

<b>Date of issue</b>	2018	<b>Reviewed</b>	Oct 2023	<b>Next review</b>	Sept 2025	<b>Approved by</b>	Board of Trustees
<b>For</b>	Employees, volunteers, students, visitors, members, referrers						



## Food Preparation and Storage Policy

### Introduction

Ride High aims to ensure high standards in the provision of food to our members. We are very fortunate in that local businesses currently support Ride High by supplying us with sandwiches for our members free of charge. This Policy contains guidelines so as to minimise the risk of food-borne illness at Ride High, as far as reasonably practicable, by ensuring that the food we provide is compliant with the relevant safety requirements and that all food handling, preparation and storage is done hygienically and in accordance with statutory requirements and relevant official guidelines.

### Provision of food and drink to members

Ride High provides its members with pre-packaged food during their weekly sessions. This food consists of pre-prepared sandwiches, fruit and cakes/biscuits which are donated by The Grumpy Cook; Greencore and Faith Dimensions.

Ride High provides water (from the main kitchen tap) to drink for its members at every session.

### Provision of other food and drink in the Centre

Occasionally Ride High holds events and parties in the Centre (for members and their families and referrers, and supporters of Ride High) at which a wider range of food and drinks is served. This might include cakes, savoury party food, crisps and biscuits.

Staff and volunteers may bring their own food into the Centre for their own lunch and snacks. They may heat their own food in the microwave/oven if required; and each staff member and volunteer takes responsibility for the preparation of their own food.

### On site food handling procedure

- Fridge temperatures must be kept between 1 – 5 degrees. These must be checked and recorded daily.
- Staff receiving food deliveries must wash their hands thoroughly with hot soapy water before accepting them.

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- All food deliveries must be checked for condition and use-by dates and items rejected which do not meet the standard.
- Pre-prepared sandwiches should not be stored for more than 3 days and dates and condition must be checked daily.
- All staff/volunteers and members must wash food before it is distributed to members.
- Food must be washed in the full size sink, please disinfect beforehand.
- Ensure the half size sink is used for handwashing only.
- Where possible please use the dishwasher when washing up.

### **Provision of food on outings and residential trips**

When Ride High takes its members on outings, each member is asked to bring a packed lunch when appropriate. Packed lunches brought by members must not contain any nuts; parents/carers may also be asked to avoid other ingredients by Ride High if it is known that other members on the outing have a particular food allergy. In the event any member does not have a packed lunch, Ride High provides pre-prepared sandwiches, cake/biscuits and fruit as during a normal session. On residential trips, food is provided by the centre at which the trip is based.

### **Food allergens**

Ride High is aware of any food allergies that members may have from the information provided on the parent/carer consent forms which are received prior to the member starting the programme. Ride High adheres to all relevant food information regulations in providing allergen information on the food that is provided to the members.

### **Storage of chilled foods**

Ride High stores its refrigerated foods in a fridge which is chilled to a temperature between 1 and 5 degrees (below the legal requirement in England, Wales and Northern Ireland). The temperature is monitored by a thermometer which is kept in the fridge. This is checked daily. The use by dates of all chilled foods are monitored consistently and foods are removed from the fridge on the last date of their stated shelf life. Pre-packaged sandwiches are stored for the fridge for a maximum of 3 days.

The transportation times of all food will be kept to a minimum and any food that requires refrigeration should be transported in a cool bag if travelling for more than 15 minutes.

Any fresh food which is bought or delivered and needs to be frozen for use at a later date should be frozen as soon as possible in order to preserve the quality.

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## **Hygiene regime**

Ride High promotes personal hygiene to both its staff and volunteers and its members, particularly in view of the proximity to horses. Our members are always reminded about the importance of handwashing after any horse-related activity, after using the toilet and before eating or handling food. Ride High has a strict procedure in place for both staff/volunteers and members following any horse-related activity; this involves washing hands with warm water and soap.

Members eat their food and drink their drinks using plates and cups/glasses provided by Ride High. These items are washed after every session and stored in a clean environment.

Frequent and thorough cleaning of utensils and surfaces is a priority at all times. Clean cloths should be used and anti-bacterial spray or equivalent cleaning products should be used and always at hand in the kitchen area.

## **Healthy lifestyle policy**

Ride High promotes a healthy lifestyle policy to its members. We therefore remind our members of the importance of healthy eating, regular exercise and good oral health.

## **No smoking policy (including vaping)**

Ride High operates a strict no smoking policy.

## **Official recognition of Ride High in relation to food provision**

Ride High has received official recognition in terms of its food provision as follows:

- Ride High was awarded a food hygiene rating of 5 by the Food Standards Agency on 9 August 2022. Ride High is able to provide pre-prepared foods to its members during their sessions, so long as the chilled foods are stored at the correct temperature and offered on or before their use by date.
- Ride High was awarded the Healthy Young People's Award by Milton Keynes Council on 4 August 2016; this recognises good practice in providing healthy snacks and safe working practices.

## **Fitness to work**

People who work around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate the food or surfaces the food may come into contact with. This can spread infection to other people through the food. This guidance helps managers and staff to prevent the spread of infection.

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- Diarrhoea and/or vomiting are the main symptoms of illnesses that can be transmitted through food.
- Staff handling food or working in a food handling area must report these symptoms to management immediately.
- Managers must exclude staff with these symptoms from working with or around open food, normally for 48 hours from when symptoms stop naturally.

### **Training and awareness**

It is the responsibility of the Centre Manager to ensure compliance with this Policy.

A copy of this Policy will be shown to all employees and volunteers, and each must indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers, and shown to all students undergoing training with Ride High.

### **Approval and review**

This Food Preparation and Storage Policy was approved at a Board Meeting of the Trustees on. It will be reviewed bi-annually, or more frequently if appropriate.