

MAYPOLE FOOTBALL CLUB

Greenaleigh Road, Birmingham, B14 4JL



**ACCREDITED
CLUB** ★ ★
PART OF ENGLAND FOOTBALL



Chairman: James Walker | Vice Chairman: Callum Main | Secretary: Emma Harris | Treasurer: Harvey Harwood

Club Director: Adam Brazier | Club Director: Mukesh Hallan | Club Welfare Officer: Nikki Richards

Maypole FC Food Hygiene AUG 26

<i>Club Policy Owner</i>	Callum Main
<i>Responsible Members</i>	James Walker Callum Main Adam Brazier Mukesh Hallan Matt Smith
<i>Latest Review Date</i>	August 2026
<i>Next Review Date</i>	August 2027

General Enquiries: info@maypolefootballclub.co.uk | Safeguarding Concerns: cwo@maypolefootballclub.co.uk

Website: www.maypolefootballclub.co.uk | Facebook: Maypole FC | Instagram: maypole.fc

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1. Purpose

Maypole FC is committed to maintaining high standards of food hygiene and safety across all areas of the club. We recognise our responsibility to ensure that food and drink provided to players, parents/carers, coaches, officials, volunteers and visitors is prepared, stored, handled and served safely. The purpose of this policy is to provide clear expectations for everyone involved in food provision and to reduce the risk of food contamination, allergic reactions and foodborne illness.

2. Scope

This policy applies to anyone preparing, handling, storing or serving food on behalf of Maypole FC, including paid staff, volunteers and those supporting club events.

It applies to food and drink provided through:

- The clubhouse, kitchen and refreshment areas
- Matchdays and training sessions
- Tournaments, festivals and community events
- Presentation evenings and social events
- Any other activity where Maypole FC provides or sells food

3. Responsibilities

Maypole FC will ensure that appropriate food hygiene arrangements are in place and that individuals involved in food preparation understand their responsibilities.

Anyone handling food on behalf of the club must:

- Follow appropriate food hygiene procedures.
- Maintain high standards of personal hygiene.
- Use food preparation and storage areas responsibly.
- Follow instructions regarding allergens and food safety.
- Report concerns, contamination or faulty equipment promptly.

The person responsible for overseeing food provision should ensure these standards are followed and raise any significant concerns with the club committee.

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4. Personal Hygiene

Anyone handling or serving food must maintain good personal hygiene. Hands should be washed thoroughly before handling food, after using the toilet, after handling waste or raw food, and whenever contamination may have occurred.

Clean and appropriate clothing should be worn, long hair should be appropriately managed, and cuts or wounds should be suitably covered.

Anyone experiencing symptoms that could present a food-safety risk, particularly vomiting or diarrhoea, must not prepare, handle or serve food and should inform the appropriate club official.

5. Food Preparation & Cross Contamination

Food must only be prepared in clean, suitable areas using clean equipment and utensils.

Reasonable precautions must be taken to prevent cross-contamination. This includes keeping raw and ready-to-eat foods appropriately separated and ensuring equipment, utensils and surfaces are cleaned between different tasks where necessary.

Food that appears contaminated, damaged, spoiled or otherwise unsafe must not be served.

6. Food Storage & Temperature Control

Food must be stored appropriately and in accordance with manufacturer instructions.

Chilled, frozen and hot food should be kept at appropriate temperatures, with refrigerators, freezers and other storage equipment maintained in good working order.

Use-by dates must be followed, and food should not be used where there is uncertainty regarding how it has been stored, how long it has been available or whether it remains safe for consumption.

7. Food Allergens

Maypole FC recognises that food allergies can have serious consequences and will take appropriate steps to manage allergen risks.

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Where required, accurate allergen information must be available for food provided or sold by the club.

Those preparing or serving food must never guess whether a product contains a particular allergen. Where information cannot be confirmed, this must be made clear and the food should not be presented as safe for that individual.

Care should also be taken to reduce the risk of unintended cross-contact during food preparation and service.

8. Cleaning & Waste

Food preparation, storage and serving areas must be maintained in a clean and hygienic condition.

Work surfaces, equipment and utensils should be cleaned appropriately before and after use. Waste must be disposed of regularly and safely, with bins managed in a way that reduces contamination and pest risks.

Any evidence of pests must be reported promptly and appropriate action taken.

9. Training & Supervision

Anyone regularly responsible for preparing, handling or serving food should receive appropriate food hygiene information, instruction, supervision and/or training relevant to their responsibilities.

The club will ensure that individuals are not expected to undertake food-handling responsibilities beyond their level of competence.

Where required for a particular role, the club may request completion of appropriate food hygiene training or certification.

10. Food Safety Incidents

Any concern relating to food safety must be taken seriously and reported promptly.

This may include:

- Suspected food poisoning or illness
- Allergen incidents or reactions
- Contaminated or spoiled food

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- Incorrect food storage
- Faulty refrigeration or cooking equipment
- Pest activity
- Significant hygiene concerns

Where food cannot be confirmed as safe, it must not be served. Appropriate club officials should be informed and further action taken where necessary.

11. Compliance

Maypole FC will seek to comply with all relevant UK food safety and hygiene legislation, alongside guidance issued by the Food Standards Agency and the appropriate local authority.

Everyone involved in food provision has a responsibility to follow this policy and support the club in maintaining a safe environment.

Failure to follow appropriate food hygiene procedures may result in an individual being removed from food-handling duties and, where appropriate, further action being taken by the club.

12. Monitoring & Review

The club will periodically review its food hygiene arrangements, particularly following any significant incident, change to food provision, change in facilities or relevant change in guidance or legislation.

Any concerns or areas for improvement should be reported to the appropriate club official so that action can be taken promptly.

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