



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Health and Safety Trustee	Oct 2019	Beth Simpson	Annually	24/02/2020 15/02/2022	Beth Simpson Matthew Marks

FOOD HYGIENE POLICY

Hospitality is a central part of Cambray Baptist Church's vision and operation – we believe that gathering together over food and refreshments welcomes people and demonstrates the love of God through friendly and gracious service.

We recognise that the preparation of food and refreshments needs to be undertaken in a hygienic and safe way and this policy is intended to provide guidelines on how this should be done. This policy is based on guidance issued by the European Commission which states that “on the implementation of certain provisions of Regulation (EC) No 852/2004 on the hygiene of foodstuffs”, operations such as the occasional handling, preparation, storage and serving of food by private persons at events such as church, school or village fairs are not covered by the scope of the Regulation... EU rules should only apply to undertakings, the concept of which implies a certain continuity of activities and a certain degree of organisation.

Therefore, we have defined two types of activity that take place at Cambray Baptist Church:

1. Church activities without continuity and organisation which do not happen on a regular weekly/monthly basis; eg:

- *Bring and share suppers, buffets, meals, etc* – a one-off event which is not considered to have “continuity”
- *Cooking at youth camps* – an event lasting a few days is not considered to have “continuity”
- *Food made by volunteers for a funeral* – a restricted event which is not considered to have “continuity”
- *Sunday tea and coffee* – although regular this activity is considered not to have a “degree of organisation”
- *Social events within individual ministry groups* – considered not to have a “degree of organisation” or “continuity”
- *Open Church* – a weekly event providing low-risk foods on a small scale is not considered to have “a degree of organisation”
- *Youth cooking nights* – events where members bring in ingredients and cook together, sharing the food afterwards, are not considered to have “a degree of organisation” or “continuity”

2. Church activities with continuity and organisation which happen on an average monthly basis (or more):

- *Seniors' lunch club* – this is a weekly activity providing hot food and is considered to involve both continuity and a degree of organisation

When a catered event is organised within the church, the organiser must inform the Hospitality Co-ordinator of the event, and ensure that the guidelines below are followed:

FOOD HYGIENE GUIDANCE FOR ALL CHURCH ACTIVITIES – WHEN USING THE CHURCH KITCHENS

1. For all events other than tea, coffee and biscuits, a Food Hygiene Safety Form should be filled in, giving details of where food was bought, how it was stored and how it was cooked etc. These forms are in folders in each kitchen.
2. Wash hands frequently and use the paper towels to dry them, whenever you enter the kitchen or before handling food and between preparing different sorts of food.
3. Thoroughly clean the work surfaces before you start with the disinfectant in the spray bottle. Keep work surfaces clean and tidy.
4. Do not work in the kitchen if you are infectious or within 48 hours of suffering from a tummy bug.
5. Wear a full-length apron and take out new yellow J clothes at start of work (these are in the drawers in both kitchens).
6. Use the appropriate cutting board for each food type (see the colour coded poster in the kitchen).
7. Wear blue plasters on cuts etc (in the blue first aid kits in each kitchen).
8. When handling meats and other high-risk foods, clean everything used with hot soapy water and put through dish washer before starting next task.
9. Take apron off when you leave kitchen and always wash hands when you return.
10. All opened food/drink stored in the fridge should comply with the consumption dates on which it was opened.
11. Keep food at the right temperature - hot food at least 63°C and cold at 5°C or less. Use the temperature probe for all hot food, ensuring it has reached a temperature of 63°C.
12. Shop bought dishes can be heated in the microwave or oven following the pack instructions.

EXTRA FOOD HYGIENE GUIDANCE FOR CHURCH ACTIVITIES WITH CONTUNITY AND/OR ORGANISATION

eg. Seniors' Lunch Club

All of the guidance above must be followed, plus:

1. All food must be completely made in the church kitchens and a member of the team should have a Food Hygiene Certificate.

FOOD HYGIENE GUIDANCE FOR CHURCH ACTIVITIES – WHEN FOOD IS MADE AT HOME

1. Do not prepare food if you are infectious, or within 48hours of suffering from a tummy bug.
2. Always wash your food, hands, counters, and cooking tools before starting.
3. Do not touch pets whilst preparing food.
4. Rinse all fruit and vegetables.
5. Keep raw foods separate from cooked foods at all times.
6. Put foods into the fridge or freezer within 2 hours of cooking them or buying them from the shop.
7. Thaw food in the fridge or in the microwave – not by leaving it out on the side.

8. Ensure food is thoroughly cooked.
9. Food that needs refrigerating and is being transported to church should be transported in a cool box and within the shortest time possible. Once arriving at church, it should be transferred straight to one of the refrigerators.
10. Food which is cooked at home and will need re-heating at church should be cooled rapidly, transported in a cool bag and then reheated properly to at least 63°C.