

Viney Hill Christian Adventure Centre

Food Handling Policy

Approved by Board of Trustees Jun 2026

Next review April 2028

Policy Change Log

Section/Page	Change Summary	Reason for Change	Updated by / Date	Approved by / Date
All Sections	New Policy	Review of requirements	J Holden 05.05.2026	Trustees Approved 09.06.2026

Safe Food Handling Policy

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1.0 Policy Statement

Viney Hill Christian Adventure Centre is dedicated to ensuring that all food provided to guests is safe, nutritious, and prepared to the highest hygiene standards. To ensure legal compliance, all our catering services are contracted out to a professional caterer. The caterer has a separate Food Safety Policy which sets out their policy for maintaining food safety and hygiene standards. This policy is more about the roles and responsibilities of all other parties in ensuring safe food handling for guests, whether a group is using our caterers, is self catering, or cooking outdoors as part of an activity.

2.0 Roles & Responsibilities

ALL parties have some level of responsibility for safe food handling.

2.1 Professional Caterers Responsibilities

- a) **Food Safety Policy:** A separate policy for the safe storage, preparation, cooking and serving of food that is legally compliant and follows industry guidelines.
- b) **Preparation & Serving:** All cooking, temperature monitoring, and high-risk food handling is performed by trained staff only
- c) **Transportation to site:** Food prepared offsite will be transported to us safely and hygienically.
- d) **Dietary requirements:** These will be catered for appropriately as per information received.
- e) **Quality Assurance:** High food hygiene ratings with the local authority and appropriate qualifications
- f) **HACCP Compliance:** Maintaining a Hazard Analysis and Critical Control Point (HACCP) system.

2.2 Viney Hill Christian Adventure Centre Responsibilities

- a) **Due diligence:** Viney Hill will verify caterers maintain a high food hygiene rating with the local authority, relevant qualifications, a Food Safety policy and liability insurance.
- b) **Facility Maintenance:** Provide a clean, hygienic kitchen environment for food safety.
- c) **Dietary requirements:** Provide clear and timely information to the caterer on a catering form
- d) **Staff Involvement:** Viney Hill Staff will not be involved with the preparation/serving of meals.
- e) **Feedback:** We will regularly review customer feedback and make any necessary adjustments.

2.3 Group Leaders Responsibilities

- a) **Dietary requirements:** The Group leader will supervise all children with dietary requirements and ensure they are given the correct meal.
- b) **Supervision:** Group Leaders will ensure that all guests (especially children) follow basic hygiene routines, such as washing hands before entering the dining area.
- c) **Self Catering:** Group Leaders are responsible for doing their own risk assessment and following their own food safety policy to ensure food safety for their guests.

3.0 Key Safety Protocols

3.1 Allergy & Dietary Management

- a) **Information Flow:** VHCAC will ask the group leader to collect dietary requirements on a catering form. All information must be on the form, subsequent emails or telephone messages will not be accepted to avoid misunderstandings or information being missed, a revised form must be sent if necessary.
- b) **Transfer of Data:** The catering form is passed directly to the caterer who will ensure dietary requirements are catered for and safe meal alternatives are prepared.
- e) **Labelling:** Where requested information relating to the ingredients in food will be provided.
- d) **Allergen free zones:** Due to the number of groups using the kitchen for self catering we cannot guarantee a nut or allergen free kitchen. Groups should do their own risk assessment to reduce any risks associated with this issue.
- e) All parties should be aware that ingredients in products can change from time to time, packaging will be checked.

3.2 Kitchen Access

- a) **Restricted Zone:** When the caterers are in situ the main kitchen is a restricted area.
- b) **Authorisation:** Only the Caterers and authorised maintenance staff may enter during food service hours.
- c) **Cross-Contamination:** No personal food items belonging to guests or Viney Hill staff should be stored in the professional catering fridges. These fridges are clearly labelled.

3.3 Water Safety

- a) **Potable Water:** We ensure all water used for drinking and food prep is from a mains supply that is logged under our separate legionnaire risk assessment mains supply.
- b) **Outdoor Activities:** Guests are instructed to only fill water bottles from designated "Potable Water" taps.

3.4 Monitoring and Records

To maintain our standards, we perform the following:

- a) **Annual Review:** We review the contract and safety certificates of our Caterers annually.
- b) **Incident Reporting:** Any suspected food-borne illness must be reported immediately to the Centre Manager and documented in the accident/incident book.
- c) **Feedback Loop:** Regular meetings with the caterers to discuss safety and service quality.

4.0 Cooking Outdoors

Certain outdoor activities involve snacks like cooking marshmallows or popcorn on an open campfire. In these instances, Viney Hill staff takes responsibility for food safety.

4.1 Hygiene in the Field

- a) Hand Sanitisation: Before handling food or skewers, all participants and staff must use anti-bacterial wipes or alcohol-based hand sanitiser.
- b) Clean Equipment: All cooking sticks or metal skewers must be food-grade and cleaned thoroughly before and after use.
- c) Storage: Food items (marshmallows, kernels, oil) must be kept in sealed, pest-proof containers until the moment they are used.

4.2 Allergy Management

- a) Pre-Activity Check: The Lead Instructor must check the group's allergy medical forms specifically for ingredients in marshmallows (e.g., gelatine/pork or soy) and popcorn (e.g., butter/dairy or oil types).
- b) Cross-Contamination: Separate skewers must be used for guests with known allergies.
- c) Packaging: Staff must keep original packaging on hand to verify ingredients and "may contain" warnings if questioned by a guest or teacher.

4.3 Cooking Safety

- a) High Heat: Staff must supervise the fire to ensure popcorn is cooked thoroughly and marshmallows are not served at dangerously high temperatures to avoid mouth burns.
- b) Safe Disposal: Any dropped food must be cleared away immediately to avoid attracting local wildlife or pests to the bushcraft area.