Food Safety Policy

1. Purpose and Scope

A number of activities in the life of Church Crookham Baptist Church (CCBC) involve food. Sharing food together forms an important part of our fellowship. This document summarises CCBC's policy for maintaining the safety of food.

This policy applies to activities where food or refreshments are stored or prepared at CCBC, or where food or refreshments (possibly prepared elsewhere). It also applies to the serving of food or refreshments at official functions of the Church which held at other locations.

This policy does not apply to the following:

- External organisations using CCBC facilities
- Food or refreshments prepared or served at the homes of church members, employees or volunteers, even if this is served as part of a church function (e.g., Home Groups).

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

The regulations relating to food safety and hygiene, including the condition of premises, particularly kitchen surfaces, kitchen floors, washing up facilities etc.

Further guidance can be found at:

- Food Standards Agency
- SEBA (login required)
- Baptist Insurance

CCBC is registered with Hart District Council as a business servicing food (see the entry at https://ratings.food.gov.uk/business/760315/baptist-church)

2. Definitions

It is recognised that not all activities carry the same level of risk. For the purposes of this policy, the following definitions shall be applied:

- "Refreshments" refers to be the serving of tea, coffee, biscuits, pre-prepared cakes, and related finger foods.
- "Food" refers to the preparation or serving of hot or cold food on plates or bowls that may be considered as a meal.

With respect to food safety, the preparation and serving of communion shall be considered in the same manner as for refreshments**.**

3. Policy

1. Food storage areas, the kitchen and serving areas shall be maintained in a clean and tidy condition.
2. The fridge, freezer and oven shall be cleaned regularly.
3. The fridge and freezer temperatures and contents shall be checked weekly. If the fridge temperature is found to be above 8 degrees Celsius when checked, then the contents will be disposed of.
4. Food shall be stored in designated cupboards.
5. Food shall not be stored on the floor, whether in the kitchen or elsewhere in the building, as this may encourage pests.
6. All employees and volunteers that regularly prepare or serve food will be provided with training in order to obtain the Basic Food Hygiene Certificate. CCBC will pay for training and any reasonable expenses.
7. The church will provide consumables and equipment to enable employees and volunteers to follow this policy and attached guidelines.
8. Everyone involved in serving of food or refreshments shall wash their hands before they start, and as necessary during the activity.
9. Everyone involved with the preparation or serving of food shall wash their hands frequency or wear disposable gloves during food preparation.
10. When preparing food, a clean or disposable apron must be worn
11. When chopping food, the correctly coded chopping boards will be used. These will be replaced when the surface is no longer suitable.
12. Allergen-specific advice regarding the food ingredients from the box shall be provided when requested, so safe choices can be made particularly for those with allergies.
13. Food prepared offsite may be reheated before serving. This food should be heated thoroughly to a temperature of more than 63 degrees Celsius. A thermometer is available in the kitchen. Any reheated food left at the end of the activity shall be thrown away. However, rice must be cooked fresh on the premises and MUST NOT be reheated.
14. Any external caterers providing food for church functions shall possess the appropriate Food Hygiene Certification.
15. Open ingredients and leftover food stored in the fridge or freezer must be fully wrapped and clearly marked to show who it belongs to and when it was put in the fridge / freezer. Unmarked or out-of-date food shall be thrown away.

16. Whenever practicable, the dishwasher shall be used for cleaning crockery and cutlery following the serving of food. The dishwasher shall be maintained in good working order to maintain effectiveness.
17. Washing up shall be done in the hottest water consistent with safety and rinsed in clean water. (Gloves are supplied).
18. Clean tea towels shall be used on each occasion, and they shall be washed before reuse. Disposable kitchen towels or kitchen roll will also be provided.

Guidelines for employees and volunteers preparing or serving food are provided below. These are displayed prominently in the kitchen.

FOOD SAFETY NOTICE

(For use by all CCBC volunteers and employees)

Are you well? - Do NOT prepare food for others if you are unwell.

- Cleanliness must be your top priority.
- Wash your hands before all food preparation and wear an apron
- Hair should be tied back and ideally covered.
- Cuts and grazes should be covered with coloured waterproof plasters
- Use a clean, dry tea towel from the drawer or disposable paper towels.
- Use the appropriate colour-coded chopping boards.
- The dishwasher must be used in the first instance, washing up should be done in the hottest water possible using the gloves provided.
- Food must be served at the correct temperature:
    - Hot food should be piping hot (> 63°C). (use the thermometer)
    - Cold food should remain chilled until served (< 8°C).
- Any food that has touched the ground at all must be thrown away.
- All spills should be cleared up immediately.

Regular food handlers must receive adequate supervision, instruction and training and should obtain a Basic Food Hygiene Certificate (ask the Church Secretary for details)

The full food safety policy can be seen at https://www.churchcrookhambaptistchurch.org.uk/policies/