


Procedure

Safe Food Handling



Issued with the authority of the
Chief Executive Officer of Scouts Australia NSW

Chief Executive Officer signature			
Sponsor	Andrew Smith		
Document type	Procedure	Date of issue	15 June 2017
Document code & no.	PROC09	Version number	0.1.0
Document title	Safe Food Handling	Due for review	15 JUN 2019

Safe Food Handling

1 PURPOSE

- 1.1 This Procedure is influenced by the provisions of the *Food Act 2003* (NSW) and aims to ensure all food sold and provided by the Association is safe and suitable for human consumption.
- 1.2 Food is a central component in many scouting activities including fundraisers, group camps, adventurous activities and major events. It is important to be aware of the risks associated with food storage, preparation and cooking so these risks such as contamination and food poisoning can be identified and effectively managed.
- 1.3 All formations involved in food handling must understand and comply with this Procedure.

2 LEGISLATION: *FOOD ACT 2003* (NSW)

- 2.1 In recognising the special role of charities and community groups, the *Food Act 2003* (NSW) provides exemptions to laws surrounding the provision and sale of food by charities, groups and volunteers.

Selling Food

- 2.2 While regular food businesses are required to notify the NSW Food Authority or obtain licensing for food activities, charity and community groups including the Association are not considered to be a food business and are not required to notify the NSW Food Authority or Local Council when selling food unless:
 - The food is potentially hazardous food that could pose a health risk, e.g.
 - Large amounts of cooked meats-based food that is stored and transported to an event prior to reheating and serving;
 - Cooked ready-to-eat meals such as rice, pasta, casseroles, soup, or foods containing eggs, beans, or other protein-rich foods, e.g. quiche;



- Ready-to-eat foods that would normally be refrigerated to keep them safe, e.g. raw shellfish, cooked meats, cooked rice;
- Dairy or egg-based desserts e.g. cheesecakes, custard tarts, soft-serve ice cream, cakes with fresh cream fillings;
- Foods containing raw unpasteurised egg (e.g. homemade mayonnaise, aioli, chocolate mousse, eggnog, hollandaise and béarnaise sauces, desserts with a custard or crème anglaise base such as tiramisu);
- Fruit salads and fruit juices;
- Seafood;
- Sandwiches and rolls; or
- The food is not thoroughly cooked and eaten immediately.

2.3 Examples of when notification is required:

- When selling ice creams at a community event;
- When taking pre-cooked meat to a community BBQ or fundraiser (not an advisable practice).

2.4 Examples of when notification is not required:

- Bunnings, Woolworths and Officeworks BBQs;
- When selling meats that have been cooked from a raw state immediately prior to consumption at community BBQ events;
- When selling pre-packaged chocolates, popcorn or fairy floss at community events;
- Lamington drives.

2.5 Charitable/community events also do not need to have a designated Food Safety Supervisor.

Providing Food for Free or Donating Food

2.6 When providing food free of charge or donating food, regulations surrounding notification and licensing do not apply. However, standard food safety practices should always be followed when processing, handling and storing food in order to preserve the health of the recipient.

Food Safety Training Requirements

2.7 People who are preparing food for sale at a charity or fundraising event do not require specific cooking or food handling skills, provided that the food:



- ✓ Does not pose a possible health risk (i.e. does not require temperature control);
- ✓ Is thoroughly cooked and eaten immediately.

2.8 Where the food may pose a possible health risk and/or is not consumed immediately after thorough cooking, food handlers need to have practical skills and knowledge appropriate to the food involved to protect public health.

2.9 All food handlers must maintain hygiene.

3 STANDARD FOOD SAFETY PRACTICES

3.1 To keep food safe for recipients and to minimise potential health risks from consumption of sold, provided or donated food, all employees must ensure that when processing, handling, storing, packing and transporting food, they:

3.2

- Wash hands thoroughly before handling food;
- Check the food for spoilage to ensure the food is safe and fit for human consumption;
- Check the used by dates on food packaging and throw away any food that is expired;
- Check the best before dates on food packaging. Food that has passed its best before date may be sold or given away, provided that the food is not damaged, deteriorated or perished;
- Observe temperature control requirements of potentially hazardous food. If the food must be kept below 5°C or above 60°C, advise the recipient of this;
- If the food will only be safe to eat for a limited time, tell the recipient of that time period;
- Cook food thoroughly;
- Store food in clean, covered, food-grade containers;
- Separate raw and cooked food and do not use the same utensils for both;
- Keep utensils and food storage, transportation, preparation and serving areas clean.

Related Forms & Policies

- POL26 - Workplace Health and Safety (WHS) Policy

Other Helpful Material

- NSW Food Authority, 'Hand Washing' Fact Sheet, http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/hand_washing.pdf



- NSW Food Authority, '*Personal Hygiene Checklist*',
http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/personal_hygiene_checklist.pdf
- NSW Food Authority, '*Potentially Hazardous Foods*' document,
http://www.foodauthority.nsw.gov.au/Documents/industry/potentially_hazardous_foods.pdf
- NSW Food Authority, '*Protecting Food from Contamination*' Fact Sheet,
[http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/protecting food from contamination.pdf](http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/protecting_food_from_contamination.pdf)
- NSW Food Authority, '*The Correct use of Cutting and Serving Boards*' Fact Sheet,
[http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/correct use of cutting and serving boards.pdf](http://www.foodauthority.nsw.gov.au/Documents/retailfactsheets/correct_use_of_cutting_and_serving_boards.pdf)

4. Other material located on the NSW Food Authority website, www.foodauthority.nsw.gov.au

