



# Food Hygiene Policy - Food Safety Guidelines for External Hirers & Church Events 2024 (to be reviewed March 2027)

## Purpose

As a church we have a duty of care to all who eat food on our premises, either brought in or prepared on site, and as such All Saints' PCC have adopted the following food hygiene policy.

**Name** Matt Levinsohn

**Position:** Chair of PCC, Vicar

**Signature**

**Date:**

21/10/24

# Contents

Purpose .....	i
Specific Responsibilities .....	2
1. General Outline.....	2
2. Requirements .....	2
3. High Risk Foods.....	2
4. Cooking and Reheating Food.....	3
5. Fridges.....	3
6. Buffets .....	3
7. Hygiene .....	4
8. First Aid .....	4
9. Training.....	4
10. Reporting.....	5

## Specific Responsibilities

The person named below is authorised by the PCC to act as Food Safety Manager (interim) on behalf of All Saints':

**Rev Matt Levinsohn**

### 1. General Outline

All Saints' PCC has adopted the 'National Foods Standards Agency' food management system 'Safer Food, Better Business' that is to be adhered to by all, whether undertaking food handling in the centre kitchen or in other areas of the church building. If All Saints' use external hirers for their own events checks must be made.

Any users hiring the premises and serving food must read and adhere to these guidelines. All Saints' PCC cannot be held responsible for the condition of any foods served by external hirers and church users of the premises.

### 2. Requirements

- Bags and coats should not be kept in the kitchen itself. Coat hooks are available for use in the cupboard.
- Surfaces should be cleaned/disinfected before starting to prepare food.
- Washing hands thoroughly and regularly is absolutely essential for hygiene and for combatting bacterial infection. Washing up sinks should not be used for this purpose. There is a hand wash sink in the kitchen in the centre.
- Aprons should be worn.

### 3. High Risk Foods

Bacteria, the most common cause of food poisoning, can multiply every 10 minutes and so to keep food in a good condition **HIGH RISK** cold food should be kept below 5°C and **HIGH RISK** hot food above 63°C.

#### High Risk Foods are

- All raw and cooked meats and poultry
- Cooked meat products including gravy and stock
- Milk, cream, custards, and dairy produce

- Cooked eggs and products made from eggs, e.g., mayonnaise
- Shellfish and other seafoods
- Cooked rice

Bacteria will not grow when food is frozen but are still there and will start to multiply rapidly when food is thawed out unless precautions, such as storing food in a refrigerator or cooking it, are taken.

Bacteria can be passed by hands, clothes and equipment, or on surfaces. To combat this:

- Do not use the same utensils, or crockery, for raw and cooked food.
- Correct chopping boards must be used when preparing food. A chart indicating which appropriate chopping board to use is displayed next to the chopping boards in the centre kitchen.
- If at any time you see any indication of insects, rodents, animals, or birds in the centre kitchen (or anywhere else on the premises) please notify the centre administrator immediately.

#### **4. Cooking and Reheating Food**

It is vital that when food is cooked from fresh the core of the item must reach at least 75°C. Food should only be reheated once and must be heated to at least 75°C in its core. A probe thermometer is available in the centre kitchen for this purpose, and it is essential that foods are cooked or re-heated to these stated temperatures. The probe must be cleaned with the anti-bacterial wipes provided before and after use. Hot food should be served above 63°C and can only be re-heated once.

#### **5. Fridges**

When opened first thing in the morning fridges should not exceed 5°C. Keep raw and ready to eat food on separate shelves. Raw food must always be stored on the lowest shelf of the fridge.

#### **6. Buffets**

Food should be delivered and set up as close to serving time as possible. After 2 hours at room temperature food should be discarded or returned to chilled storage below 5°C until it is finally consumed. Food should not be consumed after more than 4 hours at room temperature.

## **7. Hygiene**

- For dishwashing, disposable cloths are preferable but if non-disposable cloths are used each organisation should provide their own. When using the dishwasher instructions provided must be followed. These must be clearly displayed near the dishwasher.
- Clean tea towels must be used, or dishes air-dried. Organisations should either provide their own tea towels or, if using centre kitchen ones, take them home, wash and iron/fold them and return to the centre as soon as possible. Do not leave dishes drying for other users to put away later. Tea towels must not be left on the kitchen radiator.
- Dirty water from non-food sources, e.g., floor washing must not be emptied down the kitchen sinks. This type of dirty water must be emptied in the sink in the cleaners' cupboard.
- Buckets should be emptied at the end of each session and replaced in the cleaners' cupboard.
- Work surfaces must be disinfected before you leave the kitchen areas with the anti-bacterial spray provided and the cooker top and oven cleaned of any debris.
- Do not leave items on the worktops.
- Pets and animals are not allowed in the kitchen areas.
- In addition to the official Food Hygiene inspection, we at All Saints' commit to checking / renewing of equipment and a deep clean of the kitchen twice a year.

Please remember many groups use the kitchen. When you come in, and when you leave, it should be in pristine condition.

## **8. First Aid**

For church events the Health and Safety Policy will be adhered to concerning first aid. Also any cuts will be covered using waterproof blue plasters.

## **9. Training**

Food hygiene training will be offered to all those who are involved in preparing food for church events. This will involve a 2-hour training session with practical, followed by an online allergen session and the expectation to read this policy.

<https://allergytraining.food.gov.uk>

## 10. Records

- Fridge temperatures should be checked daily by the receptionist and recorded in the folder in the kitchen.
- Records of regular cleaning should be kept, along with details of the dates that the deep cleaning has taken place, and any issues identified.

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