



Viva Gymnastics Club

Companies House: CE020282

Registered Charity: 1187339

Hilsea

Unit 8D, Skill Centre

Limberline Spur

PO3 5LF

Portsmouth

John Pounds Centre

23 Queen Street

PO1 3HN

admin@viva-gymnastics.club

www.viva-gymnastics.club

Food Hygiene Policy VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.2	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.1	Viva Gymnastics Club	11 Feb 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



FOOD HYGIENE POLICY

Introduction

Viva Gymnastics Club must ensure that adequate provision and procedures are put into place to ensure that all employees are aware of the potential food safety risks that may arise.

Policy Details

Protective Clothing

- Staff on duty must maintain a high degree of personal cleanliness.
- All food handlers (qualified) must wear clean clothes and if needed suitable footwear and headwear.
- The clothing provided should not be worn outside.

Hand Washing

- All food handlers should keep their hands clean and fingernails clean and short.
- Hand washing must be restricted to wash-hand basins and hand drying to paper towels or air dryers.
- Food handlers must wash their hands thoroughly:
 - Before starting work.
 - After breaks.
 - After visiting the toilet or on return to the workplace.
 - After coughing into the hand or using a tissue/handkerchief.
 - Before and after handling cooked meat.
 - After eating, drinking or smoking.
 - After touching the face or hair.
 - After carrying out any cleaning.

First Aid

- Minor abrasions, cuts and burns must be covered with an approved and easily visible blue waterproof dressing or gloves (latex free) can be worn.

Jewellery

- Food handlers, including waiters and waitresses must not wear any jewellery other than:
 - A plain wedding ring.
 - Small sleeper earrings in pierced ears (without stones).

Sickness

- Employees will report to the head coach as soon as possible if:
 - On holiday they suffered an attack of diarrhoea and / or vomiting.
 - If any member of their household is suffering from an attack of diarrhoea and / or vomiting.
- Staff will report to their manager as soon as possible, if they are suffering from:
 - Vomiting.
 - Diarrhoea.
 - Septic skin, lesions boils or infected cuts.
 - Discharge from the ear, nose or any other site.



VIVA GYMNASTICS CLUB

Registered Charity Number: 1187339

www.viva-gymnastics.club

Employee Responsibility

- Staff must:
 - Protect food from contamination.
 - Keep food containers off the floor.
 - Be mindful of direct handling when preparing or serving cooked, ready to eat products.
 - Ensure that raw food does not come into contact with cooked food.
 - Inform the head coach, if they are suffering skin or stomach complaints.
- Staff must not:
 - Use the same equipment or working surface for raw and cooked food without thoroughly cleaning and disinfecting them first in between.
 - Consume food and drink in the food handling area.
 - Wear strong perfume or aftershave.
 - Blow their nose, or cough or sneeze over food.
 - Lick fingers, when handling wrapping materials.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Viva Gymnastics Club Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. Viva Gymnastics Club will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

Monitoring Policy

The policy will be monitored on an ongoing basis. Monitoring of the policy is essential to assess how effective it has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy, it is the responsibility of Viva Gymnastics Club Head Coach to see that all relevant employees receive notice. Written notice and/or training will be considered.

Viva Gymnastics Club

Unit 8D, Skill Centre, Limberline Spur, Hilsea, PO3 5LF
John Pounds Centre, 23 Queen Street, Portsmouth, PO1 3HN



VIVA GYMNASTICS CLUB

Registered Charity Number: 1187339

www.viva-gymnastics.club

Additional Information

If you require any additional information or clarification regarding this policy, please contact the Head Coach or your Level 2 lead. In the unlikely event where you are unhappy with any decision made, you should use the Club's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

Viva Gymnastics Club

Unit 8D, Skill Centre, Limberline Spur, Hilsea, PO3 5LF
John Pounds Centre, 23 Queen Street, Portsmouth, PO1 3HN