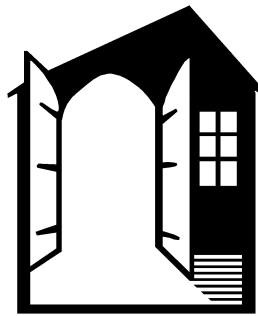


The Gatehouse
10 Woodstock Road
Oxford OX2 6HT

01864 792999



Charity Registration No. 100 2741
THE GATEHOUSE



Food Groups Handbook 2015

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Welcome & thank you!

For taking on the job of food supply to the Gatehouse. Groups from all over the county have been doing this for the past twenty-five years - and we depend more than ever on your faithful help to be able to continue. The project works with the homeless and vulnerably housed, six evenings a week.

Handling food is a risky business at the best of times, and we need to satisfy ourselves and the authorities that we are doing everything safely and in the best possible taste!

This pack should provide you with all the do's and don'ts you need, but if you are in any doubt, please don't be afraid to ask. We also have supplies of cool-boxes, cool-bags and thermometers for your use.

You can contact Katrina, the Project Director on:

07773333728 or admin@gatehouse.org

The office number is still 01865 792999

THE HAZARDS OF A SANDWICH!

According to food scientists, a sandwich is a “high-risk” item. Avoid risks in the following ways:

1. Ingredients

Check that your supply is good quality, within the “use before” date, and packaging intact.

Keep raw and cooked foods separate.

Don't accept chilled food that is too warm (above 8°C).

If in doubt, don't take the risk!

2. Storage

Keep ingredients away from pests, pets and bacteria.

Where possible keep Gatehouse food separate from your own.

Store at 8°C or below, in the fridge.

Store cooked items at the top of the fridge, raw below.

Don't use food that may be contaminated.

3. Preparing sandwiches

Wash your hands...again and again.

Keep everything spotlessly clean.

If you have long hair, tie it up.

If you've been unwell, pass the job on to someone else.

Don't worry about letting the Gatehouse down.

Cover & chill sandwiches in the fridge or cool-box as soon as you can.

Keep salads separate from other ingredients - don't put inside the sandwiches.

4. Transporting sandwiches

Label all sandwiches with time, date, contents and your own details.

(Without these details we are advised to throw them out!).

Use a cool-box or bag & refrigerated panels. Hold temperature at 8°C or below. (Ask us for a thermometer if you need one.)

Keep all food away from dust and dirt.

Attach a completed allergens list to each delivery.

(Without these details we are advised to throw them out!).

THE HAZARDS OF SOUP!

Again the hazards of soup making are somewhat similar:

1. Ingredients

Check that your supply is good quality, within the “use before” date, and packaging intact.

Keep raw and cooked foods separate.

Don't accept chilled food that is too warm (above 8C).

If in doubt, don't take the risk!

2. Storage

Keep ingredients away from pests, pets and bacteria.

Where possible keep Gatehouse food separate from your own.

Store at 8°C or below, in the fridge.

Store cooked items at the top of the fridge, raw below.

Don't use food that may be contaminated.

3. Preparing soup

Wash your hands...again and again.

Keep everything spotlessly clean.

If you have long hair, tie it up.

If you've been unwell, pass the job on to someone else.

Don't worry about letting the Gatehouse down.

4. Cooking soup

Where appropriate follow the manufacturers cooking instructions for food products.

Make sure soups are simmering and stir them frequently; to ensure any bacteria is killed.

Use a probe to test the temperature; your soup should get to 75C or above.

To cool the soup down, cover it with a lid or move it to a colder area.

Once the soup has cooled store it at 8C or below in the fridge.

5. Transporting soup

Label all soup with time, date, contents and your own details.

*(Without these details we are advised to throw it out!).
Make sure that the soup is thoroughly covered or sealed.
Keep all food away from dust and dirt.
Attach a completed allergens list to each delivery.
(Without these details we are advised to throw it out!).*

THE HAZARDS OF CAKE!

Other than the obvious hazard of wanting to eat cake when you see it, see some of the other hazards below:

1. Ingredients

Check that your supply is good quality, within the "use before" date, and packaging intact.

Keep raw and cooked foods separate.

Don't accept chilled food that is too warm (above 8C).

If in doubt, don't take the risk!

2. Storage

Keep ingredients away from pests, pets and bacteria.

Where possible keep Gatehouse food separate from your own.

Store at 8°C or below, in the fridge.

Store cooked items at the top of the fridge, raw below.

Don't use food that may be contaminated.

3. Preparing cake

Wash your hands...again and again.

Keep everything spotlessly clean.

If you have long hair, tie it up.

If you've been unwell, pass the job on to someone else.

Don't worry about letting the Gatehouse down.

4. Cooking cake

Where appropriate follow the manufacturers cooking instructions for food products.

Use a probe to test the temperature; your cake should get to 75C or above.

To cool the cake down, cover it with a lid or move it to a colder area.

Once the cake has cooled store it at 8C or below in the fridge.

5. Transporting cake

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Label all cake with time, date, contents and your own details.

(Without these details we are advised to throw it out!).

Make sure that the cake is thoroughly covered or sealed.

Keep all food away from dust and dirt.

Attach a completed allergens list to each delivery.

(Without these details we are advised to throw it out!).

FOOD ALLERGY HAZARDS!

A food that is perfectly safe for one person to eat may be extremely hazardous for another. Some people experience allergic reactions to certain foods – reactions that can range from mild to life threatening. It is important that everyone who prepares or handles food, in any context:

- is fully aware of the foods that may trigger an allergic reaction and*
- knows what precautions need to be taken to ensure that customers do not eat a food that they are trying to avoid. New regulations state that people should be able to be told; what has been used in their food if they ask.*

Please see the example allergens list that will need to be used by anybody preparing food that will be used by The Gatehouse Guests:

ALLERGEN

This item contains the following Allergens:

<input type="checkbox"/> Cereals containing Gluten	<input type="checkbox"/> Nuts, such as: almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts.
<input type="checkbox"/> Crustaceans (eg, scampi, prawns, crabs, lobster & crayfish)	<input type="checkbox"/> Sulphur Dioxide (preservative found in some dried fruit).
<input type="checkbox"/> Eggs	<input type="checkbox"/> Milk
<input type="checkbox"/> Fish	<input type="checkbox"/> Mustard
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame
<input type="checkbox"/> Soybeans	<input type="checkbox"/> Lupin
<input type="checkbox"/> Celery (and Celeriac)	<input type="checkbox"/> Molluscs, for example, clams, mussels, whelks, oysters, snails and squid.

These will be kept under the lean to (along with the stickers that have your name, the date and filling information!). Please ask staff if you have any questions! We will unfortunately, not be able to use any future food donation without one of these being attached.

Group agreement

This group, known
as.....
is signing up to The Gatehouse food safety code.

We are happy to agree to the following:

- An excellent standard of cleanliness
- Use of labels for sandwiches and cakes
- Control of temperature
- Separation of raw and cooked food
- Not preparing food if we are unwell
- Completion of allergens label with every delivery

We will keep The Gatehouse informed of any changes or difficulties.

Signed on behalf of the group:

Name

.....
.....

(Date)

.....
.....

*Please return one copy to
katrinagatehouse@gmail.com and keep one in your
pack.*