

Food Hygiene

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

Arrangements for ensuring Food Hygiene

Role of the Catering Lead (CL)

The catering lead 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
- Check the kitchen diary weekly and report any issues to the operations manager
- Be responsible for monitoring the storage of food in the kitchen; they are authorised to dispose of any food not stored or labeled correctly
- Be responsible for overseeing the use of the kitchen, ensuring that appropriate standards are met, through regular spot checks of both the kitchen and different groups' usage of the kitchen.

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 three years old) level 2 food hygiene certificate and food allergen training certificate, unless a group only serves refreshments (limited to drinks and biscuits/similar). A copy of the certificates must be stored with the church office.
- Have received an induction in the use of the kitchen equipment from the catering lead or operations manager
- Be responsible for ensuring that any use of the kitchen by their group is in accordance with this food hygiene 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.

Catering team

A catering team provides support for significant catering events in the life of the church; this will include church family prayer meeting meals, welcome lunches, special events. All those who are part of the catering team will:

- Hold a current (less than three years old) level 2 food hygiene certificate and a food allergen training certificate. A copy of the certificates must be stored with the church office. Details of training can be found below
- Have received an induction in the use of the kitchen equipment from the catering lead or operations manager
- Be responsible for ensuring that any use of the kitchen for an event they are overseeing is in accordance with this guidance and the church's food hygiene policy

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; hooks are provided in the kitchen store 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.)



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A first aid kit is available, including blue plasters, in the church foyer. Any accidents must be recorded in the accident book.

Handwashing and aprons

Everyone entering the kitchen must wash their hands thoroughly on entry at the handwash basin.

Thorough and frequent **hand washing** 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.

A clean fabric or disposable apron should be worn at all times whilst food is being prepared in the kitchen even if not involved in the preparation, for example making coffee whilst another group is preparing a meal.

Using equipment and supplies

Before using the following equipment users must receive instruction from the kitchen lead in the use of the following equipment:

- Oven
- Turbo oven
- Hot cabinet
- Dishwasher

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

- Aprons & gloves
- Disposable cloths & tea towels
- Detergents and cleaning supplies
- Cooking oil
- Salt & pepper

All other supplies must be provided by the user; any supplies retained may only be stored in a labelled box for the group/ministry in the kitchen store.

Preparing and serving food

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



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- Menu (brief description of food served) or “refreshments” if just drinks and biscuits are served
- Name of suppliers of foods to be cooked (supermarket, butcher etc as appropriate).
- 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 all through etc.)
- The centre temperature of all joints or portions of meat, poultry or other high risk foods should be adequate to control food poisoning organisms. 75°C degrees C for 30 seconds or longer (or an equivalent time/temperature relationship: see kitchen diary) should be achieved.

The **probe thermometers** are stored on a shelf near the stove 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 the food diary alongside the menu.
4. Clean probe and replace.

Our food probes are calibrated monthly; any new probes must be calibrated before first use.

Pre-prepared food and 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.
- Only commercially prepared foods may be reheated for serving; all other food must be prepared and cooked on site. No food may be transported to the site hot for serving.
- 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. A proforma is available for this purpose in the food diary.
- Additional information on ingredients should be available on request

Waste disposal

All waste must be properly disposed of

- The recycling box can be used for **CLEAN** plastic bottles and cans, cards and paper.
- Glass should either be taken home for recycling or wrapped and placed in the

general waste bin

- General waste should be bagged (and the bag securely knotted) and placed in the orange/black/yellow lidded bins
- 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 away with you. Alternatively please let the church office know so that alternative arrangements can be made.

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 then anti-bacterial spray
- The kitchen bin should be emptied into the external wheelie bins and a new bag put in the bin.
- 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 training requirements summary

The kitchen diary must be completed by all groups using the kitchen.

No nuts (or nut oils, other nut products) may be included in any food served.

Activity	What training do I need?	How long will the training take?	Notes
Serving tea, coffee, biscuits or similar	Induction briefing on using the [your church name here] kitchen	10-15 mins	If home made cakes are served no nuts should be included and those providing cake should provide an ingredients list so allergens can be identified
Preparing and serving food to team members	Induction briefing on using the [church name] kitchen (including use of cooking facilities)	20-25mins	We will assume that team members understand they eat at their own risk and there will be clear communication in the team about dietary needs
Bring and share / fellowship meals - cold food	Induction briefing on using the [church name] kitchen (including storage) 1 person to supervise the kitchen - including storage and serving of food with a current food hygiene certificate	20-25 min kitchen induction 4-5 hours online food hygiene training	Participants should be made aware that we cannot guarantee nut or other allergen free food.
Preparing and serving food to group participants	Induction briefing on using the [church name] kitchen (including use of cooking facilities) 1 person to supervise the kitchen - with a current food hygiene	20-25 min kitchen induction 4-5 hours online food hygiene training; 1 hour allergen training	All food must be prepared on site and preparation must be overseen by qualified individual A full ingredients list must be provided and a sheet completed

	certificate & allergen awareness training certificate		and made available to all participants (documents available in food diary)
Participants bring food to share	For person overseeing the kitchen at the event Induction briefing on using the [church name] kitchen 1 person to supervise the kitchen - with a current food hygiene certificate & allergen awareness training certificate For those bring food Briefing from organiser on appropriate food hygiene for preparation (nothing to be assumed!!), request to provide ingredients list		Any reheating of food must be overseen by a qualified individual. Ingredients lists / allergen information should be made available to participants Participants should be made aware that we cannot guarantee nut or other allergen free food.

Briefing for participants bringing food to share:

Thank you for offering to bring some food to XXXX. To make sure that we keep everyone safe we ask that everyone preparing food at home or bringing food:

- Avoids preparing or bringing any dishes including nuts or nut oils
- Brings a list of all the ingredients included in the dish to the meeting
- Cleans all their work surfaces before beginning preparation
- Washes their hands before starting preparation and regularly during preparation
- Stores all food prepared in advance in a clean, covered container, and in the fridge where appropriate, before bringing to the meeting

Where food is to be reheated in the church building for serving, one the XXXX team will oversee the heating to make sure the dish reaches the correct temperature. We will not be able to reheat any dish containing rice or fish.

