

## **Food Safety Policy – [Elite SF Limited] Sports Coaching**

### **1. Purpose**

The purpose of this policy is to ensure all food and drink provided by [Your Business Name] is safe, hygienic, and compliant with relevant food safety regulations, protecting the health of participants, staff, and visitors.

### **2. Scope**

This policy applies to:

- All staff, coaches, and volunteers who handle, prepare, or serve food.
- All food and drink provided during training sessions, events, workshops, or camps.
- Purchased, pre-packaged items and any food prepared on-site.

### **3. Food Safety Principles**

#### **3.1 Legal Compliance**

- Comply with local food safety laws (e.g., Food Standards Agency in the UK, Food Safety Modernization Act in the US, or local council regulations).
- Staff handling food must complete **basic food hygiene training**.

#### **3.2 Food Sourcing**

- Only purchase from approved, reputable suppliers.
- Check and record use-by dates on all packaged items.
- Reject any items that are damaged, unsealed, or past expiry.

#### **3.3 Storage**

- Store perishable items below 5°C in a refrigerator or cooler with a thermometer.
- Keep dry goods in sealed containers away from pests, moisture, and direct sunlight.
- Separate allergen-containing foods from other products to avoid cross-contact.

#### **3.4 Food Preparation & Handling**

- Wash hands thoroughly before handling food and after any activity that could cause contamination.
- Use clean, sanitised equipment and work surfaces.
- Avoid preparing food if unwell or showing symptoms of illness.
- Wear gloves or use utensils when handling ready-to-eat items.
- Clearly label foods containing common allergens.

#### **3.5 Serving**

- Keep hot foods above 63°C until served.

- Keep cold foods below 5°C until served.
- Serve food promptly to minimise time in the “danger zone” (5°C–63°C).
- Use tongs or serving spoons — no bare hands.

### **3.6 Waste Management**

- Dispose of spoiled or expired food immediately.
- Use lidded bins and empty them regularly.
- Recycle packaging where possible.

### **4. Allergen & Dietary Needs**

- Maintain an allergen information sheet for all foods provided.
- Communicate clearly to participants and parents about potential allergens.
- Provide alternative options where possible (e.g., nut-free, gluten-free).
- Keep allergen-containing foods in clearly labelled, separate storage.

### **5. Incident Management**

- If a food safety incident occurs (e.g., suspected food poisoning, allergic reaction), record details and report immediately to the manager.
- Follow first aid procedures and contact emergency services if necessary.
- Retain samples of the food in question for possible testing.

### **6. Training & Review**

- All staff handling food must complete refresher training at least every 3 years.
- Policy reviewed annually or when food safety regulations change.

**Review Date:** 12/08/25