Grace + Flavour

Horsleys’ Community Kitchen Garden

Policies for

Food Safety, Hygiene and Labelling,

Trades Descriptions, Weights and Measures and

The Sale of Goods.

Overview
Grace + Flavour members grow fruit & vegetables together and operate a share scheme. In addition, we will sell vegetables to the public from the Garden, at farmers markets, and public events such as the village fete.

This document sets out the risks and regulations associated with that activity from a legal perspective (i.e. food safety, hygiene & labelling, trades descriptions, weights & measures and the sale of goods).

It should be read by all members but in particular all Grace + Flavour directors and members involved in the cropping and preparation of vegetables for sale.

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Food Safety

This section gives general hygiene advice for members cropping and preparing vegetables for sale either in the garden or elsewhere.
The key requirements of team members are to ensure that food areas are clean and good standards of personal hygiene are maintained.
The requirements for food hygiene at the Grace + Flavour garden are reasonably simple.

Personal hygiene

All members preparing the vegetables for sale or serving tea should wash their hands in water with soap before and regularly when, cropping or preparing food, in particular after going to the toilet, and after taking a break.
The kitchen area should be kept clean. Partially used items such as food should be stored in rigid containers. Unused milk should be removed at the end of each working session.
Blue paper towels are provided specifically for drying hands. These should placed in the general rubbish bin at the end of the kitchen, **not the recycling bin.**

General cleanliness

- ✓ Remember to keep cleaning equipment, such as cloths, clean and stored properly.
- ✓ Clear waste to the compost heaps at the end of each session so as to avoid attracting pests, such as flies and rats.
- ✓ Do not allow food or other waste to build up in the cropping or tea preparation areas. Keep the storage area clean.
- ✓ Remove rubbish frequently.
- ✓ Utensils & mugs to be taken home and put through a dishwasher at the end of each team session.

Waste Management
Items suitable for recycling (paper *except blue paper towels*, card, cardboard, glass, bottles, jars, empty tin cans, cartons and plastic marked for recycling) should be place in the bin marked "Recycling" which should be lined a **clear plastic bin bag.**
All other non-combustible waste including blue paper towels, should be put in the general waste bin lined with a **black bin bag**.

Illness

Please stay away from Grace + Flavour if you have an infectious illness until at least 48hrs after recovery.
If you are ill with diarrhoea, vomiting or stomach pains, you must not handle food and must allow 48 hours free of symptoms before returning to the garden.

Storage

Any vegetables to be stored (such as potatoes and squash) should be kept in sacks or boxes, off the floor.

Labelling

All fruit and vegetables which are displayed for public sale in a loose or unwrapped state or pre-packed, should be identified by labelling.

Required Labelling
This should be on a notice, or adjacent to the food, which is clear and conspicuous to customers (Grace + Flavour blackboards) with

- The true name of the food
- Price
- **Potatoes** must also be marked with their **variety** (e.g. Maris Piper Potatoes).

Organic
It is an offence to describe our fruit and veg as "organic". This description only applies to organisations that have been inspected and approved by a body authorised by the UK Government to assign such a description.

Relevant Legislation: Food Hygiene

Retained legislation from the EU has been in place since the UK left the EU on 31 January 2020. This includes the retained General Food Law Regulation (EC) 178/2002, as amended by The General Food Law (Amendment etc.) (EU Exit) Regulations 2019.

How it Affects Grace + Flavour
Applies to us as a 'food producer': any undertaking, whether for profit or not and whether public or private, carrying out any stage of production, processing and distribution of food.

And to directors as 'food business operator': the natural or legal persons responsible for ensuring that the requirements for food law are met within the food business under their control.

What we do:

- ✓ Control hazards appropriately, taking steps to:
    - prevent contamination arising from water, soil, feed, veterinary products, muck spreading, pesticides, waste and so on
    - prevent animals and pests from causing contamination
        - A monthly check for rats and mice in the garden will be carried out and appropriate steps taken to ensure they do not contaminate food.
    - use organic plant protection products appropriately
    - Keep records relevant to food safety, including:
        - use of plant protection products and biocides (if at all)
        - any occurrence of disease or pests that may affect food safety
        - results of any analyses carried out.

Relevant Legislation: Unfair Trading

Consumer Protection from Unfair Trading Regulations 2008 (the CPRs)

How it Affects Grace + Flavour
As a trader any behaviour which is directly connected with the promotion, sale or supply of a product to consumers, before, during or after a commercial transaction (if any) in relation to a product. Personal liability for trader – up to £5k fine and two years in prison.

What we do:

- ✓ Comply with the rules - no misleading, aggressive practices or unfair practices (i.e. not do any of the prohibited things: False endorsements/authorisations; Mislead re availability; Misleading context/effect; operate pyramid schemes; operate prize draws where there is no prize or prize is dependent on £; use aggressive sales techniques; have unreasonable demands; Misleading actions (misleading information generally, creating confusion with competitors' products, failing to honour commitments); Misleading omissions; Aggressive practices, General unfair trading).

In other words we are always fair and truthful!

Relevant Legislation: Weights and Measures

Covers sale of produce to the end consumer (separate rules for wholesale and specifically for weighing equipment).

How it affects Grace + Flavour
As a general rule we are required to sell produce by net metric weight (kg) and to have written pricing that is unambiguous, easily identifiable and clearly legible. Our members and customers must be able to see the price indication without asking for assistance.

For regular sales to members

- ✓ We always sell net weight in grams or kg without the weight of the container.
- ✓ Some items are sold as 'countable produce' by number (not more than eight items which can be clearly seen e.g. peppers and tomatoes).
- ✓ Some items are sold by the bunch e.g. asparagus, garlic, onions, radishes, and spring onion.
- ✓ Loose potatoes are sold by net weight. (Large potatoes may be sold by number).
- ✓ All foods are priced on the noticeboard by weight and with applicable discount.
- ✓ Where sold by number of items, single item price is marked.

For sales to the public (e.g. at outside events or from G&F on Saturdays after noon)
Items will be sold 'per unit' as displayed, not by weight.

Note – there are allowable weights per container – Grace + Flavour never weighs the container

Should we operate a box scheme, in order to be sold 'by the box' the contents must be more than 5kg and consist of three or more different fruit or vegetable items.

Relevant Legislation: Selling goods (trading)

How it applies to Grace + Flavour

- ✓ We must identify who we are (Companies Act 2006).
- ✓ We must ensure that food we sell is properly labelled, within any 'use-by' date and of the right quality.
- ✓ We must accurately labels foods (as we do in the garden).
- ✓ We must not make false claims about what we sell.

What We Do

At outside events we display our name, website and contact details clearly. The purpose of attending such events is partially to promote membership of Grace + Flavour so we offer information leaflets with all these details and a general overview.

Food items are sold fresh from the garden.

We sell only our own fruit and veg – no third party products under our own name.

Home produce is sometimes brought in by members. These are not a product of Grace + Flavour but an arrangement between producer and individual. Grace + Flavour takes no responsibility for the contents and it is up to the individual to ensure it is suitable for their personal consumption.