



PEOPLE OF PEONY'S FOOD STORAGE AND SAFETY POLICY AND PROCEDURE

We want everyone to be safe and well when eating food that we prepare or store.

This guide explains how our staff handle food so that it stays fresh, clean, and safe for you to eat.

Why Food Safety Is Important

Food can make you sick if it's:

- Not cooked or stored properly
- Dirty or contaminated
- Out of date or left in the wrong place

That's why we follow special rules to keep your food safe and yummy.

Who Is This For?

This guide is for:

- People of Peony staff
- Participants (that's you!)
- Families and carers



Clean and Safe Food Preparation

Staff must:

- Wear clean clothes and tie their hair back
- Wash hands with soap and hot water often
- Use gloves or tongs to touch food
- Keep benches, tools, and hands clean
- Not smoke, eat or drink in the kitchen
- Tell a manager if they're sick or have cuts on their hands

Storing Food The Right Way

To keep food fresh and safe, staff must:

- Keep storage areas clean and dry
 - Store cold food in a fridge at 5°C or colder
 - Keep frozen food hard and solid
 - Keep raw meat and seafood separate from ready-to-eat food
 - Label all meals clearly with your name, meal type, and date
 - Put older meals at the front to use first
 - Keep food away from heat, sunlight, or cleaning products
- If food isn't eaten straight away, it should be stored properly or thrown out if it's not safe.



Mealtime Management

Some participants need meals to be:

- Soft or pureed
- Made a special way
- Stored safely and clearly marked

We label those meals with:

- Your name
- What the meal is
- When it was made
- When to eat it by

Other meals are marked **“FOR GENERAL CONSUMPTION – NOT FOR PARTICIPANTS WHO ARE SUBJECT TO MEALTIME MANAGEMENT”**.

In a SIL Home

If you live in a **Supported Independent Living (SIL)** home:

- You have the right to use your whole home, including the kitchen
- Food shouldn't be locked away
- Where possible, it's best to eat food straight after making it
- We check for risks before storing food in your home

Hot and Cold Food Temperatures

Food must be:

- Cold food = 5°C or colder
- Hot food = 60°C or hotter

This keeps bacteria from growing and making you sick.

If food has been cooked and then cooled, it must be:

- Cooled from 60°C to 21°C in 2 hours
- Then cooled from 21°C to 5°C in the next 4 hours

Staff might split the food into smaller containers to help it cool faster.



Dangerous Foods

These foods are more likely to make people sick if not handled properly:

- Raw or cooked meats
- Dairy (milk, custard, etc.)
- Seafood
- Salad or cut fruit/veg
- Eggs, rice, pasta, beans, nuts
- Sandwiches or rolls with any of the above

Staff are trained to handle these foods carefully.

What We Use to Help Us

We also follow:

- Mealtime Management policies
- Health and Safety rules
- Food Safety Standards (from Australia and New Zealand)
- Our internal incident and risk documents

We Keep Improving

We check this policy every year. We listen to:

- What you think
- What staff notice
- What's working and what's not

We make changes to keep getting better at food safety.



DOCUMENT CONTROL

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