

# St Andrew's Church Haughton le Skerne

## Food Safety Policy

### 1. Introduction

Food safety and quality are important to St Andrew's Church and their PCC

As a church we have a duty of care to all who eat food on our premises. We have adopted the following policy and supporting guidance for food prepared on the premises in the church hall kitchen and/or at home for distribution on the premises.

### 2. Policy Statement

We are committed to high standards of food safety to ensure that -

1. We offer good quality, safe food
2. We keep the premises and equipment clean
3. We comply with the law
4. We do not waste food
5. We avoid problems with pests
6. We prevent food contamination
7. We create good working conditions
8. We develop a good hygiene awareness
9. Our suppliers comply with our hygiene requirements
10. We develop a good working relationship with enforcement officers

Good food safety and quality are everyone's responsibility.

Necessary equipment, facilities and training will be provided as needed to ensure that high standards can be maintained.

### 3. Food Intolerances and Allergies

At this time there are 14 allergens. They are: 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 (at a concentration of more than ten parts per million) and tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

Anyone allergic to ingredients not included in the 14 allergens, should always check the label or ask staff for information about their specific food allergen.

#### **4. Essential Guidance**

The Food Standards Agency (FSA) provides guidance for food hygiene and safety as well as the latest information on allergens at [www.food.gov.uk](http://www.food.gov.uk) where food safety management procedures and food hygiene regulations for small businesses 29/01/2020 are thoroughly explained. A paper copy is available in the church kitchen.

#### **5. Review**

This Policy shall be reviewed every three years or sooner if there is a significant change in legislation or FSA guidance

#### **6. Responsibilities**

St Andrew's PCC has overall responsibility for the implementation of this policy

### **Appendices**

#### **1 – Guidance for Food Safety**

## **Appendix 1 – Guidance for Food Safety**

As a Church we have a duty of care to all who eat food on our premises and as such St Andrew's Church Haughton Le Skerne PCC have adopted the Essentials of Food Safety policy. The following guidance applies to preparing food either in the church hall kitchen or at home for later distribution on the premises.

### **Understanding the Requirements**

Any church users or organisation that will be serving food should read these guidelines and adhere to the latest food hygiene regulations 29 January 2020

It is also essential to visit - Safer food, better business issued by the food standards agency online at [www.food.gov.uk](http://www.food.gov.uk) where food safety management procedures and food hygiene regulations for small businesses 29/01/2020 are thoroughly explained. A paper copy is available in the church kitchen.

St Andrew's Church PCC cannot be held responsible for the condition of any foods either brought onto our premises or prepared within our kitchens by external hirers and users of the hall.

### **Summary of Main Elements for Food Safety**

There are 4 main things to remember for food safety:

1. Cleaning
2. Cooking
3. Chilling
4. Cross-contamination

(full details can be found at [www.food.gov.uk](http://www.food.gov.uk))

### **Before You Start Food Work in the Kitchen**

To keep food safe, every person working with food handling must maintain a high level of personal hygiene.

Outdoor clothing should be hung up ideally on the hooks near the fire exit double doors once in the hall, but certainly away from the food prep areas.

On entering the kitchen, place any bags etc. out of the way so that no one can trip over them and hurt themselves. DO NOT PLACE bags on prepared and cleaned worktops.

Clothing must be suitable, clean, and protective aprons should be worn.

### **Before You Start Food Preparation**

Long hair should be tied back.

All jewellery, watches etc. should be removed but wedding rings are allowed.

Avoid touching the face and hair, avoid smoking, spitting, sneezing, eating or chewing.

### **Handwashing**

Before starting work wash hands in the hand-washing basin, using liquid soap. Make sure hands are washed well between the fingers and scrubbing nails. Remove the stopper from the sink before drying your hands - preferably with a paper towel.

To thoroughly wash your hands:

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 paper towel for drying
8. Turn off the tap using the paper towel

### **When to Wash Hands**

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

1. When you visit the toilet
2. On entering the food room and before handling any food or equipment.
3. Between handling raw and cooked food.
4. After combing or touching your hair.
5. After eating, smoking, coughing or blowing your nose.
6. When you handle waste food or refuse.
7. When you handle cleaning chemicals

### **Minimising the Risk of Bacterial Infection**

It is the workers responsibility to minimise bacteria. Cleaning and disinfecting the work surfaces and equipment between different tasks especially after handling raw food is essential to minimise the risk of bacterial infection.

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, we are a source of potential 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. To prevent bacteria passing from us we should wear protective clothing.

Bacteria can be passed by:

1. Hands
2. Clothes and equipment
3. Hand contact surfaces
4. Food contact surfaces

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.) 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 which seals round the wound. The plaster should be a visible colour – preferably blue or green. Do not use strip dressing as germs can escape from the open ends.

For bacteria to multiply they require

1. Warmth
2. Moisture
3. Food
4. Time

Bacteria can be killed by proper cooking i.e. by HEAT. They can also be killed by CHEMICALS – or by IRRADIATION.

Bacteria can multiply every ten minutes and grow in the danger zone.

The DANGER ZONE is between 5°C and 6°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.

HIGH RISK FOODS are:

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

To keep food in good condition HIGH RISK COLD FOOD should be kept **below** 5°C (domestic fridge temp.) and HIGH RISK HOT FOOD **over** 63°C. Bacteria will not grow when frozen at -18°C (freezer temp.) but are still there and will start to multiply when thawed out.

## Prevention of Food Poisoning

Food Poisoning can be caused by:

1. Bacteria or their toxins
2. Viruses
3. Chemicals e.g. insecticides and weed-killers
4. Metals e.g. lead, copper and mercury
5. Poisonous plants e.g. deadly nightshade and toadstools

The 10 main reasons for food poisoning are:

1. Food prepared too far in advance and stored at room temperature, i.e. not under refrigeration.
2. Cooling food too slowly prior to refrigeration.
3. Not re-heating food to high enough temperatures to destroy food poisoning bacteria.
4. The use of cooked food contaminated with food poisoning bacteria.
5. Undercooking
6. Not thawing frozen poultry for sufficient time
7. Cross-contamination from raw food to cooked food
8. Hot food which has been allowed to cool to below 63°C
9. Infected food handlers

## 10. Use of left-over food

### **Contamination of Food**

Food can be contaminated by:

1. People
2. Raw food
3. Insects
4. Rodents
5. Dust
6. Refuse, waste food
7. Animals, birds

If at any time you see any indication of insects, rodents, animals or birds in the church kitchen, please notify the church 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 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 should be used 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 Safe When Not for Immediate Use**

All food should be kept as cool as possible. Please keep food in the kitchen which is usually cool, especially if it contains a HIGH-RISK item. All food should be kept covered.

### **Fridge Use**

In the fridge, 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**

Listeria bacteria is present in milk products, it can even counter the cold temperatures of a fridge.

Because of the high fat content of cream, it should be out of the fridge for no more than 15 minutes. If cream cakes are to be served, 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**

Most of the food served at buffets may be kept above 8°C 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°C) 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.

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 serve it or eat it.

## **Other Important Hygiene Advice**

1. Instead of using mayonnaise in sandwiches, use salad cream or French dressing.
2. Ventilation is important, it keeps the temperature down.
3. Allow only four hours leeway between making a sandwich and eating it, unless it is kept in the fridge in the meantime.
4. Remember, a fridge doesn't kill bacteria; it only slows down the rate at which they multiply.
5. Keep ketchup in the fridge.
6. No overloading the fridge, no hot food and no open cans.
7. Don't re-freeze defrosted foods.
8. Reheat foods until they are piping hot throughout. Never reheat foods more than once.
9. Keep separate chopping boards for raw and cooked foods - preferably a different colour. Keep them scrupulously clean.
10. Do not keep foods beyond their use by date.
11. Never dip fingers in food to taste - use a spoon.
12. Do not, chew gum, change nappies or undertake any other unhygienic practice in a food handling area.

## **Handling Equipment and Crockery etc.**

When you are handling dishes etc.

1. Make sure you do not handle any part which will be in touch with anyone's mouth.
2. Fingers should not be round the top of cups, use the handles when setting out or putting away.
3. Only handle cutlery by the handle.
4. Teaspoons in a dish should have the handles protruding to enable people to help themselves.
5. Disposable cups should be taken from the base of the tube to prevent your fingers going inside the cup.
6. Dishes which become cracked or chipped must be thrown out.

Always work methodically, clearing up as you go along.

Washing dishes should be done using the two-sink method - washing in the first sink and rinse in the second one— using clean, hand-hot water 53°C to 55°C and using a detergent OR using a clean sink and a dirty sink method. At the clean sink rinsing would take place as you wash, this may mean more water is used.

What to use: Use a nylon pot scrub or brush if required. Rubber gloves should be worn when using detergent. Disposable cloths should be used. If non-disposable cloths are used, each organisation/group should provide their own and be responsible for washing, bleaching / boiling after each use.

Clean tea towels must be used or dishes air-dried. Tea towels should be washed and ironed by the group using them and brought back at the appropriate time. Do not leave dishes drying for other users to put away at a later time.

Work surfaces, sinks etc. must be disinfected before you leave the kitchen with bactericidal disinfectant, and the cooker top cleaned.

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.

Dirty water from non-food sources (floor washing, painting etc.) must not be emptied down the kitchen sinks.

Pets and animals are not allowed in the kitchen.

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