

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 1 of 6	
Policy on Food Hygiene.		

Policy on Food Hygiene.	
Developed by: Director of Nursing Office, Catering Manager, Clinical Nurse Managers	Date Developed: Revised March 2012 Revised August 2014, Sept 2023
Developed By: Nursing Department and Catering Manager	Date Approved: March 2012 August 2014, March 2018. August 2020, Sept 2023
Implementation Date: April 2009 Revised March 2012 Revised August 2014, Sept 2023	Review Date: September 2026
Policy Reference Number: HIQA Schedule 5 Health and Safety including Food Safety	No. of Pages: 6
Status of the Policy: Final	

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 2 of 6	
Policy on Food Hygiene.		

Please read this Policy in conjunction with all policies in relation to HACCP policies contained within the Food Hygiene Policy Folder.

The Food Hygiene Policy Folder and associated documents are stored and maintained by the Catering Staff.

Food Hygiene Policy.

1.0 Introduction

1.1 This Centre is responsible for ensuring that:

1.1.1 HSE premises from which food is sourced, stored, prepared or served, complies with current food safety legislation.

1.1.2 A safe and nutritious catering service is provided to Residents, clients, visitors and staff by suitably trained staff.

1.2 Good hygiene (both environmental and personal) and sound food safety practices together with informed and trained staff are vital in the storage, preparation, distribution and service of food. These matters are of particular importance in health service catering because Residents/clients may have less resistance to infection from contaminated food.

1.3 This policy has been developed in accordance with the Health Services Executive Key Principles for policy development.

1.4 This policy has been developed in consultation with the appropriate internal and external stakeholders.

2.0 Definitions

For clarity, the following definitions are provided:-

2.1 Food handler - any member of staff who handles or prepares food and/or drink (including ice) is deemed to be a food handler.

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 3 of 6	
Policy on Food Hygiene.		

2.2 Hazards Analysis Critical Control Points - (hereafter referred to as HACCP), is a food safety management system used to ensure that food products are safe to eat by identifying and controlling hazards that pose a danger to the preparation of safe food.

3.0 Purpose and Aims

The purpose and aims of this policy are to:

3.1 Ensure that the Centre has in place suitable and robust governance arrangements to support the delivery and maintenance of good hygiene and food safety practices which conform to current food safety legislation.

3.2 Ensure that service level responsibility for food hygiene is clearly defined and there are clear lines of accountability throughout the Centre. **Please refer to Lines of Communication (Appendix One) Chart for the Centre.**

3.3. Ensure that the Centre complies with the requirements of the Environmental Health Officer and the Food Hygiene Regulations.

3.4 Ensure that all food and ingredients used by this Centre are sourced in accordance with a known standard purchasing specification, which is used by all suppliers, contractors and catering management and are from accredited suppliers.

3.5 Ensure all foods are stored in appropriate conditions and protected from contamination and deterioration, including protection against pests.

3.6 Ensure all food preparation, processing, manufacturing, distribution and transportation, is carried out in hygienic conditions.

3.7 Ensure all foods, including raw materials, ingredients, intermediate products and finished products, are received and stored at temperatures which comply with the Food Hygiene Regulations.

3.8 Ensure food safety assessments are carried out with the aim of identifying the critical food safety steps within the business and taking appropriate control measures to reduce any associated risks. This should entail the implementation, maintenance and review of procedures based on HACCP principles.

3.9 Ensure all food handlers maintain a high standard of personal hygiene.

3.10 Ensure food incidents and complaints are dealt with in accordance with Risk Management

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 4 of 6	
Policy on Food Hygiene.		

Policies and Complaints procedures.

3.11 Ensure all food handlers are given supervision, instruction and/or training in accordance with their level of work activity and responsibility particularly in relation to new staff.

3.12 Ensure there is access to up-to-date legislation and guidance relating to food hygiene.

3.13 Ensure that appropriate levels of monitoring, audit and benchmarking are undertaken.

4.0 Policy Statement

4.1 The Health Services Executive is committed to providing a high quality catering service to its patients, clients, visitors and staff with food which is palatable, nutritious and safe.

4.2 The Health Services Executive has a legal obligation to ensure that food production and service complies with the provisions and requirements of current food hygiene legislation.

5.0 Scope of the Policy

5.1 This policy applies to this Centre where food is sourced, stored, prepared or served.

5.2 This policy is of direct relevance to all managers and staffs who source, store, prepare, distribute or serve food.

6.0 Roles and Responsibilities

6.1 Local Health Manager

6.1.1 The Local Health Office through the General Manager, as “Accountable Officer” has overall responsibility for ensuring the aims of this policy are met.

6.1.2 The Local Health Manager delegates the day to day responsibility for establishing and monitoring the implementation of this policy to the Person in Charge

6.1.3 The Local Health Manager is responsible for ensuring periodic review of the Boyne View House management of Food Hygiene through the Environmental Health Officer Office.

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 5 of 6	
Policy on Food Hygiene.		

6.2 Senior Management

6.2.1 The Director of Nursing, Assistant Directors and the PIC, including Ward Managers and Catering Staff are responsible for ensuring that staff who are involved with food handling receive Training on food hygiene matters commensurate with their work activities and that appropriate training records are kept.

The recommended training for Catering Staff is FETAC Level 4 in Food Safety and Hygiene.

6.3.2 Senior Managers including Ward Managers and Heads of Homes/Facilities are responsible for the operational day to day management of ward and facility kitchens.

6.3.3 Locality Support Services Managers are responsible for the management and provision of catering services including the implementation of HACCP to ensure standards of food safety and good hygiene practices are met.

6.4 Person in Charge.

6.4.1 The PIC is responsible for ensuring that adequate staffing levels are maintained within catering services and that staff are trained to an appropriate level commensurate with their work activities.

6.4.2 The PIC is responsible for ensuring that appropriate systems and processes are in place to ensure that food is sourced, stored, prepared, distributed and served in safe and hygienic conditions which comply with current food safety legislation.

6.4.3 The PIC is responsible for ensuring that appropriate monitoring and audit arrangements are in place.

6.4.4 The PIC is responsible for developing and advising on the implementation of the Food Hygiene policy and associated procedural arrangements for food hygiene.

6.5. Catering Staff.

6.5.1. The Catering Staff have responsibility to ensure that all aspects of food hygiene are strictly

The Village Residence	POLICY NO:	
	Date reviewed	February 2012 Revised August 2014, Sept 2023
	Page 6 of 6	
Policy on Food Hygiene.		

adhered to.

6.5.2. The Catering staff have responsibility to ensure that the HACCP requirements are fully implemented

6.5.3. The catering Staff have responsibility to report any adverse events in relation to food hygiene through the Risk Management reporting process.

6.5.4. The Catering staff through the clinical nurse managers have a responsibility to continuously ensure that they communicate with staff in VF Foods

6.5.5. The catering staff has a responsibility to report any equipment defects that could result in food safety issues.

6.5.6. The catering staff has a responsibility to ensure that all equipment is serviced and maintained.

6.5.7. All staff have a responsibility to ensure that the recommendations of the Environmental Health Officer are fully complied with and that the Environmental Health Officer has the full co-operation of all staff.

List of Approved Food Suppliers.

Vegetables and Fruit. Silla's Foods Glaslough Monaghan.

Frozen Foods, Fish, Chicken Gougons, Ice Cream, Frozen Veg.. Tomco

Bread. Irish Pride Contract.

Milk and Cream and Yoghurts.

Eggs. BWG.

Pork, Hams, Beef. Heeney Meats.

Chicken Turkey Pall AS

Cooked Meats Cooked Hams, Heaney Meats.

Dried Foods and Tinned Foods. Ardee Central HSE Stores.

Fresh Fish Morgan's.