





**Catering Policy**

**Including Alcohol Policy**

**Summer 2021**

**Policy history**

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| **Policy author** | **Eric Beach** |
| **Replaces** | **Food Hygiene Policy Jan 2016** |
| **Approved at Church Meeting** | **28th September 2021** |
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| **Next Review Date** | **Summer 2023** |
| **Compliance monitoring** | **Eric Beach and Rita Hammond** |

**BUNYAN BAPTIST CHURCH**

**CATERING POLICY**

**including the Alcohol Policy**

**Introduction**

This policy should be read in conjunction with Bunyan's *Risk Management Policy*. It takes into consideration the requirements of the Health & Safety at Work Act and associated regulation to *do all that is reasonably possible* to ensure that we protect the safety of people eating at Bunyan.

To achieve this we expect those organising the preparation of foods to carry out suitable risk assessments and develop *safe systems of work.* This will usually mean, in practice, that those involved in preparing and serving food will be supervised by a competent person and will engage in good practice with regards to food hygiene.

The ultimate responsibility for the safety of individuals on church premises rests with its Charity Trustees (see Guidelines Leaflet C06 Charity Legislation and Churches).

**Registration as a food provider**

Food law requires the registration of activities where food is supplied on a *regular and organised basis*. This is required whether food is given away free or sold.

The Food Standards Agency say that ‘if you supply food on an occasional and small-scale basis, it is unlikely you will need to register’.

It is considered by the Trustees that the small-scale provision of cakes and / or biscuits with hot drinks at a regular service will not require registration. Nor will the occasional bring-and-share meal or house group barbecue [or equivalent] bring us into that category

This does not mean that we do not have a duty of care with regards to food hygiene. As such the following guidance is to be put into operation

**SCOPE**

This policy covers both the kitchen at the Church premises and other venues when in use for church-based activities. It also covers the use of premises hired by the church for external events where church members are providing the catering [in a non-professional capacity]

It covers all events where food is ‘handled’ [eg prepared or served] , such as:

* refreshments at services or other ‘church’ events, such as Twinklers
* the preparation of the bread and wine for Communion services
* food preparation as part of youth work
* 'one-off' events such as special dinners, teas and ‘parties’ [with the exception of those held in private homes]

It also covers situations where food is prepared elsewhere and brought on to the premises [including hired premises] for sharing, eg a bring and share lunch, the International Evening etc.

It does not cover events organised by hirers of the property [eg for weddings, Contact Centre, parties etc]

**Overall Aim of the Policy**

This policy aims:

* to ensure that food served on church premises is *as far as reasonably possible* safe and fit for human consumption and in compliance with legal requirements
* to provide boundaries regarding the serving of alcohol within the church and at church events.

**Objectives**

The following objectives will enable the trustees and members of Bunyan Baptist Church to carry out these aims. We will endeavour to ensure that:

* any legal requirement for registration will be complied with where discovered
* where food is being prepared on site [or on hired premises] it will be carried out under the supervision of a competent person
* risks associated with food hygiene will be assessed and reduced as far as is reasonably practicable
* good practice with regards to food hygiene standards will be identified and those handling the food will be expected to comply with them
* alcohol is not used for communion, nor provided by the church for consumption on the premises, and that foods containing alcohol are clearly identified [This does not however constitute a ban on individuals bringing alcohol to events – where specified as appropriate – for personal consumption]
* food prepared with / possibly containing nuts and other allergens are clearly identified where appropriate.

### Responsibilities and Accountabilities

**All church members and other members of the congregation**

* It is the responsibility of everyone who handles food within Bunyan Baptist Church to commit to good practice with regards to food hygiene and either be or work under the supervision of a competent person
* All members will comply with the alcohol policy as outlined above.

**Charity Trustees**

It is the responsibility of the **charity trustees** to ensure that

* this policy is implemented and that suitable and sufficient procedures and resources are put in place to allow safe food handling to take place
* registration with the local authority is carried out if evidence is found that this is actually required
* food related events are only sanctioned where good food handling procedures can be carried out

**All those leading events that involve food handling**

It is the responsibility of **those leading events that involve food handling** to ensure that

* there is a competent person in charge of the food handling. [See below for comment regarding the definition of ‘competent’]
* the risks associated with the food handling has been assessed and suitable processes put in place to reduce those risks
* good practice regarding food hygiene [as outlined in Appendix 1] is followed by those handling food.

**Definition of ‘Competent’ in this policy**

In this policy a competent person will not necessarily mean someone who holds a formal qualification in food hygiene, though for a big event this would be preferable.

Competence here is defined as someone being able to provide adequate advice on the basis of suitable experience and/or transferable skills. Furthermore the level of competence required to supervise the making of tea and coffee will be far less than those required to cook a roast dinner where raw meat will be handled in the kitchen area.

**TOP TEN POINTERS FOR SAFETY AND HYGIENE IN THE KITCHEN**

1. Always wash your hands using soap before you start any food preparation, and after handling raw fish or meat, going to the toilet or sneezing / wiping your nose. Dry your hands on a clean towel. These should be replaced when soiled or wet.
2. Use tongs, forks and slices for handling food wherever possible.
3. Raw food should be kept separate from cooked food. When stored in a fridge they should be on separate shelves with raw foods nearest the bottom. Separate surfaces / boards should be used to avoid contamination of cooked food.
4. Ensure that food that is required to be kept refrigerated stays there until the last minute.
5. All used cutlery and crockery should be washed either by putting it into the dishwasher or in hot soapy water and rinsed in clean hot water. If possible it should be left to dry in the air, but otherwise use clean tea towels to dry it.
6. Use different cloths for washing floors, washing bathrooms and washing dishes. Ideally a colour-coded system is best.
7. Mop up any spills on the floor immediately with the appropriate cloth or mop to minimise the dangers of an accident.
8. Keep all surfaces clean and free from clutter. Report any problems immediately. Disinfect and clean all equipment utensils and contact surfaces after every use, especially after the preparation of raw fish or meat.
9. Remove any food waste and rubbish frequently and dispose of safely and hygienically in the appropriate bins
10. Store cleaning chemicals and liquids in secure clearly labelled containers well away from food.

**Guidelines for bringing food to church events**

When creating or purchasing food for consumption in church or at church events, care needs to be taken to ensure that the food provided is safe to eat.

**Food needs to be**

* **Prepared, transported and stored in a safe environment where it is unlikely to be contaminated with nuts or other foods that people might be allergic to, germs or general dirt / dust from the home.**
* **Kept at a safe temperature to avoid the growth of bacteria or moulds.**

Some questions that need to be considered before you start:

* **Are you well?** Do you [or any of your household have any illness that could be passed on via the food? eg – any symptoms of a cold, flu or Covid19? any sickness or diarrhoea in the last 48 hours? any other illness that is causing a raised temperature or other signs of infection? If you or members of your household are unwell with anything infectious, please do not prepare food (but do let the event organiser know if they’re expecting it!)
* **Is my kitchen a safe place to prepare food?** Are all of your surfaces clean? Have you wiped them with an anti-bacterial kitchen spray before use? Are my utensils clean? This is especially important if things like chopping boards and knives have been used for meat products recently. Is my kitchen clear of rubbish and dirty crockery / cutlery?
* **Have you got pets?** Can I ensure that my pets or their fur / feathers etc cannot contaminate the food that I am preparing for others? Can I store the food away from the pets or their food? How can I stop my pets from helping themselves?!?!
* **Have I thoroughly washed my hands before starting to cook?** Remember the early Covid19 instructions about how and how long to wash your hands.
* **Have I got a suitable space in my fridge if food needs to be kept chilled?** Food that is prepared several hours earlier / the day before may need to be chilled to keep it safe. The exception to this may be cakes and biscuits, but anything that has rice, meat or animal products in it should be kept in a fridge. Care should also be taken to make sure that no meat products [especially raw meat] are stored above the food prepared. This ensures that no meat juices or blood can drip onto the food.
* **If food is prepared hot and is due to be eaten hot at the event, can I keep it hot?** Food that is being cooked to be eaten hot on arrival at an event should ideally be set to finish cooking just as you are about to leave. Ideally it should also be eaten within two hours of coming out of the oven, having been kept hot [ie above 60oC] in between. If it is being transported in your car, is there some way to make sure it doesn’t spill or get thrown around if you stop suddenly? See <https://huntingwaterfalls.com/keep-food-warm-when-transporting/> for some useful tips on keeping hot food hot.
* **Have you prepared a list of ingredients?** As well as bringing your food contribution, please bring a list of ingredients, so that consumers can check for allergens. Please remember, if you are preparing food for others, then you have a ‘duty of care’ to them not to cause them harm. Should someone be poisoned, get ill or have an anaphylactic [dangerous allergic] reaction to food we prepare, then the Church’s reputation could easily be tarnished and we could also be prosecuted. So please take care with food.

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