



Policy – Food Hygiene

Food Safety Guidelines – External Hirers

Definition

As a Church we have a duty of care to all who eat food on our premises and as such All Saints PCC have adopted the following food hygiene policy. The policy applies to external users preparing food either in the centre kitchen or at home for later distribution on the premises.

Conditions

Any users or organisation that hire our hall and will be serving food must read these guidelines and adhere to them. A copy is also attached to the booking conditions. It is also strongly recommended that the hirer reads the manual - Safer food, better business issued by the food standards agency, a copy of which is available in the kitchen. All saints' PCC cannot be held responsibility for the condition of any foods either brought onto our premises or prepared within our kitchens by external hirers and users of the hall.

Requirements

On entering the kitchen, place any bags etc in the cupboard provided so that no one can trip over them and hurt themselves.

Your clothing must be clean, aprons should be worn and long hair should be tied back. All jewellery, watches etc should be removed but weddings rings are allowed.

Now wash your hands in the hand-washing basin using liquid soap. Make sure you wash well between the fingers and scrub your nails. Remove stopper from sink before drying your hands - preferably with a paper towel.

How to wash your hands:

- Wet hands thoroughly
- Use approved soap
- Rub palms together
- Rub the fingers
- Rub the thumbs
- Rinse hands thoroughly
- Use paper towel for drying
- Turn off the tap using the paper towel

Now disinfect the work surfaces.

You are now ready to work and it is our responsibility to stop bacteria. There are many types of bacteria; two of the most common are salmonella and E-coli 0157. Bacteria are germs and, as we all carry bacteria, they are a source of contamination. We carry bacteria on our skin, in our mouth, nose, ears, hair etc. Bacteria are also in the air, water, soil and on food.

Bacteria can be killed by proper cooking – by HEAT – by CHEMICALS – or by IRRADIATION.

Bacteria cause food poisoning and it is our job to prevent this. To prevent bacteria passing from us we should wear protective clothing.

The high risk foods are:

- All cooked meat and poultry.
- Cooked meat products including gravy and stock.
- Milk, cream, artificial cream, custards and dairy produce.
- Cooked eggs and products made from eggs e.g. mayonnaise.
- Shellfish and other seafood's.
- Cooked rice.

To make bacteria multiply they require:

- Warmth
- Moisture
- Food
- Time

Bacteria can multiply every ten minutes and grow in the danger zone. The **DANGER ZONE** is between 5 °C and 63 °C. Therefore **ONE** bacterium becomes **ONE THOUSAND** in only 1 hour 40 minutes. Their preference for growth is 37 °C - blood heat. This is the most dangerous temperature.

To keep food in good condition **HIGH RISK** cold food should be kept below 5 °C and **HIGH RISK** hot food over 63 °C. Bacteria will not grow when frozen at 18 °C but are still there and will start to multiply when thawed out.

The 10 main reasons for food poisoning are:

- Food prepared too far in advance and stored at room temperature, i.e. not under refrigeration.
- Cooling food too slowly prior to refrigeration.
- Not re-heating food to high enough temperatures to destroy food poisoning bacteria.
- The use of cooked food contaminated with food poisoning bacteria.
- Undercooking
- Not thawing frozen poultry for sufficient time
- Cross-contamination from raw food to cooked food
- Storing food below 63 °C
- Infected food handlers
- Use of left-over food

Food poisoning can also be caused by:

- Bacteria or their toxins
- Viruses
- Chemicals e.g. insecticides and weed-killers
- Metals e.g. lead, copper and mercury

- Poisonous plants e.g. deadly nightshade and toadstools

Bacteria can be passed by:

- Hands
- Clothes and equipment
- Hand contact surfaces
- Food contact surfaces

Try to make sure the same utensils are not used for both raw and cooked food. They must be properly washed between being used on raw and then cooked food.

Should you be unwell in any way (sickness, diarrhoea etc), please do not prepare food for use on our premises. Ask someone else to cover for you. Any cuts should be completely covered with a plaster - preferably blue or green - which seals round the wound. Do not use strip dressing as germs can escape from the open ends.

Food can be contaminated by:

- People
- Raw food
- Insects
- Rodents
- Dust
- Refuse, waste food
- Animals, birds

If at any time you see any indication of insects, rodents, animals or birds in the church kitchen, please notify the centre administrator immediately.

Physical contamination

Physical contamination of food is caused when a foreign body is found in food. This can be anything from a piece of metal from a machine, cleaning materials, flaking paint etc - anything which should not be eaten. Physical contamination can also be caused if items we are wearing fall into food e.g. ear-rings, stones from a ring or brooch, jewellery on hands and wrists or grips from our hair. Please do not wear nail varnish when preparing food as it can flake off. Strong perfumes / after-shave should not be worn as they can also contaminate food.

Cooking and reheating food

When food is cooked from fresh, the centre of the item must reach 75 °C. Re-heating food must be heated to a temperature in the centre of 82 °C. A probe thermometer will be available in the kitchen for this purpose and you must check that reheated food reaches this temperature. The probe must be wiped with **BACTERICIDAL** disinfectant before and after use. Hot food must be served above 63 °C and can only be reheated once.

Keeping food when not for immediate use

All food should be kept as cool as possible. We are lucky in having halls which are well heated but, for

food, it is a disaster. Please keep food, especially if it contains a high-risk item, in the kitchen which is usually cool.

All food should be kept covered. This also applies to Sales of Work, Coffee Mornings/Evenings etc. Any individual items which are not wrapped should be in covered containers and, when placing them in the bag for the customer, tongs **MUST** be used.

Fridge

In the fridge, please keep raw and ready-to-eat food separate. Raw food should always be on the lowest shelf of the fridge. There will be a thermometer in the fridge and the temperature, when opened first thing in the morning, should not exceed 5 °C. If it exceeds this, please let a member of staff know

Cream

We all love it - so do the bugs, because of the high fat content. Cream should only be out of the fridge for no more than 15 minutes. If cream cakes are to be served, please bring the cakes without the cream. Then either whip the cream in the kitchen and fill the cakes shortly before they will be eaten, or bring your cream whipped in a freezer bag and place the cream in the fridge on arrival, ready to fill any cakes later on.

Alternatively, chilled pouring cream can be served with the desserts.

Buffets

We cannot have any influence over the preparation, storage and handling of buffet food that you bring, or arrange to be brought, onto the premises. Because of this we would appreciate if you take some time on the details below relating to buffets.

- Most of the food served at buffets may be kept above 8 DegC for a single period of 4 hours (whilst it is being stored or displayed).
- After this 4 hour period any remaining food should be discarded. Alternatively the food can be returned immediately to chilled storage (below 8 DegC) until it is finally consumed.
- Any food consumed after this period of time is considered to be higher risk and could potentially place persons at risk of food poisoning.

Because of this we recommend the following:

- Food should be delivered and set up for display and consumption as close to the service time as possible
- After 2 hours at room temperature we recommend that the food is discarded or taken elsewhere and placed in a refrigerator before final consumption. Food should certainly not be consumed after more than 4 hours at room temperature
- We recommend that food is not taken away for consumption at the end of the function, but disposed of, unless it is consumed within 4 hours (or placed in a chiller within that time)
- If in doubt don't eat it.

Other important hygiene advice

Instead of using mayonnaise in sandwiches, use salad cream or French dressing.

Ventilation is important, it keeps the temperature down.

Allow only four hours leeway between making a sandwich and eating it, unless it is kept in the fridge in the meantime.

As we only have one fridge, then raw meat, poultry and fish (covered) should go on the bottom shelf.

Remember, a fridge doesn't kill bacteria; it only slows down the rate at which they multiply.

Keep ketchup in the fridge.

No over-loading the fridge, no hot food and no open cans.

Don't re-freeze defrosted foods.

Reheat foods until they are piping hot throughout. Never reheat foods more than once.

Keep separate chopping boards for raw and cooked foods - preferably a different colour. Keep them scrupulously clean.

Do not keep foods beyond their 'use by' date.

Never dip fingers in food to taste - use a spoon

Do not, chew gum, change nappies or undertake any other unhygienic practice in a food handling area

Washing Hands

Hands must be washed regularly and always in the following circumstances:

- When you visit the toilet
- On entering the food room and before handling any food or equipment
- Between handling raw and cooked food
- After combing or touching your hair
- After eating, smoking, coughing or blowing your nose
- When you handle waste food or refuse
- When you handle cleaning chemicals

Hygiene

When you are handling dishes etc

- Make sure you do not handle any part which will be in touch with anyone's mouth.
- Fingers should not be inside cups, use the handles when setting out or putting away.
- Only handle cutlery by the handle.
- Teaspoons in a dish should have the handles protruding to enable people to help themselves.
- Disposable cups should be taken from the base of the tube to prevent your fingers going inside the cup.
- Dishes which become cracked or chipped must be thrown out.
- Always work methodically, clearing up as you go along.

If not using the dishwasher then washing dishes will have to be done using the two-sink method - wash in the first sink and rinse in the second one— using clean, hand-hot water 53 °C to 55 °C and using a detergent. Use a nylon pot scrub or brush if required. Rubber gloves should be worn when using this detergent. Disposable cloths should be used. If non-disposable cloths are used, each organisation should provide their own and be responsible for bleaching / boiling after each use.

Clean tea towels must be used or dishes air-dried. Organisations should either provide their own tea towels or, if using church ones, take them home, wash and iron and return to the church as soon as possible. Do not leave dishes drying for other users to put away at a later time.

Pets and animals are not allowed in the kitchen.

Dirty water from non-food sources (floor washing, painting etc) must not be emptied down the kitchen sinks. This type of dirty water must be emptied in the sink in the cleaner's cupboard.

Buckets should be emptied at the end of each shift and the contents placed in the cleaner's cupboard. Should they become full while you are working, the same applies - never let them overflow.

Work surfaces, sinks etc must be disinfected before you leave the kitchen with bactericidal disinfectant, and the cooker top cleaned. If dirty, a 'Jif' type of cleaner should be used.

Any organisation keeping food, sugar, tea etc in a kitchen cupboard should make sure they are in a rodent proof container and clearly marked with the organisation's name.

Please remember many groups use the kitchen. When you come in, it should be in pristine condition. Nothing left on the work tops or on the top of the units. Please leave it in this condition.

Please, all help each other, and we can enjoy working in the kitchen in pleasant surroundings.

No	Policy Document Change History	Date	Who
2	Change in personnel	18/06/13	MH
1	Buffets details added	18/02/08	RP
N	Initial release	21/06/07	RP