

DRAFT

St Nicholas Parish Church, Lanark.

Food Safety Procedure

Responsibility to ensure compliance with this procedure are hirers, the congregation, volunteers and / or anyone else using the church or church hall for food preparation and serving purposes.

Method:

Where possible food and drink preparation and serving should be supervised by a responsible person holding, as a minimum, an Elementary Food Hygiene Certificate.

Helpers

- Only those preparing or serving food and drink are allowed in the kitchen.
- Kitchen helpers must be healthy and free of any possible infection.
- Hand washing must be rigorously observed.
 - After visiting the toilet.
 - After handling raw food
 - Before touching ready-to-eat food.
 - Before and after commencing a new task.
- Aprons must be worn while preparing or serving food and drink. (to protect food from clothing and not visa versa)
- Any cuts or open sores must be protected by waterproof coloured plasters.
- All accidents must be reported using the Accident Recording Procedure.

Preparing, Storing and Handling Food and Drink

- Food should be stored appropriately in covered containers to stop any possibility of cross contamination.
- Food served must be fresh and hygienic.
 - Chilled food must be stored and served below 5-degrees C
 - Hot food must be thoroughly cooked right through to a minimum temperature of 75-degrees C.
 - Food that is reheated must be thoroughly cooked right through and reach a minimum temperature of 82-degrees C. Soups and stews should be reheated to boiling point.
 - Food which is to be kept warm must be held at a minimum temperature of 63-degrees C.
 - Cakes using fresh cream should have the cream applied immediately before serving.
 - High risk foods using cooked meats, meat products, dairy products, eggs, shellfish and cooked rice require special consideration of their temperature control, during preparation, storage, and transportation.
- Perishable food must be stored in the refrigerator when not in use and subsequently removed at the end of the function.
- Only dry good such as tea, coffee, sugar and biscuits may be stored, in suitably sealed containers, in the kitchen.
- Consideration of allergens and food intolerance should be made in the preparation and serving of food.

Facilities and Equipment

- All work surfaces to be washed / wiped clean / disinfected:
 - Before and after use.
 - Using suitable and correctly used cleaning agents. See Working with Chemicals Procedure.
- No bags etc. to be placed on work surfaces.
- Physical hazards (packaging, jewellery etc.) must be kept clear of work surfaces. Hair should be tied back away from the face.
- Appropriate coloured chopping boards should be used if chopping food:
 - White Baking and dairy products;
 - Yellow Cooked meat;
 - Brown Root vegetables;
 - Red Raw meat;
 - Blue Raw fish;
 - Green Salad, fruit and fresh vegetables.
- All rubbish to be collected and disposed in the outside bins.
- Damaged facilities and equipment must not be used and reported using the Reporting Defects Procedure.

Further advice and guidance may be obtained from:

- The Food Safety Co-ordinator 01555 664726