

# St Mary's, Stoke Bishop Food Hygiene Policy



A number of activities in the life of St Mary's, Stoke Bishop involve food. Sharing food together forms an important part of our fellowship. This document summarises St Mary's policy for maintaining the safety of food.

This policy applies to activities where food or refreshments are stored or prepared at St Mary's, or where food or refreshments (possibly prepared elsewhere) are served at St Mary's. It also applies to the serving of food or refreshments at official functions of St Mary's held at other locations (e.g. community picnic, away day etc). Please note that Thursday Lunch is also registered with Bristol Council as a food business and is five star rated.

This policy recognises the provision of the Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013.

The aims of the policy are:

- To encourage staff/volunteers to be vigilant of hazards.
- To establish procedures which promote awareness of food hygiene.
- To ensure that due diligence is practiced.
- To involve staff/volunteers to be aware of and are committed to safe food production.

For the purposes of this policy, catering activities have been identified as falling into 3 levels:

1. Low risk – light refreshments, e.g. hot drinks, biscuits, prepared cakes and related finger foods
2. Medium risk – prepared products brought in to be served (e.g. takeaway pizza, homemade cakes or bring and share lunch (if nothing is cooked or reheated on the premises)
3. High risk – food prepared from basic ingredients or serving hot or cold food on plates or bowls that may be considered as a meal, or a bring and share lunch where food IS cooked or reheated on the church premises (e.g. Thursday lunch).

**Date of Policy:** November 2024

**Date of next review:** November 2027

## 1.0 Premises

### 1.1 Fridges and freezers

Having enough fridges and freezers for our activities is important. This includes storing food for events such as bring & share lunches, which often take place after church meetings, allowing food to become too warm before consumption. Try to avoid high risk food (e.g. fresh cream) for such occasions.

- The fridge and freezer temperatures are checked on a Monday. If the fridge or freezer is found not to be up to temperature (0 and 5°C for the fridge -20°C for the freezer), then the contents will be disposed of.

- Open ingredients and leftover food stored in the fridge or freezer should be fully wrapped and clearly marked using the labels supplied in the food and safety manual.

## 1.2 Equipment Maintenance

All items of equipment used in connection with the transportation, storage, production and service of food must be in good condition and repair. Therefore, St Mary's is committed to a pro-active and systematic assessment of equipment needs. This includes a 6 monthly assessment (yearly for PAT testing) which will be recorded in the food safety manual.

## 1.3 Pests

Pests such as mice, insects and birds can carry and spread bacteria. Precautions need to be taken to keep pests out of kitchens, by filling holes and ensuring doors, windows and vents are sealed. The kitchen is checked regularly for any signs of pests (e.g. droppings, gnawed packaging, eggs or feathers). Keep food stuffs in sealed pest-proof containers.

## 1.4 Basins and sinks

There is a separate basin for cleaning hands in the main kitchen (with hot and cold running water, soap and materials for hygienic drying and a sign to state Hand Washing Only), and a separate sink for washing food. The sinks in the main kitchen for washing food has an adequate supply of hot and cold water and it is potable (drinking quality). These are regularly cleaned.

Please note there is not a separate sink for hand washing in the servery in church therefore, only catering activities level 1&2 can be performed from that kitchen.

## 1.5 Waste

- Waste bins will be emptied on a regular basis.
- Waste must not accumulate in the kitchen.
- After handling waste scrupulous hand washing is essential.
- Waste removed from the kitchen must be placed a lidded bin (please use the large green bin in the church car-park).
- Waste bins must be made of a construction that allows for easy cleaning.
- Kitchen bins will be lined with a black bag, on removal the bag should be neck tied.
- Food waste will be emptied regularly.
- The recycling boxes can be used for CLEAN plastic, can, card, paper and glass
- If there is insufficient space in the bins please consider taking waste away with you.

## 1.6 Storage

- Food storage areas shall be maintained in a clean and tidy condition at all times.
- Food shall be stored in designated cupboards. Food shall not be stored on the floor, whether in the kitchen or elsewhere in the building as this may encourage pests.
- When checking restocking food supplies stock rotation will be applied and use by dates will be checked. Food will be disposed of when expiry date has passed.

## 2.0 Personal Hygiene

A staff member, whether a volunteer or an employee, engaged with food must understand that personal hygiene is essential to keep food from being contaminated. This means all staff/volunteers when preparing any catering activity should:

- wash their hands with soap and warm water before preparing, cooking, or eating food. In addition to this, gloves may be used to minimise direct food handling and are provided in the main kitchen.

Important points at which to wash your hands are:

- ✓ before preparing ready to eat food (like salad and fruit)
- ✓ after handling raw food (like meat and fish)

If possible, prepare all raw meat, fish, and poultry as a single task and wash hands immediately after.

If you're in a situation where it's not possible to wash your hands, for example at a picnic, you can use hand sanitising wipes or gels to disinfect them before handling food. Using hand sanitiser kills pathogens on your hands.

- Food preparation for any catering level should be carried out by people who are not suffering from communicable illnesses such as cold, flu, vomiting and diarrhoea (no symptoms for 48 hours).
- Put a waterproof coloured plaster over any cut. A first aid kit is available, including blue plasters. Any accidents must be recorded in the accident book.
- Not smoke, drink or eat while handling food and should avoid touching their face and coughing or sneezing over the food.

If anyone is preparing medium risk or high risk food:

- wear suitable clean clothing for use only in a kitchen;
- tie back long hair, to prevent loose hair dropping into food or drinks;
- wear an apron when preparing food;
- remove watches and jewellery (except perhaps a plain wedding band);

### 3.0 Keeping food safe

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are:

#### 3.1 Cleaning

#### 3.2 Chilling

#### 3.3 Cooking

#### 3.4 Avoiding Cross-Contamination

### 3.1 Cleaning

Regular cleaning (and disinfecting) of all parts of the kitchen is done routinely and recorded in the Food Safety Manual in the kitchen, including work surfaces, floor, cupboards, fridges, freezers and equipment etc.

Cleaning removes harmful bacteria, viruses and parasites which may be present on food in food preparation areas.

By cleaning with warm, soapy water or by using disinfectant cleaning products you lower the chances of getting ill. For any catering activity you should regularly clean your:

- hands
- work surfaces and Chopping boards
- dish cloths, sponges, and tea towels
- utensils, dishes, and containers

#### 3.1.1 Raw meat, fish, and poultry

You should not wash raw meat, fish, and poultry. Washing meat, fish and poultry under a tap can splash bacteria onto your hands, clothes, utensils and worktops. Always wash your hands after handling raw meat, fish and poultry.

### 3.2 Chilling

Chilling food properly helps to stop harmful bacteria from growing. Some food needs to be kept chilled to keep it safe; for example food with a 'use by' date, cooked dishes and other ready-to-eat food, such as prepared salads and desserts. It is very important not to leave these types of food standing around at room temperature.

Ensure you do the following:

- Chilled food is checked on arrival to make sure it is cool enough.
- Food that needs to be kept chilled is put in the fridge straight away.
- Cooked food is cooled as quickly as possible and then put it in the fridge (e.g. divide food into smaller portions and/or place in well-sealed containers and run under cold water or stand it in a shallow tray of cold water).

- Chilled food is kept out of the fridge for the shortest time possible during preparation.
- The fridges and freezer are regularly checked to be sure that they are cold enough. (The fridge should be between 0 and 5°C and the freezer should be around -20°C)
- keep chilled food out of the fridge for the shortest time possible during preparation (a maximum of four hours)
- eat leftovers within two days or freeze if you think this won't be possible

Food that needs to be chilled, such as sandwich fillings served as part of a buffet or a bring and share lunch should be left out of the fridge for a maximum of four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

### 3.3 Cooking

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly. When cooking or reheating food, always check that it is steaming hot all the way through (cooked for at least two minutes at 75°C to the centre of the thickest part of the food).

It is especially important to make sure that you thoroughly cook poultry, pork, rolled joints and products made from minced meat, such as burgers and sausages. This is because there could be bacteria in the middle of these types of products. They should not be served pink or rare. Whole cuts of beef and lamb, such as steaks, cutlets and whole joints, can be served pink/rare as long as they are fully sealed on the outside.

- Food prepared offsite may be reheated before serving. This food should be heated thoroughly to a temperature of more than 75° Celsius. Any reheated food left at the end of the activity should be thrown away.
- However, rice and fish must be cooked fresh on the premises and **MUST NOT** be reheated.

### 3.4 Cross-contamination

Cross-contamination occurs when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips onto) ready to-eat food, equipment or surfaces. Cross-contamination is one of the most common causes of food poisoning. The following precautions should help to avoid cross contamination:

- Clean and disinfect work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.
- When chopping food, used the correctly coded chopping boards.
- Wash your hands before preparing food.

- Wash your hands thoroughly after touching raw food.
- Keep raw and ready-to-eat food apart at all times, including packaging material for ready-to-eat food.
- Store raw food below ready-to-eat food in the fridge.
- Cleaning materials, including cloths, sponges and mops, used in areas where ready-to-eat foods are stored, handled and prepared, should not be used in any other areas of the premises and vice-versa.

### 3.5 Foods that need extra care

Some foods are more likely to cause food poisoning than others. These include:

- raw milk
- raw shellfish
- soft cheeses
- pâté
- foods containing raw egg
- cooked sliced meats

### 3.6 Use-by dates

Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. The fridge and freezers are checked on a Monday, if any out of date food is found it will be thrown away.

### 3.7 General practical tips for when you're making food for large numbers of people:

- prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it
- wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
- always wash fresh fruit and vegetables
- keep raw and ready-to-eat foods apart
- do not use food or drink past its use-by date
- always read any cooking instructions and make sure food is properly cooked before you serve it
- ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
- keep food out of the fridge for the shortest time possible

#### **4.0 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.
- All equipment should be cleaned and if appropriate put away.
- Open ingredients and leftover food stored in the fridge or freezer should be fully wrapped and clearly marked using the labels supplied in the food and safety manual.
- Food waste and recycling should be put in the labelled bins, if the bins are full, please use the bins/recycling bins outside the Church Office or take rubbish home with you.

#### **5.0 Training**

It is recommended (although not compulsory) that those involved in category 1&2 catering activities do a Level 2 Food Hygiene Course (online). Please let the Operations Manager know if you would like to participate in this.

#### **6.0 Allergens**

As Thursday Lunch is a registered food business they will need to follow the allergen rules. However, with regard to other catering activities the more information we can provide about allergens orally or in writing for consumers, the better it is, so that they can make safe choices, particularly for those with allergies.

For bring and share lunches we should encourage those bringing food to list any of the main allergens below that are included in their dish. There will be stickers with the list of allergens available for people to use.

The 14 allergens are:

Celery, Cereals containing gluten, Crustaceans, Eggs, Fish, Lupin, Milk, Molluscs, Mustard, Nuts, Peanuts, Sesame seeds, Soya and Sulphur dioxide (sometimes known as sulphites).

Please see Appendix A for the Allergen List.

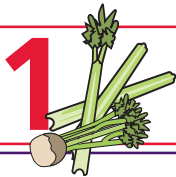
The allergen list and allergen stickers will also be kept in the Food Safety Manual in both kitchens.

# 14 Allergens

Food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food.

Here are the allergens, and some examples of where they can be found:



1

## Celery

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.

## Cereals containing gluten

Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.



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## Crustaceans

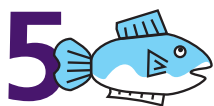
Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.

## Eggs

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.



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## Fish

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.

## Lupin

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.



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## Milk

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.

## Molluscs

These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews



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## Mustard

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.

## Nuts

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.



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## Peanuts

Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.

## Sesame seeds

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads.



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## Soya

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.

## Sulphur dioxide (sometimes known as sulphites)

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.



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For more information, visit: [food.gov.uk/allergy](http://food.gov.uk/allergy) or [nhs.uk/conditions/allergies](http://nhs.uk/conditions/allergies)

✉ Sign up to our allergy alerts on [food.gov.uk/email](http://food.gov.uk/email), or follow #AllergyAlert on Twitter and Facebook

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