

Food Hygiene Policy & Procedures, St John's & St Leonard's Bedford, 2024

Food Hygiene Policy

The PCC of St John's & St Leonard's (the PCC) is committed to ensuring that the management of food prepared on the premises of St John's and St Leonard's complies with statutory obligations and minimises the risk of harm to consumers.

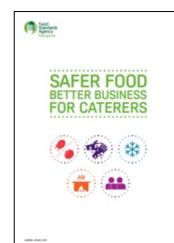
This will be achieved by following documented procedures, which are based on the principles of "Hazard Analysis and Critical Control Points" (HACCP) so far as reasonably practicable, in line with advice from the Food Standards Agency (FSA).

Food Hygiene Procedures.

1 Introduction

The PCC are not a food business, and registration is therefore not required when providing food at charity and community events. (*FSA Guidance 11th December 2018*).

Further advice and details of requirements, techniques, good practice can be found in the FSA guidance Pack "*Safer Food, Better business, for Caterers – January 2019*, a copy of which is available at each Church Centre or from the Parish office (PDF).



"Kitchen" shall include any food preparation or handling area adjacent to the kitchen eg in the church, church centre, hall or adjacent grounds.

These procedures are deliberately brief, and are based on the principles of "Hazard Analysis and Critical Control Points" (HACCP) so far as reasonably practicable. As advised by FSA (website Jan 2018) a separate HACCP has not been prepared.

The procedures are broken down into:

2. **S** taff
3. **A** rea
4. **F** ood
5. **E** quipment
6. Management is covered in a final section

Key aspects have been summarised visually to provide prompts and reminders, which can be used in training, briefing and when preparing food.

They are NOT designed to cover low level activities such as making tea, coffee and drinks, serving biscuits, cake etc. such as those associated with meetings, coffee mornings, child and young people's groups. ***In those cases good common-place personal hygiene and cleanliness are considered to suffice.***

Those hiring PCC premises are required to make their own arrangements for food hygiene, appropriate to the activities and level of risk involved.

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2 STAFF

a) *Training*

The preferred option is for those managing or handling food to have achieved a Level 2 award in Food Safety in Catering. At least one person who holds a certificate should be aware of food preparation etc. being carried out so that they can provide advice or oversight where appropriate.

Otherwise, those involved should be made aware of key points of personal hygiene, health and the relevant aspects of these procedures. This could be achieved by display of visual prompts and reminders, and drawing people's attention to them.

b) *Personal Hygiene*

Before handling food or equipment (knives etc) handwashing with hot water and soap in a sink/basin reserved for handwashing must be carried out. Hands should be dried using hot air dryers or disposable towels. Where this is not possible, hand sanitisers can be used.

Wash hands between preparation tasks (eg raw meat) or after coughing, sneezing, touching hair or face, touching switches or handling waste

After visiting the toilet full hand washing must be carried out (as above) away from the preparation area.

Following taking any break from the food preparation area, such as for eating, serving etc. full hand washing must be carried out.

Open cuts, grazes, scratches and boils should be covered with a coloured waterproof plaster.

Jewellery (including watches) should not be worn, stones etc. may fall into food, and they provide breeding grounds for bacteria however they can be covered with a waterproof plaster if preferred.

Disposable gloves should be worn to cover cuts, sores or dressings to prevent contamination, and when handling ready to serve foods (e.g. sliced meats and cheese)

It is good practice to wear a hat and/or tie hair back. Aprons should be worn when handling unwrapped food,

c) *Health*

If someone is feeling unwell or is suffering from an upset stomach they should not handle or prepare food.

Anyone who has experienced diarrhoea and/or vomiting must not handle food for at least 48 hours after the symptoms have passed.

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3 AREA

a) *Cleanliness and cleaning*

Kitchens shall be kept clean. This should normally be weekly. Before starting food preparation the person in charge should ensure that the kitchen is suitably clean, or arrange to clean it

Food preparation areas shall be suitably cleaned and sanitised after use

Utensils, pots, pans etc. to be washed using detergent and rinsed with water at a temperature of at least 82⁰ Celcius

Either use disposable cloths or wash dishcloths and drying-up towels above 90⁰ Celsius

Disinfectants should be used on preparation surfaces (they destroy bacteria)

Any sign of rodents or other animals or infestation should be reported to a churchwarden as soon as possible. The Churchwardens will arrange for appropriate action to be taken.

b) *Storage*

Only food stored in fridges or in sealed containers or original, unopened, packaging shall be left in the kitchen(s). This included tins, packet soups etc.

No food shall be left in damp or moist conditions.

c) *Waste*

Discard waste as soon as practicable (separated into re-cyclable and non-recyclable waste).

Do not allow waste bins to overfill, but remove the contents, in liners, to external bins for collection.

Do not leave waste in internal bins overnight

Cooking oil to be disposed of separately. This will have to be collected or taken to a licenced waste transfer station or licenced site.

4 FOOD

a) *Allergens*

Do not claim to avoid any allergens in preparation, however much care is taken.

As there are 14 major allergens recognised by the FSA, a reasonable approach it to display a general warning that although efforts have been made to identify allergens it is not possible to guarantee any food as allergen free but to label those which claim to avoid the following key allergens

- Nut free
- Dairy Free

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- Gluten Free
- Egg Free

Where food is pre-packaged, a good approach would be to display the packaging containing ingredient information with the food on display.

b) **Preparation**

Do not use food past its "use-by" date

Always wash fresh fruit and vegetables in clean water

Always read any cooking instructions and make sure the food is properly cooked before you serve it.

If possible, prepare food in advance and freeze it, ensuring that it is properly defrosted before use

Keep food out of the fridge for the minimum time (*see item 4d) below*)

Take extra care when using raw (unpasteurised) milk, raw shellfish, soft cheeses, pate, foods containing raw egg and cooked, sliced meat. These foods are more likely to cause food poisoning than others.

c) **Contamination**

Ensure all surfaces are clean before preparing food

Keep raw and ready-to-eat foods apart

Keep chilled foods covered except when they are being prepared or are being used in preparation of other foods.

If possible use differently coloured chopping boards for different ingredients / foods

Wash utensils between uses on different foods or ingredients

Keep alert for any objects in the food which should not be there. If they are spotted they should be removed, and normally the food should be discarded.

d) **Temperatures and Control Limits**

Food that needs to be chilled such as sandwich fillings served as part of a buffet, should not be kept out of a fridge for more than four hours, After this, any remaining food should be thrown away or put back in the fridge. Food which has been put back in the fridge should be used as soon as possible when taken out again, and not allowed to stand around at room temperature. (*FSA Community & Charity events 2018*)

The "danger zone" for bacteria development is from 5⁰ Celsius to 63⁰ Celsius

Each kitchen should have access to a probe thermometer.

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Fridges should be set to keep food below 5⁰ Celsius (fridge thermometers should be used)

Freezers should be set to keep food below -18⁰ Celsius

Food prepared at room temperature should be cooled to below 5⁰ Celsius

Hot food should be cooked to above 75⁰ Celsius (checked by probe if available)

Hot food which is "held" should be kept at above 63⁰ Celsius (checked by probe if available)

Food which rises above 10⁰ Celsius during storage should be thrown away

e) *Re-heating*

Keep chilled as long as possible before re-heating

Re-heat chilled food (below 5⁰ Celsius) to above 75⁰ Celsius for a minimum of 3 minutes (checked by probe if available)

Food which has fallen to between 5⁰ Celsius and 63⁰ Celsius (or contain leftovers such as for soups and casseroles) can be re-heated to above 75⁰ Celsius for a minimum of 15 seconds, but **only** if it has not fallen below 63⁰ Celsius for less than 2 hours.

Only re-heat once

Discard food if reheating has not been achieved within 2 hours.

5 EQUIPMENT

a) *Separation of equipment*

If possible use differently coloured chopping boards for different ingredients / foods

If possible use different equipment for preparing raw ingredients and cooked foods

b) *Washing, Cleaning and Drying*

Refer to section 3a) above

6 MANAGEMENT

a) *Documentation*

Documentation shall be kept to a minimum, to be relevant, appropriate and accessible. The suite of documentation consists of:

- Policy and Procedures
- Posters / notices
- Training Records
- Inspection Records
- Temperature Records
- Reviews and Corrective Actions

b) *Record keeping*

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Copies of current Policy and Procedures shall be held local to the kitchen to which they relate, and for 5 years in the Parish Office.

Copies of Training certificates should be kept by the Parish Administrator for 5 years from receipt.

Copies of briefings and any other relevant training should be kept in the Parish Office for 5 years from the date of the last recorded training.

Copies of records of inspections should be kept in the Parish Office and local to the kitchen to which they relate for a period of 2 years.

Copies of temperature records should be kept local to the kitchen to which they relate for 12 months and for a period of 2 years in the Parish Office.

Copies of reviews and corrective actions shall be held for 5 years in the Parish Office

c) Review

The PCC should arrange for this policy and these procedures to be reviewed annually, or following any significant change, failure, corrective action or an enforcing authority visit.

The review shall take into account any inspections, training, corrective actions and relevant reports.

d) Corrective action (what if something goes wrong)

Corrective action is what is carried out when something goes wrong, to ensure that it does not happen again. Examples could include a break-down in these procedures, contamination of food, lack of cleanliness, adverse inspection findings etc.

If something does go wrong (or it is reasonably apparent that it could have gone wrong, but did not), the matter should be reported to the person in charge of the activity to which it relates, and by them to a church warden. This does not apply where food has been discarded without consumption due to it not reaching a required temperature.

A church warden will, in consultation with the Rector, review the matter in conjunction with the person in charge and, where appropriate, a holder of a Level 2 certificate. The churchwarden will agree any appropriate corrective action (which may involve a change to procedures). Where relevant and appropriate the churchwarden will report back to the PCC.

The corrective action will be recorded as section 6b) above.

This Policy and procedures were previously approved on 25th June 2021

The PCC intend to review them before November 2027