



Document Control

Category	Operations
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1. PURPOSE

- 1.1** The purpose of this LOP is to provide guideline on protocol of operating BBQs with MR Sydney to promote food **safety** and **safe food handling** practices. Further readings can be found on <http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>

The Food safety standards place obligations on Australian food businesses to produce food that is safe and suitable to eat. A food business is any business or activity that involves the handling of any type of food for sale, or the sale of food in Australia.

Whilst Charity and community groups, temporary events (ie Marine Rescue fundraising events or other BBQs staged) are exempt from **some** of the requirements in the food safety standards, members involved in BBQ events will carry out standards **aimed to minimise the incidence of food-borne illness and transmission of communicable diseases**.

2. SAFETY

2.1 Team Member and Public Safety. Personal Hygiene

- In compliance with Marine Rescue NSW's Fundraising Risk Management Plan V2 10062020 the current form Risk Management Plan will be completed by the volunteer organiser of the event and sent to the Regional Operational Manager as directed.
- Volunteers suffering a respiratory infection or other potential infectious health condition will not participate in this activity.
- Hands must be sanitised prior to commencement of shift and prior to donning any personal protective equipment
- Ensure hands and clothing (including aprons if worn) are clean.
- Do not touch ready to eat food after touching raw foods without washing hands
- Those touching food or serving food are to wear gloves at all times and if gloves have touched raw foods they are not to touch ready to eat foods.
- Sneezing, coughing is to not be over unprotected food or surfaces where food is likely to be placed.
- After using handkerchief/tissue, touching of hair/scalp or other openings of the human body hands are to be cleaned prior to handling food.
- Any members who have a food borne illness where it is deemed they may make the food unsafe is not to be directly involved in a BBQ event where the role requires exposure to the food in any way.
- Bandages or dressings are to be applied on any exposed parts of the body are covered with a waterproof covering.

11. A member involved in any aspect of a BBQ event should present themselves in a tidy and clean fashion with longer hair to be tied back to minimise contamination of food. Members should feel confident they are in a position of low risk in creating contamination or food –borne illness as well as not be putting themselves or others in a position of harm.

2.2 Equipment

1. All utensils and surfaces (bare tables/bench tops or bench table coverings if used) are to be clean and tidily presented at all times. Re-using table coverings are allowed only if the cover has been washed from the previous use.
2. Any utensils or surfaces which have touched raw foods are not to have contact with cooked food unless it is placing food on the operating BBQ itself to be cooked.
3. Equipment is to be taken back to the base to be washed – it may require members on duty at the base to assist with washing utensils and/or members to volunteer to take home table coverings/aprons etc) to wash.
4. Any items used to carry dirty/used equipment are not to be used to place the clean items in unless the item used for carrying was also thoroughly cleaned.
5. Equipment which had been dropped on the ground are not be used until it has been appropriately cleaned.

2.3 Transport and Storage of Food

1. Transportation and storage of food and food equipment must be done to reduce the risk of contamination and food borne illnesses.
2. Storage of food at event venue must be done in such a way where perishable foods are not subject to prolonged exposure which may cause food borne illnesses. Foods which require to be kept cool must be in containers filled with ice until food is ready to use.
3. All foods which are required to be thawed must be done in such a way to reduce the risk of contamination and food borne illnesses.
4. Do not open any packages which have been kryovaced unless there is potential the food will be used.
5. Storage of left over foods after the event may sometimes be necessary. The following procedure must be practiced:
 - i. Any thawed foods are never to be refrozen – either give it away to a member if deemed edible ensuring the receiver is aware they must consume within an appropriate timeframe and cannot be re-frozen.
 - ii. Foods which have not been thawed can be placed in a freezer so that it remains frozen until use the next time. Ensure all foods which are kept in storage for the next event are done so in accordance to manufacturer's instructions.
 - iii. Food usage is to be done on a "first in first out" basis ie left overs deemed suitable to be used for the next event is to be used first at the next event before the newer purchased one.
 - iv. Foods which may have been exposed for a while need to be assessed to be safe for consumption prior to storage and/or given away. For example, loaves of sliced bread still be in the original packaging unopened may not be suitable for re-use/freezing as it may have been experiencing condensation within the packaging during the day.
 - v. Unused sauces (ensure the seal is intact) are to be used at each BBQ event.
 - vi. All opened bottles of sauces are not to be refilled when bottles are empty and where bottles of sauces are at a level where it is not worthwhile to be stored are near empty can be given away to a member or disposed of at the end of each event.
6. All utensils, surfaces and surface coverings are to be clean and tidily presented at all times. Only table coverings are allowed to be used if the cover has been washed from the previous use.
7. Any utensils or surfaces which have touched raw foods are not to have cooked food placed on it unless it is placing food on the operating BBQ itself to be cooked.

8. Equipment is to be taken back to the base to be washed –members on duty at the base are to assist with washing utensils where time permits. Washing of table coverings/aprons etc are to be taken home by a member who is willing to volunteer their assistance.

3. Other

All BBQ events are to have the following aids (which are to be accessible to all members) in addition to the food and equipment generally used for BBQs:

- A visible first aid kit
- 70% alcohol hand sanitiser
- Food safe standard rubber gloves
- Cleaning agents/materials (for bench/tables/utensils)
- Rubbish bags
- Disposable face masks

ADDENDUM for COVID-19

1. At all times Marine Rescue volunteers will follow the guidelines recommended by the NSW Ministry of Health in relation to wearing personal protective equipment, social distancing and hand hygiene.
2. It is expected that these guidelines will change as circumstances relating to the pandemic also change.
3. It is assumed that the host entity (Bunnings, Local Councils etc) for the BBQ will also be abiding by the prevailing NSW Ministry of Health Guidelines.