

Food Safety Management Policy



Purpose

This policy provides a framework to guide volunteers on what to consider when planning and providing food at Scouting events held or catered by 2nd Acomb (St Stephen's) Scout Group.

Applies to

All adult members of 2nd Acomb (St Stephen's) Scout Group.

Summary

Where food is to be provided for Scouting events (including those planned by 2nd Acomb, and other camps and events they take part in) it should be safe and inclusive for all members of Scouting. As a Charity providing infrequent catering, our legal obligations are not as extensive as a professional or commercial entity. However, we should adopt good food hygiene and food safety practices, to reduce the risk of illness or detrimental impact through allergic reactions to food.

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Version control

Version	Author	Role	Release date
1.0	Becky Lincoln	Group Scout Lead Volunteer	25 September 2025

Responsibilities

Although not mandatory, volunteers who provide catering are encouraged to build their awareness of good food hygiene, food safety and allergy management practices.

Each Scouting activity or event must have an appointed "Person in Charge". Where there is food provided the Person in Charge is accountable for ensuring safe food management practices, though they may delegate responsibility to a nominated "food/catering lead".

Key Principles

Each catering event should have a documented risk assessment incorporating the following principles and observe these throughout the event planning and delivery.

1. Effective communication including the capture and sharing of dietary requirements for all participants with the team providing food (catered or brought in).
 - a. The team will collect this information via OSM as part of the standard young person information.
2. Follow up to clarify requirements and confirm whether catering proposals will meet these. For young people this could involve engagement with their parent/guardian.
 - a. The team will re request this information to be confirmed when arranging the event.
3. Ensure that prepacked food meets labelling requirements detailed by the Food Standards Agency.
4. Ensure that non-prepacked food meets labelling requirements detailed by the Food Standards Agency.
 - a. The provider of non-prepacked food will use a tick sheet to identify any of the 14 most common allergens that were used to make the product. The [allergen ticklists from the Group website](#), or [allergen matrix from the Food Standards Agency](#), or an appropriate equivalent, should be used.
5. Appropriate storage of food and cooking equipment to meet needs for keeping food safe and separated where needed to avoid cross contamination.
6. Appropriate food preparation facilities and processes, including cleanliness, safe preparation and handling, and separate spaces and equipment where needed, to avoid cross contamination.
7. Appropriate food serving arrangements, including controls to make sure agreed dietary requirements and proposals are met, and food safety and hygiene observed.
8. Nominated First Aider and First Aid kit including plasters to protect skin wounds from contamination (ideally blue so easy to spot if fall into food).
9. Regular thorough hand washing and cleaning of surfaces, utensils and equipment.
10. The Person in Charge of the event must be named on the event risk assessment. If they have delegated responsibility to another catering lead, this should also be made clear.

Other items to consider

1. Exclusion of specific ingredients from events e.g. nut free camp, gluten free event, vegetarian camp, egg free meals.
2. Visual aids to confirm contents of specific items on menu, and confirm which people have specific restrictions. e.g. wrist bands, menu annotated with allergen categories
3. Designated storage box to keep a separate set of cooking utensils to enable separate cooking of foods where required. Needs a maintenance regime to ensure contents are kept clean and not misused.