

Crediton Congregational Church

Food Safety Policy

This policy is adopted at May 2025 and will be reviewed every 2 years.
Regulation: Food Safety Act 1990

Policy Statement

Arrangements for ensuring Food Safety

The Catering Lead is: Sue Goode and 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, in conjunction with the Church Administrator.
- Be responsible for monitoring the storage of food in the kitchen; they are authorised to dispose of any food not stored or labelled correctly.

The 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 five years old) level 2 foundation food hygiene certificate as well a current (less than two years old) food allergen training certificate, unless a group only serves refreshments (limited to drinks and biscuits/similar). A copy of all certificates must be stored with the Church Office.
- 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 safety policy.
- 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 in the organ lobby area 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 the Karis Kitchen. Any accidents must be recorded on an accident form which are kept with the first aid book. Completed accident forms should be given to either the Catering Lead or the Church Administrator.

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.

Food-grade gloves may be used but are not encouraged. The use of sanitising hand gels must not be used and are not a substitute for 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
- Soap, preferably liquid soap, at all designated hand wash basins
- Disposable cloths (e.g. j-cloths or equivalent)
- Tea towels (changed and washed regularly)
- Detergents & cleaning supplies (food safe cleaners with no bleach-based cleaners)

Should these supplies run low, please inform the Church Cleaner.

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

Preparing and serving refreshments

Each time refreshments are prepared and served ensure that you follow food safety principles. If high-risk refreshments (e.g. refrigeration required – cream cakes, sandwiches, etc.) then the food diary of the kitchen (see Appendix 1) must be completed. If no high-risk items are served, then records are not required.

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

- Menu (brief description of food served)
- Name of suppliers of any foods used (supermarkets, butchers, etc). If church members supply food, make a record of which members supplied the food also.
- Refrigeration temperature – taken by probe thermometer. Fridges should be between 0°C and 5 °C maximum.
- Final cook temperature of any high-risk foods (i.e. containing meat or fish) taken by probe thermometer. The centre temperature of all joints or portions of meat, poultry or other high-risk foods must be adequate to control food poisoning organisms. 75°C for 30 seconds or 80°C for 6 seconds (or equivalent) must be achieved.

The **probe thermometers** are stored in the Karis Kitchen drawers 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.

Preparing and serving refreshments

- 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 must be disposed of.
- 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 (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 a food-safe antibacterial spray, following manufacturer's instructions.
- All waste and recycling should be placed in appropriate receptacles and placed outside in the rear Courtyard area (bin store area).
- Kitchen tea towels and fabric aprons should be taken home and laundered at least 60°C and returned as soon as possible.

Appendix 1: Kitchen Diary Page

Date & Event		
Responsible Person		Signature
Items served (record supplier ie Tesco)		
Refrigeration temperature		Final cook temperature
Was the kitchen clean and ready to use when you arrived?		Y / N
Any other comments		
I have left the kitchen clean and ready for the next group (initial)		

Appendix 2: Allergen Information Page

Today's menu

Date of event: _____

Meal:

Ingredients:

Allergens:

	Nuts (pistachios, hazelnuts, walnuts, macadamia, pecans, brazil, almonds)
	Peanuts
	Eggs
	Milk (including lactose)
	Fish
	Crustaceans
	Molluscs

	Gluten
	Celery
	Lupin
	Mustard
	Sesame seeds
	Soya
	Sulphur dioxide