

St Bartholomew & All Saints  
Parochial Church Council

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# Health & Safety Guidance

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## **Section C.13 – Food Safety and Hygiene**

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Document No: SBC.14  
Issue No: 02  
Issue Date: May 2015  
Review Date: May 2018

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**Document Change Record**

<b><u>Change No.</u></b>	<b><u>Date</u></b>	<b><u>Change</u></b>	<b><u>Reason for Change</u></b>
00	05/2015	Not Applicable	First Issue
01	15/09/15	Page 1 – ‘Issue No.’ – delete 01, insert 02 Page 11 – insert “Number catered for” Page 11 – insert “(Provide full list of ingredients overleaf and attach copy of recipe)” Add Page 12 and insert – “Full list of ingredients”	Requested by Church Croft Committee

## **Section C.13 – Food Safety and Hygiene**

### **Introduction**

Under EU law all food supplied outside of the domestic and family setting is required to be safe to eat. This requirement applies regardless of whether or not the operation supplying or selling the food is doing so to make a profit.

However, providing certain basic precautions are observed there is no reason why a church and its voluntary helpers should not be involved with the preparation and sale of food.

The circumstances under which a church may wish to prepare and sell food may range from a one-off annual event, such as the church fete; a weekly coffee morning or lunch or a full scale catering operation providing a large number of meals on a regular basis. Different considerations apply depending on the scale of the operation.

The Parochial Church Council (PCC) recognises its responsibilities to ensure the food provided by them is neither “*injurious to health*” nor “*unfit for human consumption*” and this document sets out the systems and procedures by which the PCC will achieve, so far as reasonably practicable, compliance with all relevant legislation, guidance and “best practice”.

### **Background**

The Food Safety Act 1990 is the primary source of food safety law and seeks to establish general principles rather than cover detailed regulations. The Food Safety Act makes it an offence for anyone to sell or process for sale food which is:

- harmful to health
- contaminated to such an extent that it would be unreasonable to expect it to be eaten
- falsely described, advertised or presented
- not what the customer can reasonably expect

Details of the measures needed to achieve compliance with the Food Safety Act are contained in a number of regulations, including:

- Food Hygiene (England) Regulations 2006 (as amended)
- Food Safety and Hygiene (England) Regulations 2013
- Food Information Regulations 2014

### **Definitions**

- **Food Safety** – involves protecting food from anything that could harm consumer health and well being. By having appropriate food safety procedures in place, the production of safe food is possible.
- **Food Hygiene** – everything that is done to ensure the food is free of contamination, is wholesome and safe to eat or drink. Failure to adopt best practice in relation to hygiene when handling food presents real risks to its safety.

### **Enforcement**

Responsibility for enforcement of food hygiene law rests with local authority Environmental Health Officers (EHO's) and it should be recognised that different EHO's may well reach a different conclusion on the same facts and therefore close cooperation with them should be maintained at all times.

### **Registration**

The law requires that certain operations supplying food are registered with the local authority. In addition to having to meet certain standards, those operations requiring registration are also required to put in place food safety procedures and have these written down.

For an operation to require registration, it must have “*a certain continuity of activities*” and “*a certain degree of organisation*” and in its publication “Community and charity food provision – guidance on the application of EU food hygiene law”, the Food Standards Agency (FSA) advises that both terms should be considered when deciding if an operation requires registration.

In the view of the FSA, generally community or charity operations providing food less frequently than one occasion per month should not require registration. However, some activities occurring less than monthly but involving complex food safety controls, or provision for vulnerable consumers may merit registration.

Registration must take place 28 days before a food supply operation commences and therefore the local authority environmental health officer should be consulted at the planning stage to establish if registration is required.

### **Premises**

Any premises used for food preparation must meet strict requirements regarding layout, design, construction and size. Premises must comply with the relevant regulations, be suitable for the purposes of the business and allow food to be prepared safely. The premises must be kept clean and maintained in good repair and condition. They must allow the observance of good food hygiene practices, including protection against contamination and, in particular, pest control. More detailed information regarding the standards food preparation premises are required to meet can be found in the following Food Standards Agency (FSA) publications:

- *Starting Up: Your first steps to running a catering business (Ref: FSA/1689/0613)*
- *Food Hygiene: A Guide for Businesses (Ref: FSA/1690/0613)*

### **Training**

There is no mandatory requirement for charity and community volunteers handling food to have attended a formal course or gained a qualification in food hygiene. It is possible to demonstrate possession of the necessary knowledge in other ways, such as previous experience or on-the-job training. The key requirement is that all food

handlers have the necessary knowledge to handle food safely and should be trained to a level appropriate to the work they do.

The PCC will appoint a Food Safety Co-ordinator, holding a Level 2 Award in Food Safety, with responsibility for ensuring compliance with the various food hygiene regulations.. The Food Safety Co-ordinator will have responsibility for overseeing food safety, regardless of whether or not food hygiene legislation applies to the activity, and all activities involving food should be carried out in accordance with their directions. The Food Safety Co-ordinator will not need to be present at every event involving food, but all activities involving food should be carried out in accordance with guidance issued by them.

### **Foodstuffs and Risk**

Consideration must be given to the level of risk presented by the food provided and the controls needed for safe food supply. The objective is to reduce risks by conducting assessments to ensure there are adequate controls in place to prevent hazards from food activities. Hazards may be from bacteria, chemicals, equipment or physical contaminants such as broken glass. This will be achieved by ensuring each step of the food preparation process is considered – from purchasing foodstuffs, through storage, cooking, serving and storing any prepared foodstuffs, together with any steps in between – and suitable controls are put in place to reduce the risks.

Low-risk food provisions such as tea and biscuits, packaged foods which can be kept at room temperature are all low-risk and as such do not require a significant degree of organisation.

Operations with more complex safety controls, such as those serving hot foods or food which otherwise require temperature control to remain safe, will require a greater level of organisation.

People over 65 years of age, as well as pregnant women, young children, the chronically sick and other vulnerable groups, are at higher risk of food poisoning. Some foods such as soft cheeses, paté, raw eggs, raw milk, raw shellfish and cured meats are more likely to cause food poisoning than others. Where food is being provided to consumers deemed to be vulnerable, the additional risks involved need to be taken into consideration and additional controls put in place.

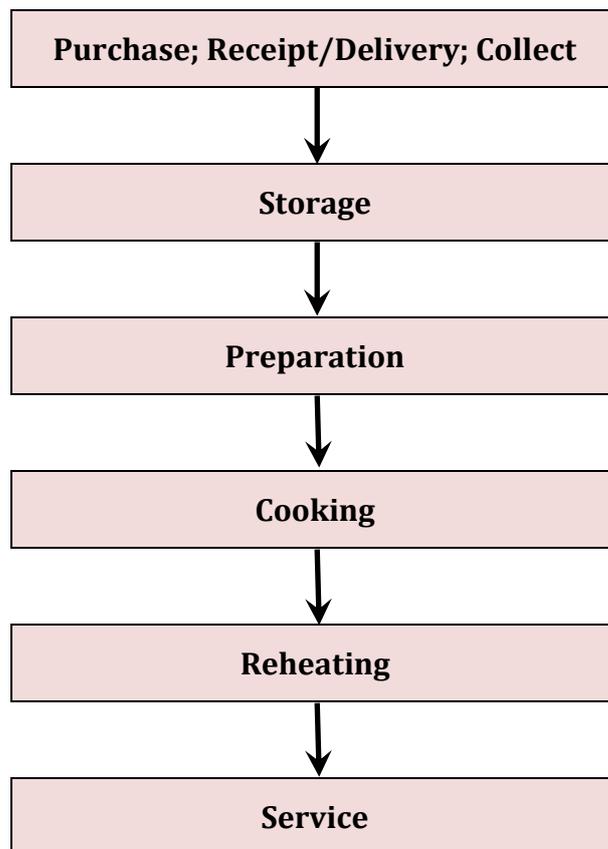
### **Food Hazard Analysis and Record Keeping**

Hazard analysis is similar to Risk Assessment used in other areas of Health and Safety. It is a systematic way of identifying the activities and steps that are important to food safety. It is a process that helps examine how food is handled and to introduce procedures to ensure the food produced is safe to eat. This assessment should then be used to ensure adequate controls are in place to prevent contamination i.e. a Food Safety Management Plan.

The analysis entails examining each step of the process, from buying foodstuffs through storage, cooking, serving and storing prepared foods together with any other steps in between. Hazards may come from bacteria, chemicals or physical contaminants such as

broken glass in food. Controls should then be put in place to reduce the risk. These include cleaning, temperature controls and storing food appropriately. These controls should then be monitored by, for example, visual checks, taking temperature measurements and using cleaning schedules. A record should be maintained to demonstrate that the necessary controls are in place and are being monitored

The following simplified flow diagram shows the process steps that may be involved in a typical church food supply operation:



This is a simplified diagram and may not show all the process steps, or the order in which they usually occur, for all situations.

A sample “All-in-One” Record Sheet is illustrated on page 11.

### **Preparing and Cooking Food Safely**

#### **When buying food**

- always check ‘use by’ and ‘best before’ dates
- do not purchase damaged food
- buy chilled or frozen foods last and pack them all together, preferably in a cool bag

- ensure raw meat is completely wrapped and kept apart from ready to eat foods such as cooked meats, dairy products etc.
- be aware of poor shop hygiene and check the businesses Food Hygiene Rating

### **Transporting food prior to preparation**

- take chilled food straight home, especially during the summer, and do not leave food in the car for too long
- make sure food is transported in a plastic container or properly covered with clingfilm or foil
- ensure high-risk foods are placed in a refrigerator at the location where it is to be consumed until it is time to be served

### **Refrigeration**

- refrigerators must be set so that high-risk foods are kept below 8°C and it is recommended that refrigerators and chilled display equipment are set at 5°C or below to ensure chilled food is kept at 8°C or below. Refrigerators should be periodically checked to ensure the temperature is maintained at the correct level. Where necessary defrost it regularly and ensure it is not overloaded
- ensure the freezer temperature is below -18°C. These should be regularly checked to ensure they are reaching the required temperature and that there is no build up of ice in freezers or freezer compartments.
- ensure food is kept covered in the refrigerator
- ensure raw meat is stored at the bottom of the refrigerator

### **Handwashing**

- wash hands thoroughly before preparing food, after handling raw meat, visiting the toilet, touching pets or any other activity which could give rise to contamination of hands

### **Preparation**

- prepare raw/uncooked food and cooked foods separately. Clean utensils and equipment thoroughly using hot water and detergent before preparing different foods. Where possible, separate knives and chopping boards should be used for raw and cooked meats and vegetables. Where this is not possible, knives and chopping boards should be thoroughly cleaned and disinfected between handling each type of food

### **Defrosting**

- ensure meat and poultry has been fully thawed before cooking
- it is recommended that food is defrosted in the refrigerator rather than at room temperature or under hot/cold running water as these practices encourage the growth of potentially harmful bacteria

### **Cooking**

- cook food thoroughly. Follow instructions on packets and make sure food is piping hot all the way through
- make sure the centre of meat is well cooked and that the juices run clear
- check that combination dishes are piping hot (steaming) in the centre. Large dishes or batches should be checked in several places.
- check that liquid dishes bubble rapidly when stirred

### **Cleaning**

- keep dish clothes clean and change hand towels and tea towels regularly
- keep the kitchen clean and keep pets away from food dishes and worktops. Use an antibacterial cleaner on work surfaces

### **Serving**

- do not leave food in a warm room before eating. Serve hot food as quickly as possible to prevent them from cooling down
- cold foods should also be served as quickly as possible after removing them from the refrigerator to prevent them getting too warm and allowing bacteria to multiply

### **Transporting prepared food (i.e. food served in a location different to that in which it was prepared)**

- ensure food is despatched at a suitable temperature and taken directly to the location where it is to be consumed
- ensure clean, food-grade packaging/containers are used for food in transit
- ensure raw and ready-to-eat foods are fully wrapped and kept separate during transportation to prevent cross-contamination
- in order to prevent the growth of harmful bacteria, transport chilled ready-to-eat foods at a temperature of 8°C or below and ensure high-risk foods are placed in a refrigerator at the location where it is to be consumed until it is time to be served
- hot ready-to-eat foods should be transported at a temperature of 63°C or above
- check the temperature of hot food at the point of delivery and before serving using a probe thermometer. If the temperature of the food has fallen below 63°C it should be reheated (**once only**) to a suitably high temperature before serving. Safe time/temperature combinations include:
  - 80°C for at least 6 seconds
  - 75°C for at least 30 seconds
  - 70°C for at least 2 minutes
  - 65°C for at least 10 minutes

### **Food Labelling**

The legal obligation to comply with the requirements of the Food Labelling Regulations 1996 only applies if the organisation is a registered food business. However, even if there is no legal requirement to label a food, e.g. food sold at one-off events such as a church fete, it is considered 'good practice' to voluntarily label such foods. If foods are voluntarily labelled the information provided must be clear and accurate and should include:

- the product name
- a list of ingredients (in descending order of weight)
- details of any ingredients that could cause an allergic reaction – such as egg, milk, sulphites, peanuts and tree nuts (see also additional information below)

On 13 December 2014 new allergen labelling provisions came into effect for registered food businesses and introduced a new mandatory requirement for allergen information to be provided for foods sold non-packaged or prepacked for direct sale. Where allergen information is voluntarily provided it will need to be accurate and in the correct format, especially if the food in question is deemed to be pre-packed e.g. a jar of jam or lemon curd.

The current list of 14 food allergens consists of cereals containing gluten, crustaceans, molluscs, eggs, fish, peanuts, nuts, soybeans, milk, celery, mustard, sesame, lupin and sulphur dioxide.

### **Premises Used for Occasional Food Preparation**

The Food Hygiene Regulations 2006 require that premises which are used occasionally for food preparation, and moveable or temporary premises such as marquees, should be in accordance with guidance provided by the Food Standards Agency as follows:

- temporary premises must be positioned, designed, constructed, kept clean and maintained in good repair and condition to avoid, as far as reasonably practicable, the risk of contamination, particularly from animals and pests
- appropriate facilities must be provided to maintain adequate personal hygiene, including hygienic hand washing, toilet and, where necessary, changing facilities
- food preparation surfaces must be well maintained and easy to clean and disinfect
- adequate facilities must be provided for cleaning and disinfection of work utensils and equipment
- there must be an adequate supply of hot and/or cold water, including drinking water
- there must be adequate arrangements for the storage and disposal of waste
- there must be adequate arrangements for the storage of food at suitable temperatures and the monitoring of those temperatures
- food must be placed in a way that avoids contamination, so far as is reasonably practicable
- if food is to be washed or cleaned there must be adequate facilities to do so hygienically

### **Barbecuing Food Safely**

Cases of food poisoning double over the summer but the simple measures detailed below will help keep food safe.

The Food Standards Agency (FSA) recommend that the safest option, especially if food is being cooked for a large number of people at the same time, is to cook food indoors using a conventional oven and then for the cooked food to be put outside on the barbecue for flavour.

If food is only being cooked on a barbecue the two main risk factors are:

- undercooked meat
- spreading bacteria from raw meat on to food that is ready to eat

The following measures and controls should be implemented to reduce the risk presented by food cooked on a barbecue:

**Cross-contamination** - cross-contamination can occur if raw meat touches anything (including plates, cutlery, tongs and chopping boards) that then comes into contact with other food. Bacteria from raw meat can move easily on to hands and then on to anything else touched, including food that is cooked and ready to eat. Easy steps to help prevent cross-contamination include:

- always wash hands after touching raw meat
- use separate utensils (plates, tongs, containers) for cooked and raw meat
- never put cooked food on a plate or surface that has raw meat on it
- keep raw meat in a sealed container away from foods that are ready to eat, such as salads and buns
- never wash chicken or other poultry before cooking as this increases the risk of spreading campylobacter bacteria
- do not put raw meat next to cooked or partly cooked meat on the barbecue
- do not put sauce or marinade on cooked food if it has already been used with raw meat

**Cooking meat** – when any kind of meat, such as poultry (chicken or turkey), pork, steak, burgers or sausages, is cooked on a barbecue ensure:

- the coals are glowing red with a powdery grey surface before commencement of cooking as this indicates they are hot enough
- that frozen food is properly thawed before cooking
- the meat is turned regularly and moved around the barbecue to cook it evenly.

Meat is safe to eat only when:

- it is piping hot in the centre
- there is no pink meat visible
- any juices are clear

Some meat, such as steaks and joints of beef or lamb, can be served rare (not cooked in the middle) provided the outside has been properly cooked to kill any bacteria on the outside of the meat. However, food made from minced meat, such as sausages and burgers, must be cooked thoroughly all the way through

**Keeping food cool** – it is essential that certain foods, including salads, dips, milk, cream, yoghurt, desserts and cream cakes, sandwiches, ham and other cooked meats, cooked rice, including rice salads, are kept cool to prevent bacteria multiplying. Food should not be left out of the refrigerator any longer than necessary and should not be left in the sun

**St Bartholomew & All Saints Parochial Church Council**  
**Food Preparation & Supply Record Sheet (Page 1 of 2)**

**Event:** ..... **Date:** .....

**Number catered for:** .....

food item	source/supplier	date purchased	'best before'/'use by' date

**(Provide full list of ingredients overleaf and attach copy of recipe used)**

<b>Purchase; Receipt/Delivery; Collection</b> (tick relevant box to confirm action)	
'use by' and 'best before' dates checked	<input type="checkbox"/>
packaging not damaged	<input type="checkbox"/>
raw foods kept separate from ready-to-eat foods	<input type="checkbox"/>
<b>Storage</b> (tick relevant box to confirm action)	
raw meat, poultry, fish and eggs refrigerated and stored below ready-to-eat food	<input type="checkbox"/>
unwashed fruit and vegetables refrigerated separately from ready-to-eat food	<input type="checkbox"/>
<b>Preparation</b> (tick relevant box to confirm action)	
raw/uncooked food and cooked food prepared separately	<input type="checkbox"/>
ready-to-eat fruit and vegetables washed under clean water and peeled as necessary	<input type="checkbox"/>
<b>Defrosting</b> (tick relevant box to confirm action)	
frozen foods thoroughly defrosted before cooking (unless manufacturer states otherwise)	<input type="checkbox"/>
raw and ready-to-eat food kept separate during defrosting	<input type="checkbox"/>
<b>Cooking</b> (tick relevant box to confirm action)	
ovens and grills preheated before cooking commenced	<input type="checkbox"/>
food cooked to 75°C or greater	<input type="checkbox"/>
food checked to ensure it is properly cooked	<input type="checkbox"/>
food cooked in accordance with manufacturer's instructions/recipe	<input type="checkbox"/>
<b>Transporting prepared food</b> (tick relevant box to confirm action)	
despatched at suitable temperature in clean, food-grade containers	<input type="checkbox"/>
temperature checked at point of delivery and above 63°C	<input type="checkbox"/>
<b>Reheating</b> (tick relevant box to confirm action)	
pre-cooked food reheated to 75°C or higher	<input type="checkbox"/>
food checked to ensure it is properly reheated	<input type="checkbox"/>
food reheated in accordance with manufacturers instructions	<input type="checkbox"/>

**Signed:** ..... **Date:** .....

(continued overleaf)

