St James' Church Hemingford Grey

Food Safety Policy

St James' PCC will seek to ensure that all food and drink provided at the Parish Centre and in church is safe to consume. This policy document includes guidance on safe storage and handling of food and food allergy guidelines.

This will be achieved by:

- Assessing the risk at critical control points
- Nominating members of the congregation and volunteers 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

Arrangements for ensuring Food Safety

Role of the Parish Operations Manager

The Parish Operations Manager will:

- Be responsible for providing guidance to all kitchen users on the use of kitchen equipment, processes and procedures
- Be responsible for keeping appropriate records on training, eg. event menus, recipes, allergy sheets
- Check the kitchen and facilities on a regular basis and report any issues to the PCC/Fabric Committee.
- Be responsible for monitoring the storage of food in the kitchen; they are authorised to dispose of any food not stored or labeled correctly
- Be responsible for overseeing the use of the kitchen, ensuring that appropriate standards are met, through regular spot checks of both the kitchen and serving areas to ensure different groups are following the correct procedures.

Role of the Responsible Person

Each group wishing to use the kitchen and serving areas in any way must appoint a 'responsible person' to oversee the use of the area and its activities. The responsible person will:

- Hold a current (less than three years old) basic food hygiene certificate and food allergen knowledge unless a group only serves refreshments (limited to drinks and biscuits/similar). A copy of the certificates must be stored with the church office in the Safer Food Better Business folder.
- Have received an induction in the use of the kitchen equipment from the Parish Operations Manager
- Be responsible for ensuring that any use of the kitchen by their group is in accordance with this food safety policy.
- Where the responsible person is not physically present in the kitchen during the preparation of food/refreshments they are responsible for ensuring that those involved are briefed on the use of the kitchen and follow the requirements of this policy

All nominated leaders 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.

Catering team

A catering team provides support for significant catering events in the life of the church; this will include Mission Sunday Lunches, Bring and Share Lunches, Church Socials and special events. At least one member of the team will:

- Hold a current (less than three years old) basic food hygiene certificate and have knowledge of allergens. A copy of relevant certificates must be stored with the church office.
- Have received an induction in the use of the kitchen equipment from the catering lead or Parish Operations Manager
- Be responsible for ensuring that any use of the kitchen for an event they are overseeing is in accordance with this guidance and the church's Food Safety Policy.
- Ensure relevant paperwork is completed for each event where food is being served. eg recipes, food allergens, temperature etc.

Guidance for the use of the kitchen

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

Bags and coats must not be kept in the kitchen; hooks are provided in the store room for this purpose.

Illness and First Aid

Anyone suffering from coughs, colds, diarrhea 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.)

A first aid kit is available, including blue plasters, in the Parish Centre and Church kitchen. Any accidents must be recorded in the accident book, kept in the Parish Office and Church

kitchen.

Handwashing and Aprons

Everyone entering the kitchen must wash their hands thoroughly on entry at the hand wash basin in the Parish Centre kitchen.
Thorough and frequent **hand washing** must also be practised in between food operations. In addition to this, gloves may be used to minimise direct food handling. The use of sanitising hand gels must not be used as a substitute for frequent hand washing.

A clean fabric or disposable apron should be worn at all times whilst food is being prepared in the kitchen even if not involved in the preparation, for example making coffee whilst another group is preparing a meal.

Using Equipment and Supplies

Before using the following equipment users must receive instruction from the Parish Operations Manager in the use of the following equipment:

- Oven
- Extractor Hood
- Hot cabinet
- Dishwasher

The following supplies will be available at all times in the kitchen for all users:

- Aprons & gloves
- Disposable cloths & tea towels
- Detergents and cleaning supplies

Preparing and Serving Food
For each event the following must be recorded in the food diary in the kitchen:

- Menu (brief description of food served) or "refreshments" if just drinks and biscuits are served
- Name of suppliers of foods to be cooked (supermarket, butcher etc as appropriate).
- Temperature of high risk foods i.e. those containing meat or fish (high protein) taken by probe thermometer shortly before serving and time taken. (This is a safeguard in addition to common sense methods of checking food temperature, like seeing liquids boiling, meat change colour all through etc.)
- The centre temperature of all joints or portions of meat, poultry or other high risk foods
- should be adequate to control food poisoning organisms. 75°C degrees C for 30 seconds or longer.

The **probe thermometers** are stored on a shelf near the stove and are very simple to use.

1. Clean probe with an antibacterial wipe

2. Hold probe in food to be tested until stable temperature reached (plus 30 seconds).
3. Record temperature and time taken in food diary alongside menu.
4. Clean probe and replace.

Our food probes are calibrated monthly; any new probes must be calibrated before first use.

Pre-prepared food and food storage:

- Food purchased for preparation should be stored appropriately, in the fridge or freezer where required, until use. It must be labelled with the date and group/individual to which it belongs. Food which is not labelled will be disposed of.
- When pre- prepared food is reheated ensure safe temperatures are reached and recorded. All other food must be prepared and cooked on site. If food is transported to site hot for serving it should be temperature checked to ensure it is safe for serving and the temperature recorded.
- Only leftovers labelled for a **specific** purpose may be left in the fridge or freezer.

We will not be able to reheat any dish containing rice or fish.

Information for those eating

- Clear information must be displayed for those eating showing what food is being served and clearly highlighting any of the 14 recognised allergens which are or may be present. An allergy sheet must be completed for every event/meal and stored in the kitchen diary.
- Additional information on ingredients should be available on request

Waste disposal

All waste must be properly disposed of

- the recycling box can be used for **CLEAN** plastic bottles and cans, card and paper.
- glass should be placed in the blue recycling bin
- general waste should be bagged (and the bag securely knotted) and placed in the grey bin at the back of the Parish Centre
- no waste (bagged or otherwise) should be left by the side of the bins as this encourages pests.
- If there is insufficient space in the bins please consider taking waste away with you. Alternatively please let the church office know so that alternative arrangements can be made.

At the end of all activities using the kitchen:

- All items used must be washed up, either using the dishwasher or 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 blue or grey bins and a new bag put in the bin.
- Kitchen tea towels and fabric aprons should be taken home and laundered at least 60°C and returned as soon as possible.

Allergens – Good Kitchen Practices

The following lists the procedure we have in place to minimise the risk of allergenic cross contamination in the kitchen and how we reduce risk to staff, visitors and customers.

All ingredients will come from reputable suppliers. Any changes in suppliers will be detailed, and full traceability records shall be kept.

When allergenic ingredients are kept in-house, they shall be stored separately and in sealed containers on lower shelves.

Thoroughly clean food preparation surfaces using the two-stage cleaning technique after using allergenic ingredients.
Carefully clean up any spillages of allergenic ingredients as soon as they occur. Use a single-use cloth, not a reusable one.

Ensure that food handling equipment, coffee machine, milk jugs, chopping boards, blenders, processors and weighing scales, are cleaned thoroughly before using them for an allergen-free product.

Use designated, colour-coded cleaning equipment to clean areas where allergen-free foods are prepared.

Only use the same utensils for allergenic and allergen-free foods after thoroughly cleaning them in between uses.

Staff must wash their hands properly using the correct technique before and after handling allergenic ingredients and food products.

Allergens – Food being served at Church Events and Socials

We need to know what is in each food item, product, and dish being served at church events and socials. This information is then recorded on an Allergy Information Sheets and stored in the Safer Food Better Business Folder

Appendix 1: Kitchen training requirements summary

The kitchen diary must be completed by all groups using the kitchen.

No nuts (or nut oils, other nut products) may be included in any food served.

Activity	What training do I need?	How long will the training take?	Notes
Serving tea, coffee, biscuits or similar	Induction briefing on using the Parish Centre kitchen	10-15 mins	If home made cakes are served no nuts should be included and those providing cake should provide an ingredients list so allergens can be identified
Preparing and serving food to church members	Induction briefing on using the Parish Centre kitchen (including use of cooking facilities)	20-25mins	We will assume that team members understand they eat at their own risk and there will be clear communication in the team about dietary needs
Bring and share / fellowship meals - cold food	Induction briefing on using the Parish Centre kitchen (including storage) 1 person to supervise the kitchen - including storage and serving of food with a current basic food hygiene certificate	20-25 min kitchen induction 2 - 3 hours online food hygiene training	Participants should be made aware that we cannot guarantee nut or other allergen free food.
Preparing and serving food to group participants	Induction briefing on using the Parish Centre kitchen (including use of cooking facilities) 1 person to supervise the kitchen - with a current basic food hygiene certificate & allergen awareness training certificate	20-25 min kitchen induction 2 - 3 hours online food hygiene training; 1 hour allergen training	All food must be prepared on site and preparation must be overseen by qualified individual A full ingredients list must be provided and a sheet completed and made available to all participants, including allergy information (documents available in food diary)

Participants bring food to share	**For person overseeing the kitchen at the event** Induction briefing on using the Parish Centre kitchen 1 person to supervise the kitchen - with a current basic food hygiene certificate & allergen awareness knowledge. **For those who bring food** Briefing from organiser on appropriate food hygiene for preparation (nothing to be assumed!!), request to provide ingredients list		Any reheating of pre-prepared food must be overseen by qualified individual. Ingredients lists / allergen information should be made available to participants Participants should be made aware that we cannot guarantee nut or other allergen free food.

Thank you for offering to bring some food to XXXX. To make sure that we keep everyone safe we ask that everyone preparing food at home or bringing food:

- Avoids preparing or bringing any dishes including nuts or nut oils
- Brings a list of all the ingredients included in the dish to the meeting
- Cleans all their work surfaces before beginning preparation
- Washes their hands before starting preparation and regularly during preparation
- Stores all food prepared in advance in a clean, covered container, and in the fridge where appropriate, before bringing to the meeting

Where food is to be reheated in the Parish Centre for serving, the person responsible for the event will oversee the heating to make sure the dish reaches the correct temperature.

	Signed	Date
Incumbent	T. Mayo	24. 9. 26
Churchwarden		