[INSERT CHURCH NAME]

Food Hygiene Policy

**{AUG 2024: This template is intended as a ‘best practice’ document and does not constitute legal advice. We have made it clear where churches should tailor this document to their specific needs. Please be aware that if you make changes outside of these areas, it may mean the policy is no longer best practice and FIEC cannot be held responsible for your amendments. When customising this document for your own church’s use, please edit all the text in [square brackets] and delete the brackets. Please also delete the instructions in {curly brackets} once you have followed them – including this paragraph – as they should not form part of the final document.}**

**{NB. Every church will have different facilities and arrangements, so this policy may require adapting for your circumstances. For example, not every church will have a freezer or dishwasher.}**

## Church details

Charity number:

Church address:

Church Catering Lead:

Email:

Phone:

This policy first adopted / last reviewed: [INSERT DATE]

This policy should be reviewed every 2 years. The next review is due on: [INSERT DATE]

## Policy Statement

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

## Arrangements for ensuring Food Hygiene

### Role of the Catering Lead (CL)

 The Catering Lead 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.
* Be responsible for monitoring the storage of food in the kitchen; they are authorised to dispose of any food not stored or labelled correctly.
* Be responsible for overseeing the use of the kitchen, ensuring that appropriate standards are met, through regular checks of the kitchen diary and spot checks of both the kitchen and different groups usage of the kitchen.

### Role of the Responsible Person

Each group wishing to use the 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 and food allergen training certificate, unless a group only serves refreshments (limited to drinks and biscuits/similar). A copy of the certificates must be stored with the Catering Lead.
* Have received an induction in the use of the kitchen equipment from the Catering Lead.
* Be responsible for ensuring that any use of the kitchen by their group is in accordance with this food hygiene policy and that use of the kitchen is recorded in the kitchen diary (see Appendix 1).
* Where the responsible person is not physically present in the kitchen during the preparation of 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.

## 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; storage is provided [GIVE LOCATION] for this purpose.

### Illness and first aid

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).

A first aid kit is available, including blue plasters, in [GIVE LOCATION]. Any accidents must be recorded on an accident form which are kept with the first aid book. Completed accident forms should be given to [GIVE NAME/ROLE OF PERSON RESPONSIBLE FOR REVIEWING ACCIDENT FORMS].

### Handwashing and aprons

Everyone entering the kitchen must wash their hands thoroughly on entry at the handwash basin.

Thorough and frequent handwashing 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.

### Using equipment and supplies

Before using the catering equipment, users must receive instruction from the Catering Lead on the safe use of the equipment.

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

* Aprons
* Gloves
* Disposable cloths
* Tea towels
* Detergents & cleaning supplies
* {other items may be inserted here, such as cooking oil, salt & pepper, etc.}

Should these supplies run low, please inform [GIVE NAME/ROLE, OFTEN THE CATERING LEAD].

All other supplies must be provided by the user and taken away afterwards.

### Preparing and serving refreshments

Each time refreshments are prepared and served this should be recorded in the kitchen diary (see Appendix 1).

### Preparing and serving food

For each event, the following must be recorded in the food diary in the kitchen (see Appendix 1):

* Menu (brief description of food served) or “refreshments” if just drinks and biscuits (or similar) 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 throughout, etc.).
* NB. The centre temperature of all joints or portions of meat, poultry or other high-risk foods must be adequate to control food poisoning organisms. 75oC degrees C for 30 seconds or longer should be achieved.

The **probe thermometers** are stored [GIVE LOCATION] 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.

### 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.
* Only commercially prepared foods may be reheated for serving; all other food must be prepared and cooked on site. No food may be transported to site hot for serving.
* Only leftovers labelled for a **specific** purpose may be left in the fridge or freezer.

### 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. A proforma is available for this purpose in the kitchen diary (see Appendix 2).
* Additional information on ingredients should be available on request.

### 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 antibacterial 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 60oC and returned as soon as possible.

### Waste disposal

All waste must be properly disposed of. {This information will vary from local authority to local authority, so please reflect your own arrangements.}

* The green bin can be used for **CLEAN** plastic bottles and cans, card and paper.
* Glass should either be taken home for recycling or wrapped and place in the general waste bin.
* General waste should be bagged (and the bag securely knotted) and placed in the black lidded bins.
* 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.

## Appendix 1: Kitchen Diary Page

|  |
| --- |
| Date |
| Group | Signature |
| Items served (record supplier and temp) |
| Was the kitchen clean and ready to use when you arrived? | Y / N |
| I have left the kitchen clean and ready for the next group (initial) |  |

|  |
| --- |
| Date |
| Group | Signature |
| Items served (record supplier and temp) |
| Was the kitchen clean and ready to use when you arrived? | Y / N |
| I have left the kitchen clean and ready for the next group (initial) |  |

|  |
| --- |
| Date |
| Group | Signature |
| Items served (record supplier and temp) |
| Was the kitchen clean and ready to use when you arrived? | Y / N |
| I have left the kitchen clean and ready for the next group (initial) |  |

## Appendix 2: Menu Sheet for Display

**Today’s menu**

Meal:

Ingredients:

Allergens:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Nuts** (pistachios, hazelnuts, walnuts, macadamia, pecans, brazil, almonds) |  | **Gluten** |
|  | **Peanuts** |  | **Celery** |
|  | **Eggs** |  | **Lupin** |
|  | **Milk** (including lactose) |  | **Mustard** |
|  | **Fish** |  | **Sesame seeds** |
|  | **Crustaceans** |  | **Soya** |
|  | **Molluscs** |  | **Sulphur dioxide** |