Food Safety Policy

United African Association

Registered Charity CIO 1192725
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www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy protects people receiving food parcels, larder items, refreshments and community meals from contamination, allergens and unsafe handling.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Food Safety Act 1990
- Food Safety and Hygiene England Regulations 2013
- Food Information Regulations 2014
- Food Standards Agency guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Registration and responsibility

UAA will confirm whether each food activity and premises must be registered with the local authority and will cooperate with environmental health. A competent food lead oversees food safety arrangements and volunteer instructions.

Sourcing receipt and storage

- Use reputable suppliers and inspect donations for damage, contamination, recall, temperature and use-by dates.
- Reject food that is unsafe or cannot be traced sufficiently for the intended use.
- Separate raw and ready-to-eat food and use clean, pest-free storage.
- Maintain cold chain and temperature checks where required.
- Use stock rotation and never distribute food after a use-by date. Best-before items require a documented quality check.

Preparation and service

Food handlers wash hands, report relevant illness, prevent cross-contamination, cook and reheat safely, protect food during transport and use clean equipment. A person with vomiting or diarrhoea does not handle food until the exclusion period in current guidance has passed.

Allergens

UAA identifies the 14 regulated allergens in food it prepares or pre-packs for direct sale and provides accurate written or recorded information as required. Volunteers must never guess. Uncertain food is not served to a person with an allergy. Cross-contact controls and emergency arrangements are explained.

Surplus food and dignity

Food is distributed fairly using safe stock and traceability procedures. Beneficiary information is limited to what UAA needs. Cultural and dietary needs are respected where supplies allow, but safety information is never altered or concealed.

Recall and incident response

Quarantine affected stock, stop distribution, identify recipients where proportionate, follow supplier or authority instructions and record action. Serious illness, contamination or allergen incidents follow emergency and incident procedures.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Health and Safety Policy
- First Aid Policy
- Incident and Serious Incident Reporting Policy
- Data Protection and GDPR Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027