



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
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FOOD HYGIENE POLICY AND PROCEDURE

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 the procedure is intended to provide guidelines on how this should be done. It is based on guidance issued by the Baptist Union Keeping People Safe, "The Church Office" and other input from other churches, documents and qualified professionals including local environmental health officers. "The Church Office" is an external organisation offering support to churches.

The trustees will seek to ensure that all food and drink provided at the premises is safe to consume.

With regard to home made cakes and/or food prepared at home, all hygiene procedures, as appropriate, must be followed and the form in Appendix 2 (Home made cakes) or Appendix 3 (Food made at Home) must be completed and brought with the food.

This will be achieved by:

- Assessing the risk at critical control points
- Nominating members of the congregation to take particular responsibilities
- Recording all catering activities as they occur
- Reviewing all activities on a regular basis
- Ensuring the facilities are maintained to an appropriate standard
- Providing training appropriate to the level of risk

This Food Hygiene Policy and Procedure will be posted in both Cambray kitchens.

Food Hygiene Procedure

When a catered event is organised within the church, there must be a **Catering Lead** who will:

- Be responsible for providing guidance to all kitchen users on the kitchen equipment, processes and procedures
- Be responsible for keeping appropriate records on training
- Check the kitchen diary weekly and report any issues to the Church Office
- Be responsible for monitoring the storage of food in the kitchen; they are authorised to dispose of any food not stored or labelled correctly
- Check regularly for any signs of pests (e.g. droppings, gnawed packaging, eggs or feathers)
- Be responsible for overseeing the use of the kitchens, ensuring that appropriate standards are met, through regular spot checks of both the kitchens and different groups usage of the kitchens. There are two cookers in the main kitchen and one in the Rodney Hall kitchen. All three to be serviced annually and thoroughly cleaned between once and four times a year dependent on use.
- The water softener for the dish washer to have salt added as and when necessary.

Each group wishing to use a kitchen in any way must appoint a **Responsible Person** to oversee any use of the kitchen by the group. The responsible person will:

- Hold a current (less than three years old) level 2 food hygiene certificate, unless a group only serves refreshments (limited to drinks and biscuits/similar). A copy of the certificates must be stored with the Church Office
- Have received an induction in the use of the kitchen equipment from the catering lead
- Be responsible for ensuring that any use of a kitchen by their group is in accordance with this food hygiene policy
- Where the responsible person is not physically present in the kitchen during the preparation of food, they are responsible for ensuring that those involved are briefed on the use of the kitchen and follow the requirements of this policy
- Be aware of any attendees who have allergies. A list of allergens is posted in each kitchen.

All Responsible Persons will receive a copy of the policy and sign to acknowledge they have seen and understand it. A regular reminder of good practice will be circulated to all kitchen users.

Children under the age of 14 should not enter or use the kitchen at any time.

Handbags should be stored in the drawer provided in the Kitchen. Bags and coats must not be kept in the kitchen. Items may be hung in the School Room corridor or stored safely in the School Room or using pegs and spaces in the Rodney Hall entrance as appropriate.

FOOD HYGIENE GUIDANCE FOR ALL CHURCH ACTIVITIES – 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. See Appendix 1. The Church Office will print further copies if stocks are low.
2. Wash hands frequently and use the paper towels to dry them, whenever you enter the kitchen or before handling food, between preparing different sorts of food, after handling food waste or emptying a bin. Also wash your hands after touching phones, light switches or other surfaces that could come into contact with anyone handling raw food.
3. Thoroughly clean the work surfaces before you start with the disinfectant in the spray bottle. Keep work surfaces clean and tidy.
4. Anyone suffering from coughs, colds, diarrhoea or vomiting may not assist in the kitchen (until 48 hours after any symptoms) nor may anyone with cuts or abrasions (unless minor and covered with a blue plaster.)
5. A first aid kit is available in the School Room corridor together with an Accident Book. Any accidents must be recorded in the accident book. Smaller first aid kits containing blue plaster and burn kits are in each kitchen.
6. Wear a full-length apron and take out new yellow J-cloths at start of work (these are in the drawers in both kitchens).
7. When preparing food, tie back or cover long hair.
8. Do not eat or drink when you are working with food.
9. Use the appropriate cutting board for each food type (see the colour coded poster in both kitchens).
10. Dishwashers or washing by hand? A properly maintained dishwasher heats to 180 degrees C so should kill any bacteria or cross contamination from raw meat. When handling meats and other high-risk foods, clean everything used separately with hot soapy water and then through the dishwasher so that it kills all the bacteria before starting the next task. This includes knives and chopping boards. Please note that items are rinsed before putting them in the dishwasher as you could contaminate the water you are washing other things with. Check all items are safe to go in the dishwasher! However, it is recognised that for small quantities of items, it is wasteful to use the dishwasher. So although the dishwasher is preferable, in these circumstances using hot soapy water is sufficient.
11. Take your apron off when you leave the kitchen and always wash your hands when you return.
12. All opened food/drink stored in the fridge should comply with the consumption dates on which it was opened.
13. Food should be cooked to a minimum of 75 degrees C for at least 30 seconds and also any reheated food to at least 75 degrees C. Probes should be used to check temperatures and cleaned with antibacterial wipes after use to avoid cross contamination. This is especially true using microwaves because there can be hot spots which makes you think it is all up to the temperature when it isn't. The temperatures of food being cooked should be recorded. Cold food should be kept at 5 degrees C or under if they are chilled foods and -18 degrees C or under if they are frozen foods. Food safety temperatures are displayed in the kitchens.
14. Shop bought dishes can be heated in the microwave or oven following the pack instructions.
15. Any food that has been kept warm for 90 minutes or more must be disposed of.

16. Ideally, store raw and ready-to-eat food in separate fridges or freezers.. If they are in the same unit, store raw meat, poultry, fish and eggs below ready-to-eat food. Unwashed fruit and vegetables should also be kept separate from ready-to-eat food and above raw meat.
17. All waste must be properly disposed of in accordance with current instructions displayed in the kitchens.

At the end of all activities using the kitchen:

- All items used must be washed up, either using the dishwasher or in hot soapy water, dried and put away
- All surfaces should be left clear and should be wiped using hot soapy water and then anti-bacterial spray
- The kitchen bin should be emptied into the external wheelie bins and a new bag put in the bin.
- Kitchen tea towels and fabric aprons should be taken home and laundered at least 60 degrees C and returned as soon as possible.

APPENDIX 1 -FOOD HYGIENE SAFETY FORM

FOOD HYGIENE SAFETY

Date:

Event:

Lead Cook or Responsible Person:

Menu:

Kitchen:

Surfaces cleaned properly: Yes / No

Fridge temp: 5 degrees C or less: Yes / No

Freezer temp: -18 degrees C or less: Yes / No

Was all uncooked food kept separate from cooked food? (if stored in the same unit, uncooked food below ready-to- eat food? Yes / No

Were chopping boards and knives etc used for uncooked meat washed in the dishwasher? Yes / No

Food sources: State where food was bought and where items were stored -

Fresh -

Chilled -

Frozen -

Frozen foods - how were they defrosted? -

Dates: Are all foods within "use by" dates Yes / No

Cooking: Was meat cooked at 75 degrees C or more for at least 30 seconds at end of cooking time? Yes / No

Allergies: Was all packaging and a list of ingredients available for checking and were they checked? Yes / No

Any problems: Yes / No If Yes, how were they resolved?

Signed by Lead Cook / Responsible Person:

APPENDIX 2 – HOME MADE CAKES

This is to comply with the Food Standards Agency:

General - your cakes should be safe to eat if:

- A recipe from a reputable source is used
- The people who make them follow good hygiene advice
- The cakes are stored and transported safely

In particular, please:

- Always wash your hands before preparing food
- Don't touch pets when you are making cakes
- Make sure that surfaces, bowls, utensils, and any other equipment are clean
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- Keep cheesecakes and any cakes containing fresh cream in the fridge (max 4 hours out)
- Store cakes in a clean, sealable container, away from raw foods
- Transport cakes in a clean, sealable container
- When handling cakes use tongs or a cake slice
- Please include a list of ingredients, particularly highlighting those which could be potential allergens
- As a precaution, we ask that you don't include any nuts or sesame seeds in your creations as these are common allergies.

Cake Ingredients

The ingredients used in this creation are:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

I hope you enjoy my cake - but you eat it at your own risk!

Lovingly baked by: _____

Date:

APPENDIX 3 - FOOD HYGIENE GUIDANCE FOR CHURCH ACTIVITIES WHEN HOME FOOD IS MADE AT HOME

1. Do not prepare food if you are infectious or within 48 hours 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. Avoid preparing or bringing any dishes including nuts or nut oils.
5. Rinse all fruit and vegetables.
6. Ensure food is thoroughly cooked. Food should be cooked to a minimum of 75 degrees C for at least 30 seconds and also any reheated food to at least 75 degrees C. This is especially true using microwaves because there can be hot spots which makes you think it is all up to the temperature when it isn't.
7. Food cooked in a slow cooker should be cooked in accordance with the instructions with the appliance but when the cooker arrives at church, it must then be set on a high setting to reach a temperature of 75 degrees C.
8. Keep raw foods separate from cooked foods at all times.
9. Store all food prepared in advance in a clean, covered container, and in the fridge where appropriate, before bringing to church or to the meeting.
10. Put foods into the fridge or freezer within 2 hours of cooking them or buying them from the shop.
11. 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
12. Thaw food in the fridge or in the microwave – not by leaving it out on the side.
13. Food which is cooked at home and will need reheating at church should be cooled rapidly, transported in a cool bag and then reheated properly to at least 70 degrees C. Where food is to be reheated in the church building for serving, one of the catering team will oversee the reheating to make sure the dish reaches the correct temperature. We will not be able to reheat any dish containing rice or fish.
14. Bring a list of all the ingredients included in the dish. The responsible person for the event must be aware of any allergies of attendees and how such attendees will avoid being at risk.

DISH:

CONTENTS:

ALLERGENS:

- | | | | | |
|----------------------------------|--------------------------------------|--------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Celery | <input type="checkbox"/> Gluten | <input type="checkbox"/> Crustaceans | <input type="checkbox"/> Eggs | <input type="checkbox"/> Fish |
| <input type="checkbox"/> Lupin | <input type="checkbox"/> Milk | <input type="checkbox"/> Molluscs | <input type="checkbox"/> Nuts | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Mustard | <input type="checkbox"/> Sesame Seed | <input type="checkbox"/> Soya | <input type="checkbox"/> Sulphur Dioxide | |