetables



After touching a cut or changing a dressing



After touching or emptying bins



After any cleaning



After touching phones, light switches, door handles, cash registers and money

## ANNEX B - PURCHASE OF FOOD PRODUCTS FOR CONSUMPTION ON BOARD RAFSA(O) YACHTS.

Hazard	How could this happen?	What could go wrong?	Control measures	Monitoring procedure	Supporting information or material
Bacterial growth	Products purchased without sufficient shelf life	Food poisoning	Do not accept any product out of life.	Always purchase from a reputable supplier Check products are within "Use by" and "Best before" dates	Purchase receipt
Foreign materiacontamination	Poor condition of packaging	Risk of illness, injury or discomfort	Visually inspect packaging for damage	Always reject any suspect packaging or containers	Purchase receipt
Bacterial growth	Domestically prepared chilled and frozen food made up without proper attention to basic food hygiene standards	Food poisoning	Check that products are properly frozen or chilled when delivered. Frozen food:- - 18° C Chilled food:- 5° C or below	As necessary, periodically check domestic food preparation area for compliance to good food hygiene standards including the use of "in date" products	Purchase receipt Temperature probe

## ANNEX C - TRANSFER AND STORAGE OF FOOD PRODUCTS TO RAFSA(O) YACHTS.

Hazard	How could this happen?	What could go wrong?	Control measures	Monitoring procedure	Supporting information or material
Bacterial growth	Chilled and frozen products delivered to yacht at incorrect temperature	Food poisoning	Maintain stored temperature in transit to yacht.	Transfer chilled and frozen products as quickly as possible in appropriate chiller/freezer bags	Insulated temperature retention bags
Bacterial growth and physical contamination	Galley work surfaces and cool box not cleared and cleaned prior to restocking	Risk of food poisoning, illness and injury	Implement "end of voyage" cleaning schedule before restocking	<ul style="list-style-type: none"> <li>Remove all food products and waste from work surfaces and chiller box. Clean with Sanitiser and dry with paper towel</li> <li>Check condition of work surfaces</li> </ul>	Bactericidal cleaner, colour coded cloths and paper towels
Cross contamination leading to bacterial growth	Bacteria passing from raw food to cooked food when stored on board	Food poisoning	Correct separation and storage of raw/cooked/high risk foods	<ul style="list-style-type: none"> <li>All food must be covered or wrapped – place cereals in plastic containers with lids</li> <li>Separate raw and cooked food</li> <li>Store High Risk and Cooked Food separately from raw food</li> <li>Ensure all products off the floor</li> </ul>	Appropriate use of freezer style bags and plastic containers
Bacterial growth	Galley cool box temperature too high leading to excessive bacterial growth	Food poisoning	Temperature control	<ul style="list-style-type: none"> <li>Use replenishable freezer ice blocks in the galley cool box</li> <li>Restrict use of high risk and frozen foods to first few days Of voyage</li> </ul>	Fridge thermometer. Freezer Ice blocks

## ANNEX D - FOOD PREPARATION ON BOARD RAFSA(O) YACHTS

Hazard	How could this happen?	What could go wrong?	Control measures	Monitoring procedure	Supporting information or material
Bacterial growth	Using a product that has passed its shelf life	Food poisoning	Implement stock rotation as appropriate	<ul style="list-style-type: none"> <li>Ensure all products are within shelf life before preparation</li> <li>Disposal of dated stock</li> </ul>	Numbered boxes as needed
Cross contamination from human hair, hands and clothing leading to bacterial growth	Poor personal hygiene	Food poisoning	Wash hands frequently and keep hair away from face whilst preparing food	<ul style="list-style-type: none"> <li>Wash hands:-                             <ul style="list-style-type: none"> <li>Before food preparation</li> <li>Between handling raw and cooked food</li> <li>After visiting the heads</li> <li>After coughs &amp; sneezes</li> <li>After cleaning the galley</li> </ul> </li> <li>Cover food &amp; avoid handling it</li> </ul>	Laminated card – “Top ten Food hygiene requirements” when preparing food
Bacterial growth	Inadequate cooking or reheating	Food poisoning	Cook & reheat thoroughly to kill bacteria	<ul style="list-style-type: none"> <li>Follow makers instructions</li> <li>Preheat oven</li> <li>Serve hot food immediately</li> <li>Cool down quickly after use and place in iced cool box</li> </ul>	Any “in house recipes or cooking instructions
Cross contamination leading to bacterial growth	Bacteria passing from raw food to cooked food	Food poisoning	Correct separation and use of raw/cooked and high risk foods	<ul style="list-style-type: none"> <li>All food must be covered or wrapped after use</li> <li>Use coloured preparation board for raw meats</li> <li>Separate High Risk and cooked Food from raw food</li> </ul>	Marked freezer bags, plastic containers and meat preparation board



## ANNEX E - HYGIENE, HOUSEKEEPING, CLEANING ON BOARD RAFSA(O) YACHTS

Hazard	How could this happen?	What could go wrong?	Control measures	Monitoring procedure	Supporting information or material
Cross contamination from foreign material and dirt leading to bacterial growth	Inadequate cleaning or incorrect use of cleaning materials	Food poisoning and illness	Implement cleaning routines	<ul style="list-style-type: none"> <li>Adopt a "Clean as you go" practice</li> <li>All areas and equipment should be cleaned to documented standards</li> <li>Only use colour coded cleaning material – use separate cleaning kits for the heads, inside the boat and the galley area</li> </ul>	<p>"Top Ten boat cleaning standards for:-</p> <ul style="list-style-type: none"> <li>The galley</li> <li>The heads</li> <li>Below decks</li> </ul>
Bacterial growth	Sailing course trainees working in the galley without appropriate Food Hygiene knowledge	Food poisoning and or injury	Provide trainees with appropriate basic food hygiene information	<ul style="list-style-type: none"> <li>Instructor to point out "Top Ten" laminated requirements as part of first day on board safety briefing</li> </ul>	Laminated card – "Top ten Food preparation hygiene requirements"
Foreign material contamination leading to bacterial growth	Flies and other food pests attracted by food	Food poisoning and illness	Keep food covered	<ul style="list-style-type: none"> <li>All food must be covered or wrapped after use – keep cereals and other loose dry food in plastic containers</li> <li>"Clean as you go"</li> </ul>	Appropriate use of marked freezer style bags and plastic containers



## **ANNEX F - TOP TEN BOAT CLEANING STANDARDS FOR GOOD FOOD HYGIENE.**

- Use separate cleaning sets for the galley, the heads and below decks.
- Use a disinfectant cleaner in the heads, never in the galley.
- Use a bactericidal cleaner in the galley and for all food and hand contact surfaces.
- Always wash hands after visiting the heads, handling raw food, touching ready to eat food, cleaning the galley and heads, and before preparing food.
- Clean as you go – clear away used equipment, spilt food etc. as you work and clean surfaces thoroughly.
- Clean food areas and equipment between tasks, especially after handling raw food.
- In the galley, dry the “washing up” cloth as well as your hands with paper kitchen towels.
- Wash any cleaning cloths after use and leave them to dry in the air.
- Store cleaning equipment away from food.
- As soon as a rubbish bag is full, tie it securely and take it to a refuse container ashore, as soon as practical.

Source – Adapted from Food Standards Agency publications.

## **ANNEX G - TOP TEN FOOD HYGIENE REQUIREMENTS WHEN PREPARING FOOD.**

- Always tell your instructor if you are suffering from any skin, nose, throat, stomach or bowel trouble or infected wounds.
- Keep any long hair away from face.
- Clean down food preparation surfaces and wash hands properly.
- Cover any cuts and sores with a waterproof high visibility dressing.
- Make sure raw meat is and kept and returned to the bottom of the fridge/chiller and stored in sealable containers.
- Cover food and avoid handling it.
- In preparation, separate raw meats and ready to eat food and use separate chopping boards or preparation surfaces.
- Make sure food is cooked or reheated right through and is piping hot in the middle. Don't reheat it more than once, cool leftovers quickly.
- Do not prepare any food which has passed its “Use by” date.
- Clean knives and utensils thoroughly after use with raw food Source.

Adapted from Food Standards Agency publications

## ANNEX H - AVOIDING CROSS-CONTAMINATION

1. Bacterial cross-contamination is most likely to happen when raw food touches or drips onto ready-to-eat food, utensils or surfaces. You can avoid it by:

- making sure you do not wash raw meat
- making sure you take enough shopping bags to pack raw and ready-to-eat food separately
- taking extra bags to pack cleaning products separately from food
- covering raw food, including meat, and keeping it separate from ready-to-eat food
- using any dish that has a lip to prevent spillages
- storing covered raw meat, poultry, fish and shellfish on the bottom shelf of your fridge
- using different utensils, plates and chopping boards for raw and cooked food
- washing utensils, plates and chopping boards for raw and cooked food thoroughly between tasks
- washing your hands after touching raw food and before you handle ready-to-eat food

2. Cross-contamination is what happens when bacteria or other microorganisms are unintentionally transferred from one object to another. The most common example is the transfer of bacteria between raw and cooked food.

3. This is thought to be the cause of most foodborne infections. For example, when you're preparing raw chicken, bacteria can spread to your chopping board, knife and hands and could cause food poisoning.

4. Cross-contamination can also happen when bacteria is transferred in ways that are harder to see. For example, via reusable shopping bags, or in the drips and splashes produced when meat is washed which can contaminate other surfaces.

## ANNEX I - CLEANING

1. Effective cleaning removes bacteria on hands, equipment and surfaces, helping to stop harmful bacteria from spreading onto food.

2. **Hands.** Wash hands before you prepare, cook or eat food, where possible with warm soapy water. If it's not possible to wash your hands (for example at a picnic), use a wet wipe to clean your hands. Then use a sanitiser on top to sterilise them.

3. **Dish Cloths.** Wash or change dish cloths, tea towels, sponges and oven gloves regularly and let them dry before you use them again. Dirty, damp cloths allow bacteria to breed.

4. **Utensils and Serving Dishes.** Take care to keep all utensils and dishes clean before preparing food to avoid cross-contamination. Use different utensils, plates and chopping boards for ready-to-eat foods and raw foods that require cooking, or wash them thoroughly between tasks.

5. **Raw Meat.** Don't wash raw meat. Washing meat splashes bacteria onto your hands, clothes, utensils and worktops. Thorough cooking will kill any bacteria present.

6. **How Cleaning Removes Bacteria and Viruses.** You are removing bacteria from where they could cause a problem when you use warm, soapy water to wash your:

- hands
- work surfaces
- chopping boards
- knives

However, you are not actually killing the bacteria when you wash in this way. To kill the bacteria, you need to wash the surfaces at temperatures above 70°C and maintain that temperature for some time. This temperature is too hot for your hands without the risk of serious scalding. By washing with warm, soapy water, the lather and physical motion will detach the bacteria from the surface and they will be washed down the drain. The water treatment system will then remove the bacteria from waste water. While it is possible to wash with cold water, warm water will ensure that the soap or detergent lathers up properly. It is important that the soap lathers, so it can be more effective at removing the bacteria.

7. **Detergents, Disinfectants and Sanitisers.** There is a wide range of products available for cleaning and disinfection. Make sure you read the manufacturers' instructions carefully to ensure you are using the correct product for food surfaces. To kill any harmful bacteria properly, make sure you:

- leave it on the surface for the time specified in the instructions
- read the manufacturers guidance to see if it needs to be diluted before use

Products will fall into three categories:

a. **Detergents.** Detergents clean the surface and remove grease, but they do not kill bacteria.

b. **Disinfectants.** Disinfectants kill bacteria and should be used on a visibly clean surface. They do not work effectively if the surface is covered in grease or visible dirt and it is important that you follow the specified contact times.

c. **Sanitisers.** Sanitisers can be used to both clean and disinfect as part of a two-stage approach. First use the sanitiser to clean the surface, removing any:

- dirt
- food
- grease

Re-apply to the visibly clean surface and leave for the required time to disinfect the surface.

## ANNEX J - COOKING YOUR FOOD

1. Cooking food at the right temperature and for the correct length of time will ensure that any harmful bacteria are killed. Always check the advice on food packaging and follow the cooking instructions provided.

2. **Meat.** Before you serve white meat and minced meat, make sure it is steaming hot and cooked all the way through. When you cut into the thickest part of the meat, check that none of the meat is pink and that any juices run clear. In a whole bird this is the area between the leg and the breast. Follow this advice when cooking:

- turkey
- chicken
- duck
- goose
- pork
- minced meat products such as kebabs, sausages and burgers

When roasting a whole bird such as chicken or turkey, you should cook the stuffing separately, not inside the bird. This is because stuffed birds will take longer to cook and may not cook thoroughly.

3. **Frozen vegetables.** Most frozen vegetables, including sweetcorn, will need to be cooked before you can eat them. If you intend to use frozen sweetcorn or other vegetables as part of a cold salad, check the instructions on the packaging first. If the advice is that the sweetcorn or other frozen vegetables should be cooked, you must ensure that this is done before they are eaten cold. After cooking, the food should be:

- cooled down as quickly as possible (ideally within two hours)
- stored in a fridge
- eaten within two days

4. **Cooking methods.** When food is cooked in an oven, it is through a combination of three different heat transfer methods.

- Radiant or Direct Heat.** This is where the flames at the back of a gas oven or the element in an electric oven cook the food.
- Conduction.** This is where the heat travels through the shelf, into the baking tray/dish and then on into the food.
- Convection.** This is where the air within the oven is heated and travels over and through the food. It is particularly important in a fan assisted oven and is the reason these cook foods faster. It is this last method which may not work properly if the bird is stuffed.

We advise that birds are cooked unstuffed, with any stuffing cooked in a separate tray or dish. Do not allow hot food to sit out at room temperature for long periods. Cool it and put your leftovers in the fridge or freezer within 1-2 hours.

5. **Why You Shouldn't Serve Burgers Rare Or Pink.** Whole cuts of meat, such as steaks and joints, only ever have bacteria on the outside surface of the meat. When meat is minced to make a burger, any harmful bacteria from the surface of the meat can get spread throughout the burger. As a result, rare and undercooked burgers can have harmful bacteria on the inside and may cause food poisoning if not fully cooked.

6. **How Time and Temperature Kill Bacteria.** During cooking, heat energy transfers into and breaks down proteins in the food. The meat changes colour from pink to brown or to white. Its texture changes too. Cooking also causes the proteins in bacteria to break up so they no longer function and the bacteria die. This is why cooking removes the risk from harmful bacteria that are in some food.

- Bacteria usually grow in the 'Danger Zone' between 8°C and 60°C. Below 8°C, growth is stopped or significantly slowed down. Above 60°C the bacteria start



to die. Time and temperature are both important because proteins need to be heated up for a long enough time for them all to be broken down.

b. Standard advice is to cook food until it has reached 70°C and stayed at that temperature for 2 minutes.

c. The other time and temperature combinations are:

- 60°C for 45 minutes
- 65°C for 10 minutes
- 70°C for 2 minutes
- 75°C for 30 seconds
- 80°C for 6 seconds

## ANNEX K - CHILLING

1. **Chilling Food.** Chilling food properly helps stop harmful bacteria from growing. To keep your food safe:

- store any food with a 'use by' date, along with cooked dishes, salads and dairy products, in your fridge
- keep chilled food out of the fridge for the shortest time possible during preparation
- cool cooked food quickly at room temperature and then place in the fridge within one to two hours

2. **Fridge Operation.** You need to check that your fridge is cold enough using a fridge thermometer. This is because the dials on fridges don't always show you the right temperature. The coldest part of the fridge should be below 5°C. Don't overfill your fridge. Leaving space allows air to circulate and maintains the set temperature. If your fridge is looking full, take out items that don't need to be chilled, such as beer. This will make room for the items that do need to be chilled for safety reasons, such as raw, ready-to-eat and cooked food.

3. **Freezing your food.** A freezer acts as a pause button - food in a freezer won't deteriorate and most bacteria cannot grow in it. You can freeze pre-packaged food right up to the 'use by' date. Make sure any warm dishes are cooled before putting them in your freezer. To stop the cold air in your freezer from drying out your food you can:

- place food in an air-tight container
- wrap it well in freezer bags or freezer wrap

It doesn't matter if you cook your meat from frozen or fresh, you can use your leftovers to make a new meal. This new meal can then be frozen, but make sure you only reheat it once.

4. **Hitting The Pause Button.** The cold temperatures of a domestic freezer (-18°C) delay chemical reactions within foods and put any bacteria that may be present on pause. The bacteria are still alive, but they stop growing or producing toxins, in effect pausing reactions. The important thing to remember is that because the bacteria haven't been killed, they may be revived as the food defrosts. Make sure the food never enters the Danger Zone because the bacteria may grow and make you ill. This is why you should

defrost food within a fridge. It is also the reason why we advise foods can't be refrozen if they are accidentally defrosted, unless they are first cooked. If the food has been defrosted it must be cooked before being eaten to be safe. Once defrosted, foods should be treated as if they are fresh and consumed within two days.

5. **Defrosting Your Food.** When you take your food out of the freezer, it's important to defrost it safely before cooking or eating it. Don't defrost food at room temperature. Ideally, food should be defrosted fully in the fridge. If this isn't possible, use a microwave on the defrost setting directly before cooking. Check the guidance on food packaging and allow enough time for your food to defrost properly. Large items, such as a 6-7kg Christmas turkey, can take up to 4 days to defrost fully in the fridge. Make sure your food is fully defrosted before cooking. Partially defrosted food may not cook evenly, meaning that harmful bacteria could survive the cooking process. Once food has been defrosted, eat it within 24 hours.

6. **Why Is It Important to Chill And Defrost Your Food Properly?** Some foods need to be kept in the fridge to help slow down bacterial growth and keep them fresh and safe for longer. Generally, the colder the temperature the slower bacteria will grow, but cold temperatures don't stop bacteria growing altogether (for example, listeria monocytogenes).

7. **The 'Danger Zone'.** Bacteria will grow at temperatures above 8°C and below 63°C – this is known as the 'Danger Zone' for microbial growth. That's why we advise that the safest way to defrost food is in the fridge overnight. By defrosting in the fridge, your food should never enter the 'Danger Zone'. Your fridge should be at 5°C or below as some bacteria can grow at lower temperatures than 8°C.