

[Venue name]

Healthy community venue policy

Instructions for using this template

This template was developed by the [Fuel to Go & Play®](#) project. It is an editable document, allowing you to make changes as required. Throughout the document, you will find [blue text] where information can be inserted, edited and/or removed. There are also prompts to additional information/references and instructions shaded in grey (such as this text box) that should also be removed when editing is complete.

You will notice reference to the green, amber and red categories of the 'traffic light' system in this template. More information about the traffic light system can be found in the Fuel to Go & Play® ['Traffic lights on the menu'](#) fact sheet.

At an operational level, a customised policy helps to bring about and sustain change specifically addressing the needs and aims of your community venue.

[Insert venue name] recognises and values the importance of creating a healthier environment for everyone who attends our venue. This policy sets out the aims and principles of the food and drinks provided within our community venue and ensures the venue aligns with best practice alcohol service and smoke-free environments.

Healthy Food and Drink Policy

[Insert venue name] is committed to providing healthier food and drinks that align to the Australian Dietary Guidelines and the Australian Guide to Healthy Eating, which establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

Limiting the availability of confectionery, deep fried foods, sugary drinks and take-away foods is a key component of our healthy food and drink policy. Excess consumption of these items can be harmful and displace more nutritious food and drinks.

Our community venue is well placed to promote the importance of healthy eating, and guide the development of healthy eating patterns and behaviours of participants and spectators. Our food service can reinforce the healthy messages promoted by our venue. [Insert venue name] will ensure a variety of healthier food and drinks are available at all times.

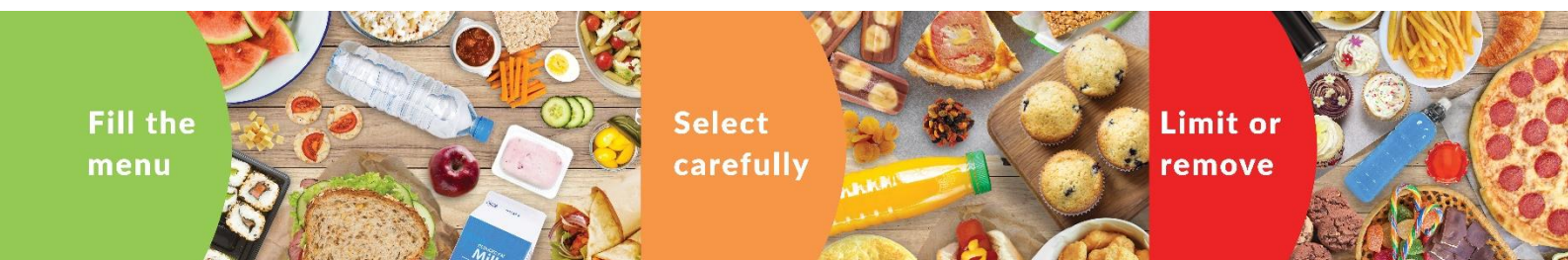
Standards for food and drinks

[Insert venue name] will:

- ensure healthy food and drink options are available should catering be provided at activities or events
- not use unhealthy food/drink (or vouchers for same) as prizes or awards
- ensure that only food and drinks that support our policy are used for fundraising
- ensure that the only food and drink advertising that is displayed supports our healthy food and drink policy
- ensure free drinking water is available at activities or events

The [Insert venue name] [insert food service type e.g. canteen, kiosk etc.] will:

- plan a menu using the Fuel to Go & Play® traffic light system to rate food and drinks as green, amber or red based on their nutritional value
- ensure that healthy food and drinks (e.g. green options) are promoted and displayed more prominently than other foods (e.g. red options)
- ensure that healthy choices are priced competitively.



Food safety and hygiene

[Insert venue name] will comply with the Food Act 2008 (WA) and the Food Regulations 2009, including:

- Our venue will apply for registration with the local council as a food business (*a fee may be applicable*)
- Our venue will notify the local council prior to conducting a charitable or community event involving food (i.e. sausage sizzle)
- Information on these requirements will be sought from the local council prior to any function, i.e. sausage sizzle, where food will be provided.

[Insert venue name] will ensure that all paid and volunteer staff:

- complete food safety and hygiene training e.g. FoodSafe® Food Handler Training program or its equivalent
- wear hats, hairnets and aprons which will be provided by the Venue
- not sell (or provide) foods made at home or brought in by staff or volunteers from a commercial supplier through the food service
- prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth.

Occupational health and safety

[Insert venue name] will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. Examples include:

- All staff and volunteers to be made aware of evacuation procedures in case of fire or other emergency
- All staff and volunteers to wear enclosed footwear when working in the food service (e.g. kiosk, bar). Shoes with heels or open sandals/flip flops are not acceptable
- Only food service staff and volunteers rostered for duty may enter the premises during normal trading hours
- Children (e.g. children of staff or volunteers) are not permitted in the food service during normal trading hours.

Allergy and anaphylaxis management

Food allergen management is part of food safety and all food service providers must comply with the legislation. The law requires you to provide accurate information when a customer asks about allergens in the food you are serving. Further information is available from www.foodallergytraining.org.au. An Allergy Aware Checklist can be downloaded from the resources section of www.foodallergytraining.org.au

All paid and volunteer staff need to be aware of the risks food allergy poses. It is important to:

- know how to identify and manage food allergy
- understand the law with regards to food allergy and food service provision
- know what is in your food so that you can provide accurate information about foods a customer is allergic to
- know how to respond to enquiries from customers with food allergy.

[Insert venue name] will encourage staff and volunteers to complete *All about Allergens* online training available free at <https://foodallergytraining.org.au>

Alcohol Policy

In the interest of health and safety [Insert venue name] will actively seek to promote, encourage and support strategies to minimise harm from alcohol and other drug use.

[Insert venue name] will ensure:

- alcohol is served in accordance with the requirements set out in the *Liquor Control Act 1988*. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons
- alcoholic drinks are served in standard-sized drink portions, should alcohol be available
- low strength alcohol and non-alcoholic choices must be available should alcohol be available
- ensure free drinking water is available at activities or events
- alcohol (or vouchers for same) must not be provided as prizes or awards
- no activities or promotions that encourage rapid consumption of alcohol (e.g. discounted drink prices, happy hours, drinking competitions), should alcohol be available at activities or events
- no promotions that glamorise getting drunk or imply that getting drunk is desirable e.g. providing drinks or cocktails with names that imply they will get you drunk.

Smoke-free Policy

[Insert venue name] recognises that smoke-free environments protect non-smokers from the harmful effects of Environmental Tobacco Smoke (ETS) and contribute to reducing tobacco consumption levels.

[Insert venue name] will ensure:

- all indoor and outdoor areas under the control of the venue are maintained as smoke-free; including e-cigarettes
- the smoke-free policy applies to all bench, playing areas and changing rooms for all players, coaching staff, referees and other team officials involved in competitions under the venues control.

Mental Health Policy

[Insert venue name] will ensure:

- support strategies that provide opportunities for staff, members and participants to be mentally, physically and socially active
- proactively encourage staff, members and participants to volunteer for the organisation, to set personal goals for achievement and to more broadly be involved in other community events and environments
- encourage staff, volunteers and participants to treat all groups in the organisation and community with respect, equality and openness.

Sun Protection Policy

[Insert venue name] recognises that exposure to ultraviolet radiation (UV) has negative health effects and will therefore introduce measures to minimise exposure.

[Insert venue name] will:

- strongly recommend and support sun safe practices for all activities
- encourage the use of sunscreen (SPF 30+) to all staff, members and participants
- where possible encourage activities to be conducted before 10.00am or after 3.00pm to avoid peak UV times, ensuring shade is utilised to protect participants and spectators.

Injury Prevention Policy

[Insert venue name] is committed to improving the health of its participants, players and coaches through safe participation in sport and physical activity.

[Insert venue name] will:

- promote and encourage the use of protective equipment where appropriate
- conduct warm up, stretch and cool down routines at all training and competition sessions
- ensure an appropriately qualified first aid person is in attendance at all training and competition sessions, whenever possible.

Sponsorship and fundraising

Community venues should consider sponsorship agreements and fundraising activities in the context of their policy. Example text:

- Our venue will partner with sponsors that support the aims and goals of our policy
- Our venue will conduct fundraising activities that support the aims and goals of our policy e.g. red foods, such as confectionery, will not be used for fundraising.

Distribution of the Healthy community venue policy

- A current copy of the Healthy community venue policy will be on permanent display in the [Insert location e.g. venue room, food service area etc.].
- A signed and dated copy of the Healthy community venue policy will be distributed to all [Insert venue name] staff and members (including board/committee members).

Renewal of the Policy

This Healthy community venue policy will be reviewed annually.

Endorsement

We the undersigned, hereby certify that this Policy was adopted by the [Insert venue name].

(Insert date): _____

Signature: _____

Signature: _____

Name: _____

Name: _____

[Insert title e.g. Food service manager]

[Insert title e.g. Director/Venue manager]