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U3A BANYULE FOOD HANDLING POLICY

Introduction

U3A Banyule is not involved in the sale of foodstuffs to the public as part of their regular operations. It does not engage in fundraising activities which involve the preparation and sale of foodstuffs. Nevertheless, there is a legal onus upon an organisation that any food provided to its members/guests at an event, is safe¹. Currently, Banyule City Council strongly recommends that volunteers complete the free, online *Do Food Safely* learning program² to ensure compliance and that non-profit and community groups should contact its environmental health team or check requirements via its website before hosting regular meals or events. However, there is a lack of clarity for groups such as U3A in respect to the safe provision of morning/afternoon teas etc to members in the context of a meeting or presentation.

Purpose

The purpose of this policy is to provide clarity to those assisting with food handling and preparation and ensure the food being offered to members is safe. The policy also directs the attention of its volunteers towards the Australia and New Zealand Food Standards Code in regards to the legal health and hygiene obligations for individual food handlers. For the purpose of this policy, food handling and consumption is taken to mean the provision of refreshments in conjunction with Committee and similar meetings and at functions attended by our members and invited guests.

Policy

(i) Safe food handling practices

Volunteers who assist in supervising and serving food and drinks at U3A Banyule functions must take all reasonable measures not to handle food (or surfaces likely to come in contact with food) in a way that is likely to contaminate the food. Volunteers and handlers must maintain clean hands, use proper utensils or gloves for ready-to-eat foods, and ensure clean clothing/aprons. Volunteers and handlers must never smoke, spit, sneeze, or cough directly over food or clean surfaces³.

(ii) Prevention of food contamination

Volunteers who assist in supervising and serving food and drinks at U3A Banyule functions must take all reasonable measures to prevent food or food-contact surfaces from being contaminated. If a volunteer knows or suspects they have contaminated food, they must report it immediately to the supervisor/catering organiser ^{3,4,5}.

(iii) Health obligations

If a volunteer or food handler is suffering from a condition like diarrhoea, vomiting, a fever, sore throat with fever, or an infected skin lesion, and they know or suspect they might contaminate food, they must stop handling food and notify the supervisor/catering organiser ^{3,4,5}.

(iv) Temperature control of food

Potentially hazardous foods must be kept out of the temperature danger zone (5°C to 60°C) – keeping cold food at 5°C or colder and hot food at 60°C or hotter⁴.

(v) Training

It is strongly recommended that all volunteers and handlers of food complete the free, online Victorian Government *Do Food Safely* learning program to ensure compliance.²

References

¹ <https://www.foodstandards.gov.au/business/charities#providingfree>

² <https://dofoodsafely.health.vic.gov.au/index.php/en/>

³ [Australia New Zealand Food Standards Code](#) (refer to Division 4, subdivision 1 of Standard 3.2.2) and https://www.foodstandards.gov.au/sites/default/files/2024-11/Safe%20Food%20Australia_27112024%20-%20web.pdf

⁴ <https://www.health.vic.gov.au/sites/default/files/2023-09/your-guide-to-food-safety.pdf>

⁵ <https://volunteering.freshdesk.com/support/solutions/articles/51000417217-safe-food-handling>

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1	Approved by CoM	October 2026