

Coley Park Baptist Church

Food Policy

1. “Low level” food preparation

- 1.1 Food preparation that falls into this category is the serving of tea and coffee, and biscuits; baking cakes, biscuits, and mince pies off or on church premises. For the avoidance of doubt, this includes baking cakes for the weekly Coley Cafe event.
- 1.2 Guidance on the preparation of food in this category at home is found at Appendix I. Guidance on the preparation of refreshments at church for this category is Appendix II.
- 1.3 Those taking part must sign up to this guidance.

2. Regular event, regular menu

- 2.1 As at the date of the preparation of this Policy, the only event falling into this category is the Men’s Breakfast.
- 2.2 A “regular event” is for the purpose of this document occurring on a more than annual basis at regular intervals.
- 2.3 A “regular menu” is a menu that remains consistent, with little, or no, variation.
- 2.4 An event in this category must be supervised by somebody holding a CIEH qualification¹. Ideally, such a person should be present, supervising the preparation of the food. As the menu is regular, the risk is constant and can therefore be managed and addressed by completion of the document at Appendix III. Reflecting the single event that falls into this category, this is tailored to this one event but clearly can be appropriately altered if similar events take place.

3. Annual, ad hoc and irregular events

- 3.1 These events are those which involve a level of preparation of food beyond “low level”. Events must be supervised by someone holding the CIEH qualification. Food preparation must be done by someone having completed in house training, if not holding the CIEH qualification. Some assistance can be provided by others at a basic level with appropriate supervision – for example, if someone is going to assist by cutting vegetables, appropriate direction and supervision can be provided as and when necessary.
- 3.2 The ideal position is for all cooked food to be prepared on the premises. If this can be arranged, then potential risks involved in transportation and reheating are minimised, or removed altogether. Cooking on church premises is to be supervised at such events by a

¹ Chartered Institute of Environmental Health; Level II award in Food Safety

CIEH certificate holder, who should be present. The cooking of food is to be undertaken by those who have taken part in the in-house training.

- 3.3 For annual and one-off events, a CIEH certificate holder will be responsible for overseeing the food aspect of the event. Whoever is organising the event will discuss arrangements with the certificate holder. The question of preparation of specific foods, arrangements for transportation, and addressing any potential risk is a matter for the certificate holder.
- 3.4 It is the responsibility of the certificate holder to complete the necessary paperwork in accordance with this policy, in conjunction with the event organiser. Appendix IV is a form to be used by the event organiser in consultation with the certificate holder in the planning of the food.
- 3.5 Where food is prepared at home, the Appendix V should be completed by the person preparing the food, and presented to the certificate holder upon delivery of the food at the church.
- 3.6 Appendix VI should be completed on the day of the event.
- 3.7 The food probe thermometer is to be tested as per Appendix VIII : Food Probe Thermometer Calibration Log.

4. Further guidance

- 4.1 Further guidance is provided in Appendix VII.

5. Record keeping

- 5.1 As part of the policy, the church will keep a central record of those on the "Cake Baking Register"; those who have completed in house training, and when; the paperwork for each event, and a list of each certificate holder. This is the responsibility of the deacon dealing with food policy issues; or it may be appropriately delegated to the church administrator.

APPENDICES

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Appendix I: CPBC guidelines for Food Preparation at Home (Baking Cakes and Biscuits) for consumption at the church

Your kitchen at home should not be used for preparation of any food other than that for household use or low risk baking. High risk foods, e.g. those containing cream, lightly cooked eggs etc should not be made at home, other than for your own use. **When using your own kitchen to make cakes and home-made biscuits for consumption at church events, please follow the following guidelines:**

Before you start

- Wash and dry your hands thoroughly before preparing any foods.
- Always wear a clean apron or overall during food preparing and tie your hair back if appropriate.
- Ensure all worktops, surfaces and cooking utensils are clean and in good condition.

Ingredients:

- Buy from reputable retailers, check date codes and make sure food is in date and make sure that packets are intact.
- Store dry goods in clean, sealed containers.
- Make sure ingredients which should be stored in the fridge, are stored at 5 degrees or below. Buy a fridge thermometer and check the temperature regularly.

Cleaning

- keep cleaning materials away from food preparation areas to prevent contamination.
- do not smoke or allow others to smoke in your kitchen / food preparation area.

Storage

- To prevent mould make sure that cakes are thoroughly cooled down before placing them into a clean, sealed container or wrapping.
- only food grade wrapping material should be used.
- foods must be transported to church in clean sealed containers or wrapped in silver foil or greaseproof paper.
- keep baked items well away from any raw or unwashed foods.

Allergens

- When delivering prepared food to church, please provide a list of ingredients that could cause an allergy such as gluten, milk, wheat, eggs, soya, coco, chocolate, nuts, seeds etc.
- The list must be available for referral whilst the food is being served.
- Food Specifically for an allergy e.g. egg-free biscuits must be served away from other foodstuffs in a separate sealed container.

Appendix II: Refreshments Check List

Set up/before service

- wash hands in hand wash sink before starting.
- turn Lincat hot water boiler on (by pressing left hand button for a couple of seconds) It will switch from “standby” to “wait/heat” in top right corner, and will change to “ready” when fully heated. **NB Turn on BEFORE service to allow time to heat up fully.** The boiler is automatically filled as it's plumbed in so no need to fill or empty – it's easier and safer.
- Set up drinks for crèche – use small round black tray, the plastic (Little Fishes) cups stored in LH wall cupboard plus beaker lids. Make up small white plastic jug with lid with juice and small bowl of biscuits (approx 5 children max)
- Set up drinks for Sunday Club on a tray – use plastic reusable tumblers (under the counter) make up large plastic jug of juice (middle cupboard above sink) + biscuits. (approx 10 children)
- Check if Break-In are meeting, if they are – make up a tray with large jug of juice, use plastic reusable tumblers (same as Sunday Club) + biscuits (approx 8 children)
- Set up mugs on counter, along with sugar bowls, pot of teaspoons (stored under counter at far LH side at top). Set one mug aside next to pot for “used” teaspoons.
- Stainless steel teapot, sugar bowl(s), milk and water jugs are all stored under the counter in the middle.
- It is up to individual groups whether coffee granules are put into cups beforehand, or if you want to make up drinks to order. Make up a pot of tea at the end of the service/during the last song/ hymn.
- Put biscuits in the wicker basket and put at end of counter next to the teaspoon pot, ready for people to help themselves.
- Tea, coffee (including Decaf) and sugar is all stored in the RH side wall cupboard above sink.

Remember to check if any elderly or infirm people need drinks taking to them after the service and serve them as appropriate.

CLEAR UP

- Put all dirty mugs, plastic tumblers and spoons in the dishwasher – tumblers at the top, mugs can go top and bottom. The cutlery basket can be taken out and spoons can be rested on the tray in the top drawer if the space is needed in the bottom drawer for mugs. **NB: crèche cups and the teapot are NOT dishwasher safe.**
- (NB: In exceptional circumstances/special services where there are a large number of people, the dishwasher in the main kitchen may also need to be used – take mugs down on trays.
- To operate dishwasher, put one dishwasher tablet in compartment inside door and shut the flap (tablets are stored in the left hand cupboard under the hand wash sink and are “all in one” tablets so include rinse aid and salt) close door, press the “on”

button, check dial is set to “Normal” and then press the “start” button and leave it to wash. The dishwasher will be emptied after the evening service, or early in the week by the next user.

- Wash up crèche tumblers, bowls and milk jug. Rinse teapot with hot water. **Please use the sponge for washing up and the blue cloths for wiping down the surfaces – NOT the other way round.** Washing up bowls and drainers, cleaning items etc can be found under the counter and under the sinks.
- Clean tea towels if needed are stored under the counter on the RH side.
- **Turn off Lincat boiler** – press the left hand button for a couple of seconds until it turns from “Ready” back to “Standby”.

THANK YOU! ANY QUERIES OR PROBLEMS, PLEASE SEE HAZEL

Appendix III: To be completed by Event Organiser for REGULAR EVENTS in discussion with CIEH Certificate Holder

| | | | |
|---|--|--------------------------|--|
| Event: | | | |
| Frequency/Time: | | | |
| Event Organiser: | | | |
| CIEH Certificate Holder Responsible: | | | |
| Proposed Menu: | | | |
| Identified Risks | | | |
| Steps taken to minimise risks | | | |
| What training / supervision have been given to those preparing food? | | | |
| Names of persons preparing food: | | | |
| Name: | | Signed: | |
| Name: | | Signed: | |
| Name: | | Signed: | |
| Name: | | Signed: | |
| Name: | | Signed: | |
| Approvals: | | | |
| Signed: | | Signed: | |
| Date: | | Date: | |
| (CIEH) Certificate Holder | | (Event organiser) | |

**Appendix IV : To be completed by Event Organiser in discussion with CIEH
Certificate Holder**

| | | | |
|--|--|--------------------------|--|
| Event: | | | |
| Date/Time: | | | |
| Event Organiser: | | | |
| CIEH Certificate Holder Responsible: | | | |
| Proposed Menu: | | | |
| Names of persons preparing food: | | | |
| Identified Risks | | | |
| Steps taken to minimise risks | | | |
| Any extra training needed for this event? | | | |
| Signed: | | Signed: | |
| Date: | | Date: | |
| (CIEH) Certificate Holder | | (Event organiser) | |

Appendix V: To be completed by persons preparing food off-site

| Food Preparation arrangements: | |
|--|--|
| Event: | |
| Food: | |
| Any allergy ingredient²s: | |
| Prepared by: | |
| Location: | |
| Cooking time / temperature | |
| Cooking temperature reached | |
| Method and time taken to cool food. | |
| Storage after cooling | |
| Transportation arrangements: | |
| Wrapping (e.g. boxed; foil etc) | |
| Means of carriage (e.g. insulated bag with freezer blocks) | |
| Time taken to transport | |
| Further storage at church e.g. refrigerated straight away. State reason for any delay | |
| Signed: | |
| Date: | |

² Such as gluten, milk, wheat, eggs, soya, coco, chocolate, nuts, seeds etc

Appendix VI : to be completed by person in charge of cooking / serving / re-heating food on-site

| | | | | |
|------------------------------------|---------------------------|------------------------------|--|-----------------|
| Event: | | | | |
| Cooked | | | | |
| Food Item / Name of Dish | Cooking time | Cooking temp. reached | Method & time to cool (if applicable) | Initials |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Re-heated | | | | |
| Food item / Name of Dish | Oven temperature | For how long? | Temp. of food when served | Initials |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Chilled | | | | |
| Name of Dish / Name of Dish | Fridge temperature | For how long? | How long on serving table? | Initials |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Signed: | | | | |
| Date: | | | | |

FIRST Please check that the equipment is working the day before the event.

Fridge temperature must be 8°C or below. If it is not, dispose of any food in that fridge and use the other fridge, checking the temperature once again.

Reheated food must be piping hot and over 75°C on the food thermometer probe. If the food is not warm enough, reheat for longer and then test it again. Divide into smaller portions to speed up the heating process.

Appendix VII : Further guidance for preparation; cooling and transportation of food

Safe method:

Cooking safely

Thorough cooking kills harmful bacteria.



| Safety point | Why? |
|--|--|
| Where appropriate, follow the manufacturer's cooking instructions for food products. | The manufacturer has tried and tested safe cooking methods specifically for its products. |
| Preheat equipment such as ovens and grills before cooking. | If you use equipment before it has preheated, food will take longer to cook. This means that recommended cooking times in recipes or manufacturer's instructions might not be long enough. |
| Do not let raw food touch or drip onto cooked food e.g. when adding food to the grill/barbecue. | Raw food can carry harmful bacteria, which could spread onto cooked food and stop it being safe. |
| If you serve beef or lamb rare (whole cuts such as steaks and whole joints only), make sure all of the outside surfaces are fully cooked, e.g. by sealing in a pan.  | This will kill harmful bacteria on the outside of the meat. Pork and rolled joints should not be served rare. |
| Turn meat and poultry during cooking.  | This helps it cook more evenly. |
| Make sure liquid dishes, e.g. soups and sauces, are simmering.  | This is to make sure the food is hot enough to cook it thoroughly and kill bacteria. |
| Stir liquid dishes frequently.  | This is to help make sure the food is the same temperature all the way through, with no cold spots. |

Check it – use these checks to tell if food is properly cooked.



Check that birds are cooked properly in the thickest part of the leg. The meat should not be pink or red.



The juices should not have any pink or red in them.



The largest piece of meat in stews, curries etc. should be piping hot all the way through with no pink or red.



Check that whole cuts of pork and processed meat products, such as sausages and burgers, are piping hot all the way through with no pink or red in the centre.



Check that combination dishes are piping hot (steaming) in the centre. If you are cooking a large dish or batch, check in several places.



Check that liquid dishes bubble rapidly when you stir them.



Check that all the outside surfaces of whole cuts of meat and whole joints (beef or lamb) are fully cooked.



Cut into the centre of fish, or by the bone if there is one, to check that the colour and texture has changed. Whole pieces of fish (e.g. tuna steaks) can be served 'rare' as long as they have been fully seared on the outside.



To check a pork joint or rolled meat joint, insert a skewer into the centre until juices run out. The juices should not have any pink or red in them.



What to do if things go wrong

- Cook the food for longer.
- Speed up the cooking process, for example by dividing the food into smaller quantities, or using different equipment.

How to stop this happening again

- Repair or replace equipment.
- Review your cooking method. You might need to increase the time or temperature, or use different equipment.
- Train staff again on this safe method.
- Improve staff supervision.


Safe method:




Foods that need extra care

Some foods need to be treated with extra care to make sure they are safe to eat.



Remember that raw meat and poultry are often the main source of bacteria in the kitchen. Follow the advice in the 'Cooking safely' safe method on how to cook these foods. You should also take care with the following foods.

| Safety point | Why? | How do you do this? |
|--|--|---|
| Eggs Cook eggs and foods containing eggs thoroughly until they are piping hot. Use pasteurised egg (not ordinary eggs) in any food that will not be cooked, or only lightly cooked e.g. mayonnaise and mousse. Do not use eggs after the 'best before' date. | Eggs can contain harmful bacteria. If you cook them thoroughly this kills any bacteria. Pasteurisation also kills bacteria, which is why pasteurised egg is the safest option.  | List the dishes containing eggs that you prepare or cook. Do you cook eggs and food containing eggs thoroughly until they are piping hot? Yes <input type="checkbox"/> If not, what do you do? |
| Shellfish Make sure you buy shellfish from a reputable supplier. Crabs, crayfish and lobster should be prepared by someone with specialist knowledge. | If you do not use a reputable supplier, you cannot be confident that shellfish have been caught and handled safely. Some parts of these shellfish cannot be eaten and some are poisonous, so it is important to know how to remove these parts safely. | If you prepare crabs, crayfish or lobster, are these prepared by someone with specialist knowledge? Yes <input type="checkbox"/> If not, what do you do? |

| Safety point | Why? | How do you do this? |
|--|--|---|
| <p>Shellfish continued</p> <p>Shellfish such as prawns and scallops will change in colour and texture when they are cooked. For example, prawns turn from blue-grey to pink and scallops become milky white and firm.</p> <p>If you use ready-cooked (pink) prawns, serve them cold or reheat them until they are piping hot all the way through.</p> |  | <p>List the types of shellfish you serve or use as an ingredient.</p> <div></div> |
| <p>Before cooking mussels and clams, throw away any with open or damaged shells.</p> | <p>If the shell is damaged or open before cooking, the shellfish might not be safe to eat.</p> | |
| <p>To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.</p> |  | |
| <p>Rice</p> <p>It is essential to handle rice safely to make sure it is safe to eat.</p> <p>When you have cooked rice, make sure you keep it hot until serving or chill it down as quickly as possible and then keep it in the fridge.</p> <p>You can make rice chill down more quickly by dividing it into smaller portions, spreading it out on a clean tray, or running it under cold water (make sure the water is clean and drinking quality).</p> | <p>Rice can contain spores of a type of harmful bacteria that may not be killed by cooking or reheating.</p> <p>If cooked rice is left at room temperature, spores can multiply and produce toxins that cause food poisoning. Reheating will not get rid of these.</p> | <p>How do you keep rice hot before serving?</p> <div></div> <p>If you chill down rice how do you do this?</p> <div></div> |
| Safety point | Why? | How do you do this? |
| <p>Pulses</p> <p>Follow the instructions on the packaging on how to soak and cook dried pulses, such as beans.</p>  | <p>Pulses can contain natural toxins that could make people ill unless they are destroyed by the proper method of soaking and cooking.</p> <p>Tinned pulses will have been soaked and cooked already.</p> | <p>Do you follow the manufacturer's instructions when cooking pulses? Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> <div></div> |

Safe method:

Reheating

It is very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked.



Safety point

Make sure you use equipment that reheats/cooks food effectively and follow the equipment manufacturer's instructions.

Why?

If equipment is not suitable for reheating, or is not used properly, the food might not get hot enough to kill bacteria.



Preheat equipment such as ovens and grills before reheating.

Food will take longer to reheat if you use equipment before it has preheated. This means that recommended reheating times in recipes or manufacturer's instructions might not be long enough.

If you are reheating food in a microwave, follow the product manufacturer's instructions, including advice on standing and stirring.

The manufacturer has tested its instructions to make sure that products will be properly reheated. Standing and stirring are part of the process of cooking/reheating in a microwave and help make sure the food is the same temperature all the way through.

If you use a microwave to reheat food that you have cooked yourself, it is a good idea to stir it while reheating.

When food is microwaved, it can be very hot at the edges and still be cold in the centre – stirring helps to prevent this.

Serve reheated food immediately, unless it is going straight into hot holding.

If food is not served immediately, the temperature will drop and harmful bacteria could grow.



Think twice!

Remember, reheating means cooking again, not just warming up. Always reheat food until it is piping hot all the way through (you should only do this once). Do not put food into hot holding without reheating it properly first.

Check it

Check that reheated food is piping hot (steaming) all the way through.



Your check

If you use a different check, you will need to prove that it is safe. See the 'Prove it' safe method in the Management section. Give details of your check here:

Types of dish

What to do if things go wrong



- If the equipment seems to be working, reheat the dish for longer and then test it again.
- Speed up the reheating process by using smaller portions.

How to stop this happening again

- Check your equipment is working correctly.
- Review your reheating method – you may need to increase the time and/or temperature, use different equipment or change the size of portions.
- Train staff again on this safe method.
- Improve staff supervision.

Safe method:

Chilling down hot food

Harmful bacteria can grow in food that is not chilled down as quickly as possible.



| Safety point | Why? |
|--|---|
| If you have cooked food that you will not serve immediately, chill it down as quickly as possible and then put it in the fridge. | Harmful bacteria can grow in food that is left to chill slowly. |
| Avoid cooking large quantities of food in advance, unless you need to. | Large quantities of food are more difficult to chill down quickly, especially solid food. |

| Options for chilling down food (You can use one or more of these) | Why? | Tick if you do this |
|---|--|---|
| Divide food into smaller portions. | Smaller amounts of food chill down more quickly. |  <input type="checkbox"/> |
| Cover pans of hot food and stand them in cold water. | The cold water makes the contents of the pans chill more quickly. |  <input type="checkbox"/> |
| Stir food regularly while it is chilling down. | Stirring helps food chill more evenly. |  <input type="checkbox"/> |
| Cover hot food and move it to a colder area (e.g. a larder). | Food will chill more quickly in a colder place. |  <input type="checkbox"/> |
| If you have a 'cool' setting on your oven, use it to chill down food. | Some ovens have a 'cool' setting, which can help to chill down food by increasing the air flow around it. (The oven should be cool first.) | <input type="checkbox"/> |
| Use a blast chiller to chill down food. | A blast chiller is specially designed to chill down hot foods quickly and safely. | <input type="checkbox"/> |
| If you have another method of chilling down hot food, write the details here: | | |

Appendix VIII : Food Probe Thermometer Calibration Log

The food probe should be tested every 1-2 months by either ice cubes in a small amount of water (check for 0°C) or in boiling water (check for 100°C).

| Date Tested | Method and Temperature |
|-------------|------------------------|
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