

Bethany Christian Church

Food Hygiene Policy

Church details

CIO Charity number: 1178517

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This policy first adopted / last reviewed: March 2025

This policy should be reviewed at least every 2 years. The next review is due on: March 2027

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.

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, cakes and similar.

“Communion” with respect to food safety, the preparation and serving of communion shall be considered in the same manner as for refreshments.

“Food” refers to the preparation or serving of food on plates or bowls that may be considered as a meal.

Arrangements for ensuring Food Hygiene

Role of the Catering Lead (CL)

- Responsible for providing guidance to all kitchen users on the equipment, processes & procedures.
- Responsible for keeping appropriate records on training.
- Responsible for monitoring the storage of food in the kitchen; including checking that the fridge is working properly. They are authorised to dispose of any food not stored correctly.
- 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 the kitchen and groups.

Role of the Responsible Person

Each group wishing to use the kitchen for providing food (other than just refreshments) must appoint a 'responsible person' to oversee any use of the kitchen by the group. The responsible person will:

- Hold a current (less than 3 years old) **level 2 food hygiene certificate and food allergen training certificate**. A copy of the certificates must be shown to the Catering Lead & held by the Trustees.
- 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, they are responsible for ensuring those involved are briefed on the use of the kitchen and follow this policy.

All Responsible Persons will receive a copy of the policy and sign to acknowledge they have seen and understand it. A reminder of good practice will, from time to time, be circulated to all kitchen users.

Guidance about the kitchen space

During times of food preparation, children under the age of 14 should not be allowed in the kitchen.

Coats must not be kept in the kitchen; Unnecessary bags should be kept out of the kitchen or placed in the allocated place for safe keeping.

Bags brought into the kitchen containing food should not be placed on food preparation surfaces.

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 the cupboard by the noticeboard. Any accidents must be recorded on an accident form which are kept with the first aid book. Completed accident forms should be given to one of the Trustees.

Handwashing and aprons

Anyone helping in the kitchen or laying tables must first wash their hands 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.

It is best practice to wear a clean apron while preparing and serving food – please take a clean one from the cupboard and set aside to be washed at the end of the session.

Using equipment and supplies

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

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

- Aprons (to be washed after each session)
- Reusable cloths (only use a cloth that has been taken out of the box for that session)
- Tea towels (only use a tea towel that has been taken from the draw for that session)
- Detergents & cleaning supplies
- Food Safe sprays for cleaning BSEN 1276 or BSEN 13697

Should any of these supplies run low, please inform the Catering Lead

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

Serving refreshments and preparing communion

Each time refreshments are prepared and served (including communion) this should be recorded in the kitchen diary as “refreshments”. Making a note of the date, who prepared, and what was served.

Preparing and serving food

For each “food” event, the following must be recorded in the food diary in the kitchen:

- Brief description of food served.
- Name of suppliers of foods to be cooked on site (supermarket, butcher, church member etc.).
- 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 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. Eg. 75°C degrees C for 30 seconds or longer should be achieved.

The **probe thermometer** is stored in the drawer next to cutlery.

- Clean probe with an antibacterial wipe or paper towel sprayed with antibacterial food-safe spray.
- Hold probe in food to be tested until stable temperature reached (plus 30 seconds).
- Record temperature and time taken in food diary alongside food description.
- Clean probe and replace in draw.

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. Milk should be labelled with '**opened on...**' date.
- Keep raw and ready-to-eat foods apart
- Do not use food past its use-by date
- Cold food must be stored at 8°C or below.
- Hot food must be stored at 63°C or above, after it has been cooked to 75°C for 30 seconds.

Food prepared off site for 'bring & share' meals

- Do not prepare food to share if you are suffering from a contagious illness.
- All food should be prepared and handled with care, but the danger lies mainly in high protein foods, in which bacteria can multiply rapidly at temperatures above 8°C.
- The high risk foods include things like meat, poultry, fish, shellfish, seafood, rice, milk, eggs. The danger occurs in the time spent out of the fridge.
- Soups and stews etc can be made at home the day before but need to be chilled promptly and then kept below 8°C either in the fridge (at home or at Bethany) or in a cool box or bag with a generous quantity of ice packs. Or they can be made on the day and brought to the event still piping hot (above 63°C). Take extra special care if it contains high risk foods. If it is not possible to chill the food after cooking it "on the day it is to be eaten" then hot food can be allowed to go below 63°C but **ONLY** for up to two hours, it can then be reheated once until it is 70°C for 2 minutes, or 75°C for 30 seconds, or 80°C for at least 6 seconds and then kept above 63°C until served.
- Transport high risk foods in a cool box or bag with a generous quantity of ice packs where the food can stay for a couple of hours if there is no fridge available. Where possible, on arrival, transfer high risk food to a fridge.
- Keep all food covered until it is time to eat, to prevent contamination.
- Food prepared off-site may be reheated before serving, this does not just mean warming. Hot food must be reheated to 80°C for at least 6 seconds or 75°C for 30 seconds or 70°C for 2 minutes.
- High risk cold food must be kept at 8°C or below. Ideally all cold food should be kept at 8°C or below but non-high risk foods can be kept out of temperature control for a maximum of 4hrs.
- Leftovers of food must be taken home (or disposed of). Cake or opened biscuits may be kept on the side in a suitable sealed container for up to 3 days.
- Any food that has touched the ground at all must be thrown away. All spills should be cleared up immediately.

Food cooked on site

- The church does not have suitable facilities for the preparation of allergen-free foodstuffs. When allergen-free food is purchased it shall be served on separate dishes to avoid contamination.
- When chopping food, the correct colour coded chopping boards should be used. These will be replaced when the surface is no longer suitable.
- Cold food must be stored at 8°C or below.
- Hot food must be cooked to 80°C for at least 6 seconds, 75°C for 30 seconds or 70°C for 2 minutes.
- Leftovers of food must be taken home (or disposed of). Cake or opened biscuits may be kept on the side in a suitable sealed container for up to 3 days.
- Any food that has touched the ground at all must be thrown away. All spills should be cleared up immediately.

Serving

- When serving or displaying food, it can be kept out of temperature control for a limited period.
- Cold food can be kept above 8°C for up to four hours. You should only do this once. If any food is left after this time, it should be thrown away.
- Hot food can be kept below 63°C for up to two hours but you should only do this once. If any food is still left after this time, you can reheat it once until it is 70°C for 2 minutes, 75°C for 30 seconds or 80°C for at least 6 seconds, and then keep it above 63°C until served.

Cleaning surfaces before and after

- Never assume surfaces and tables have been cleaned properly at the end of the last session. Wipe using hot soapy water and then with food-safe antibacterial spray.
- After an event all items used must be washed-up. It is good practice to use the two-sink method of hot soapy water in one, hot water to rinse in the other and then place on drying rack. Use a clean tea towel from the drawer, not one that has been left hanging around.
- At the end all surfaces and food tables should be left clear and should be wiped using hot soapy water and then with food-safe antibacterial spray.
- The kitchen bin should be emptied regularly and disinfected with antibacterial spray.
- Kitchen tea towels, dish cloths and aprons should be left out to dry or placed in the red plastic container by the kitchen noticeboard ready to be washed at 60°C or more.
- Floor cleaning - only use the designated kitchen floor mop and avoid using a general mop.

Information for those eating

- In accordance with Food Standard Agency “Providing food at community and charity events” guidance 20th Nov 24: “If your activity does not need to be registered as a food business, you don’t have to provide information for consumers about allergens present in the food as ingredients.” And so Information on ingredients will simply be available on request.
- For those who are regulars at church events we will seek to ascertain details from them of any of the 14 recognised allergens that they need to be made aware of.

Waste disposal

All waste must be properly disposed of.

- All items that are recyclable are to be put in the grey box.
- Glass should either be taken home for recycling or wrapped and place in the general waste bin. General waste should be bagged (and knotted) and placed in the black lidded bins (located in the back street).
- 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 home with you.

Example 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)	

Dishes and their allergen content

(Note – Please state the name of the cereal(s) containing gluten* and/or the name of the nut(s)†)

Dishes														
Tuna Salad [example]	✓			✓	✓		✓		✓					

Review date:

Reviewed by:



You can find this template, including more information at www.food.gov.uk/allergy-guidance

Kitchen Important Reminders

Each week

- Don't re-use any tea towels or cloths - take new ones from the draw and box
- wash hands before preparing refreshments or communion
- write "refreshments" or "communion" in the Food Diary, dated alongside your name

Children

- No children under 14 in the kitchen during food / refreshments / communion preparation

Food Events

- Bags of food not to be placed on surfaces used for food preparation
- Everyone to wash hands before helping with food or table laying
- Surfaces to be disinfected before food preparation
- Food Diary - Date, Responsible Person's name, brief description of food and temp heated

Storage and Serving

Cold Food - 8C or below Non-High risk foods can exceed this for up to 4hrs only
Hot Food - 63C or above If it goes below this then within 2hrs you can reheat once more

Cooking and re-heating

70C for 2 minutes
75C for 30 seconds
80C for 6 seconds

Leftovers

Only cakes / biscuits / similar "refreshments" to be kept in a sealed container up to 3 days

At the end

Check Food Diary has been written in
Wipe all surfaces down with ant-bacterial spray

General

Ingredients available on request
Church regulars - record any allergens in advance