

FOOD SAFETY AND HYGIENE POLICY



Updated 11th October 2022

OVERVIEW

SCOPE

Sharing food together is an important part of our time together as a church family. This document summarises Life Community Baptist Church's policy for maintaining the safety of food. This policy applies to food and refreshments prepared and served at services, events and other activities organised by the church.

The first section covers food safety and hygiene for food prepared at home, and then served at a church activity either in the home or at the Phoenix. The second section covers food safety and hygiene for food prepared at or served at the Phoenix.

All those who prepare or cook food for the Church will be asked to read this policy.

Additional information is available from the Food Standards Agency at <https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>.

DEFINITIONS

Not all activities carry the same level of risk. For this policy, the following definitions shall be applied:

"Refreshments" refers to the serving of tea, coffee, biscuits, pre-prepared cakes and related finger foods.

"Food" refers to the preparation or serving of hot or cold food on plates or bowls that may be considered a meal.

Concerning food safety, the preparation and serving of communion shall be considered in the same manner as for refreshments.

FOOD HYGIENE RATINGS

Life Community Baptist Church is registered for catering with Horsham District Council, rated Very Good at our last inspection on 25th April 2013.

The Phoenix Stroke Club, which we hire on Sundays, is registered as a catering premise with Horsham District Council, rated Very Good at their last inspection on 23rd June 2021.



COOKING FOOD AT HOME FOR USE AT A CHURCH EVENT

BASIC FOOD HYGIENE

Before you start working with food:

- Do not handle food if you have had a stomach upset in the last 48 hours
- Take off your watch/jewellery
- Tie back long hair
- Always wash your hands
- Wear clean clothes/apron
- Make sure work surfaces have been thoroughly cleaned with an anti-bacterial cleaner

When you are working with food:

- No smoking
- No eating or drinking
- Avoid touching your face or coughing or sneezing over food
- Cover cuts

When to wash hands:

- Before touching any food, especially ready-to-eat food
- After touching raw meat, poultry, fish, eggs or unwashed fruit and vegetables
- After going to the toilet
- After touching a cut or changing a dressing
- After touching or emptying bins
- After any cleaning
- After touching phones, light switches or door handles

KEEP HOT FOOD HOT AND COLD FOOD COLD

- Please make sure food is thoroughly cooked (at least 75 °C).
- If serving hot immediately, keep it hot (above 63 °C) for up to 2 hours.
- If not serving hot food immediately, chill within 90 minutes, and store in the fridge. Ensure food is piping hot before serving (at least 75°C). Reheating can only be done once.
- Chilled food can be kept out of the fridge for up to 4 hours, but this can only be done once.
- Never wash raw meat or poultry.

FOOD ALLERGENS

Please provide a list of ingredients in the food, and indicate if a dish contains any of the following allergens:

- **Celery**
- **Cereals containing gluten** (such as barley and oats)
- **Crustaceans** (such as prawns, crabs and lobsters)
- **Eggs**
- **Fish**
- **Lupin**
- **Milk**
- **Molluscs** (such as mussels and oysters)
- **Mustard**
- **Peanuts**
- **Sesame**
- **Soybeans**
- **Sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million)
- **Tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

If you are unsure whether a dish you have prepared contains an allergen, please say “may contain”.

Please remember to check all ingredients, especially in processed ingredients such as stock cubes or sauces. Allergens are now listed in bold on lists of ingredients.

TRANSPORTING FOOD

When you transport food between shops and homes, or between home and the Phoenix, you must prevent it from becoming contaminated, for example with dirt or bacteria. It is especially important to make sure that:

- Food is transported in containers that protect it from contamination
- Chilled and frozen foods are kept cold during transit (e.g. in a cool bag with ice blocks)
- Hot food is kept above 63°C during transit (e.g. in an insulated container or bag)
- Raw and ready-to-eat foods are kept separate

COOKING AT THE PHOENIX

COOKING AND SERVING FOOD AT THE PHOENIX

FOOD HYGIENE CERTIFICATE REQUIREMENT

Other than when serving basic refreshments, it is necessary to always have someone with at least a Basic Food Hygiene Certificate overseeing the kitchen, who takes responsibility for ensuring that these guidelines are followed. Certification can be completed online in around 3-4 hours and the church will cover the cost. Food Hygiene Certificates are recommended to be valid for 3 years.

ON ARRIVAL

On entering the kitchen, place bags etc. so that no one can trip over them. Coats and personal belonging should be placed outside the kitchen area.

Please ensure someone in the building has a mobile phone in case of emergency, as the landline is not accessible at the Phoenix. This is especially important if you are working on your own and need to call for assistance.

Familiarise yourself with fire safety procedures which are located displayed next to each of the fire exits, taking note of evacuation routes, the location of the kitchen fire blanket and fire extinguishers types. In case of a fire, evacuate immediately and call 999.

If you see any signs of insect or rodent infestation in the food preparation area or poisons used for their control, please contact the person in charge of the kitchen.

FOOD HYGIENE ESSENTIALS

Illness

People who work around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate the food or surfaces the food may come into contact with. This can spread the infection to other people through food.

Diarrhoea and/or vomiting are the main symptoms of illnesses that can be transmitted through food. Anyone handling food or working in a food-handling area must report these symptoms to the person in charge immediately. Anyone who has experienced these symptoms must not work with or around food or refreshments for 48 hours from when the symptoms stop. Please arrange for someone else to cover for you.

Any cuts should be covered with a blue plaster from the kitchen first aid box.

PERSONAL HYGIENE

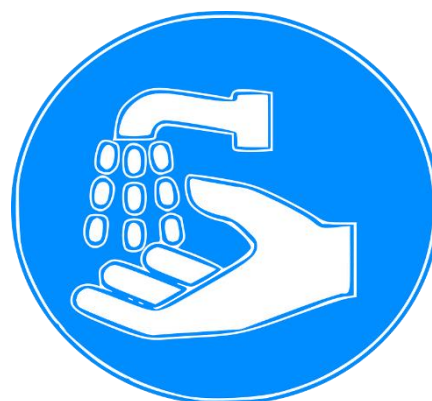
To keep food and refreshments safe, every person working in a food-handling area must maintain a high level of personal hygiene.

- Wear clothing that is suitable, clean and protective. Wear a clean apron.
- Keep hair tied back and wear a suitable head covering, e.g. hat or hair net.
- Do not wear watches or jewellery (except a wedding band).
- Ensure nails are short and not varnished.
- Do not touch your face and hair, smoke, spit, sneeze, eat or chew gum.

WASH YOUR HANDS

Wash your hands in the designated hand washing basin using liquid soap - hand sanitiser is for disinfecting clean hands, not for cleaning dirty hands. Make sure you wash well between the fingers and around your nails.

1. Wet hands thoroughly
2. Use approved soap
3. Rub palms together
4. Rub the fingers
5. Rub the thumbs
6. Rinse hands thoroughly
7. Use a paper towel for drying
8. Turn off the tap using the paper towel



Hands must be washed regularly and always:

- when entering the kitchen or preparation area
- after using the toilet
- before preparing or serving food/refreshments
- after touching raw food
- after handling food waste or emptying a bin
- after cleaning
- after blowing their nose
- after touching phones, light switches, door handles

DISINFECT AND CLEAN

Work surfaces must be cleaned and disinfected before they are used for food preparation or storage, using the food-safe cleaning materials provided (i.e. disinfectant and cleaning spray, not bleach). Serving areas and tables must also be cleaned and disinfected before use. Use clean clothes or disposable towel.

FOOD PREPARATION

Do not use food past its labelled “use by date” or past beyond its “consume within” date, as this poses a significant health risk. Undated food, or food past their labelled “best before” date should be thoroughly inspected to ensure it is still safe to use.

Chopping boards are colour coded for different food types, as indicated by the poster in the kitchen. Always use the right chopping board for the job to avoid cross-contamination.

Raw and cooked foods must always be kept separate. Ideally, work in separate parts of the kitchen. Use a separate knife for raw and cooked meats to avoid contamination. Utensils must be properly washed between the use of raw/cooked food.

Wash fruit and vegetables with water before cooking or serving. This is to make sure that they are clean and harmful bacteria are removed. You should wash them under a running tap, or in a bowl of fresh water, making sure to rub their skin under the water. You should start with the least soiled items first and give each of them a final rinse.

Work methodically, clearing up as you go.

COOKING, REHEATING AND SERVING FOOD

TEMPERATURE

Bacteria usually grow in the ‘Danger Zone’ between 8°C and 60°C. Below 8°C, growth is stopped or significantly slowed down. Above 60°C the bacteria start to die. Therefore, chilled food should be kept in the fridge below 5°C and hot food kept over 63°C.

Make sure meat and poultry are fully thawed before cooking unless indicated otherwise by the manufacturer’s instructions. You can thaw food in the fridge, by microwaving it on defrost or if no other option, at room temperature for the shortest possible time.

Once the food is cooked, a temperature reading must be taken before serving, using a clean food probe inserted in the thickest part of the food. The probe should be disinfected after use. The standard advice is to cook or reheat food until it has reached 70°C and stayed at that temperature for 2 minutes. The temperature of the food served should be recorded in the food diary.

Don't be tempted to reduce cooking time just because people are waiting to eat.

The other time and temperature combinations are:

- 60°C for 45 minutes
- 65°C for 10 minutes
- 70°C for 2 minutes
- 75°C for 30 seconds
- 80°C for 6 seconds

If slow cookers are used, ensure food reaches a safe temperature before serving as these take longer to heat and cook food. If necessary, decant food into a suitable pan and heat to the required temperature on the hob.

SERVING

The temperature of hot food must be maintained above 63°C whilst serving, and if not consumed within 2 hours, should either be reheated as described above or quickly chilled for storage in the fridge. Hot food may only be reheated once.

When serving cold foods, they can be kept outside the fridge for up to four hours. If any food is left after this time, you should either throw it away or put it back into the fridge.

When handling dishes etc., cutlery should be handled by the handle and fingers should stay out of cups. Any crockery which has been chipped or cracked should be disposed of safely (wrapped and placed in the bin).

If you are serving hot beverages, be careful carrying teapots or boiling water around the kitchen and serving areas. Spillages must be mopped up immediately (using the “Kitchen Only” mop) to avoid people slipping and the wet floor hazard sign placed over the area.

ALLERGENS

It is a legal requirement to tell consumers if any food being served contains any of the following 14 types of ingredients:

- **Celery**
- **Cereals containing gluten** (such as barley and oats)
- **Crustaceans** (such as prawns, crabs and lobsters)
- **Eggs**
- **Fish**
- **Lupin**
- **Milk**
- **Molluscs** (such as mussels and oysters)
- **Mustard**
- **Peanuts**
- **Sesame**
- **Soybeans**
- **Sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million)
- **Tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

When preparing food, you must write down all allergens directly used in the food or included in any of the ingredients. To help with due diligence, you should write down all ingredients contained in the food being

served. Look for any hidden ingredients, and pay extra attention to everyday items such as sauces and stock cubes, as allergens vary between manufacturers or the ingredients may have changed between purchases.

When serving pre-packaged food and refreshments, the list of ingredients and allergens should be kept so that it is available on request.

Allergen information must be clearly displayed next to food and refreshments being served. Otherwise, a clearly visible sign must direct consumers to ask for allergen information if required. If you are advised that someone has an allergy, you must do everything possible not to deliberately or inadvertently contaminate their food with the allergen. Even trace amounts can cause a reaction – sensitivity differs between individuals and the type of food.

Cross-contamination with allergens can be minimised by:

- cleaning utensils before each usage, especially if they were used to prepare meals containing allergens
- washing hands thoroughly between preparing dishes with and without certain allergens
- storing ingredients and prepared foods separately in closed and labelled containers
- keeping ingredients that contain allergens separate from other ingredients
- serving allergen-free food in a separate area, using different utensils

Making free-from claims for foods requires strict controls of ingredients, how they are handled and how they are prepared. A free-from claim is a guarantee that the food is suitable for all with an allergy or intolerance. If you cannot avoid cross-contamination in food preparation and serving, you must not state this is an allergen-free food.

FOOD STORAGE

STORING FOOD (NOT FOR IMMEDIATE USE)

All food and refreshments should be kept as cool as possible, and stored following the manufacturer's instructions. If not in the fridge, food should be kept away from radiators.

High-risk foods include:

1. Raw all meat and poultry
2. Cooked meat products, including gravy and stock
3. Cooked rice
4. Milk, cream, custards and dairy produce
5. Cooked eggs, and products made from eggs e.g. mayonnaise
6. Shellfish and other seafood

For example, the cream is a high risk, so cakes with fresh cream should be kept in the fridge until they will be eaten.

Cooked rice is also a high-risk food. If it is to be reheated, after initial cooking, it must have been cooled and placed in the fridge within an hour and then reheated for consumption within 24 hours. Therefore, it is recommended rice is cooked fresh onsite, rather than reheated.

Food should be kept covered before serving. This applies also to providing food or refreshments available to snack on. Individual items which are not wrapped should be in covered containers and tongs/spoons must be used - not fingers.

Leftover food or ingredients should not be left in the fridge at the Phoenix. Take it home or dispose of it. It may seem wasteful, but it is safer. Take proper care with leftovers. Throw away any perishable food that has been standing at room temperature for more than four hours and throw away all food scraps. Store other leftovers in clean, covered containers in the fridge and eat within 48 hours.

FRIDGE AND FREEZER

If possible, separate fridges should be used for raw and cooked/ready-to-eat foods. If using the same fridge then cooked foods should be kept on the higher shelves, and raw foods should be kept on the bottom shelves (so raw meat juices do not drip onto other foods and contaminate them).

Check the temperature of the fridge/freezer regularly and record. The fridge temperature must be 5°C or below and the freezer temperature must be -18°C or below. If temperatures exceed these limits, food will have to be disposed of.

Opening the fridge/freezer door raises the temperature of the fridge - do not leave the door open for any longer than is necessary.

Do not put hot foods directly into the fridge - it raises the temperature of the fridge, which could cause bacteria to grow in other items stored in the fridge.

Do not overload the fridge as air needs to circulate.

TRANSPORTING FOOD

When you transport food between shops, homes and the Phoenix, you must prevent it from becoming contaminated, for example with dirt or bacteria. It is especially important to make sure that:

- food is transported in packaging or containers that protect it from contamination
- chilled and frozen foods are kept at the right temperature (in a cool bag, for example)
- raw and ready-to-eat foods are kept apart

CLEARING UP AFTERWARDS

WASHING UP

At the Phoenix, use the dishwashers located in the kitchen and kitchenette. If that is not possible, utensils, including dishes, cups, mugs, pots and pans, must be washed in antibacterial washing-up liquid and then rinsed in hot water.

Clean tea towels must be used or dishes left to air-dry. Tea towels used should be taken away for washing after each use.

GENERAL CLEANING

All work surfaces, serving areas and tables should be cleaned after use using the cleaning materials provided. The floor should also be swept clean. All rubbish and recycling should be placed in the appropriate bins or taken away for appropriate disposal.

ANY PROBLEMS OR ISSUES

If there are any problems, concerns or issues with food safety and hygiene, please speak with the person in charge of the kitchen that day.

Problems causing, or likely to cause harm or injury to either volunteers or consumers should be recorded in writing and reported to the Minister or Church Secretary immediately.

If there is an issue with the kitchen or equipment at the Phoenix, please contact the Minister.

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This version: 11 October 2022, by Pete Dibdin