

ELMWOOD UNITED REFORMED CHURCH

NOTICE TO LETTING CLIENTS WHO INTEND USING THE KITCHEN

The kitchen is registered with the City of Birmingham Environmental Department and is therefore subject to Regulations according to the Food Safety Act 1990 (amended) and consequently the guidelines of the Food Standards Agency (FSA) for the control of food preparation and the associated hygiene.

The kitchen is therefore subject to unannounced inspections by the Birmingham Environmental Department. Each inspection is awarded a certificate that indicates the hygiene standards of the kitchen at the time of the inspection. We are currently awarded a high level classification and it is our intention to maintain that level.

This therefore necessitates the guidelines of the FSA being strictly adhered to. In order to expedite these guidelines certain levels of training are necessary, some are simple but never-the-less important and be conveyed to general assistants using in-house methods of instruction. However where the preparation and subsequent heating of the food is concerned it is our practice to insist that each such event is concerned a supervisor holding a Level 2 certification is necessary. Courses for the training to this standard can be arranged at a nominal cost.

Find attached to this memorandum,

- a list of simple guidelines for general kitchen staff
- the Church's own Food Safety Policy

Should you choose to take on the hire of the Kitchen, the guidelines above will need to be conveyed verbally, to your proposed staff, by a member of our kitchen management team.

ELMWOOD UNITED REFORMED CHURCH - FOOD SAFETY PRACTISES

Preparation Before

In each of the fridges and freezers there is a thermometer; please record the temperatures on the appropriate charts in the Food Safety Folder in the Section allocated to your organization.

The Fridge temperature should range between 1C and 8C. Adjust the temperature accordingly if outside these temperatures, or nearing the maximum. The Freezer temperatures should be minus 18 C or lower. The fridge and freezer temperatures in your allotted equipment should be checked as soon as preparing is commenced. Report any concerns you may have if the equipment is not keeping temperatures within range in the diary.

- Wipe down kitchen surfaces with anti-bacterial spray.
- Wash hands thoroughly before starting food handling, and wear appropriate protective clothing.
- Store personal belongings and outdoor clothing somewhere other than in the food preparation area.

Handling and Preparation of Food

- Team members should not handle or prepare food if they are unwell with an infectious illness (even just a cough or cold.)
- Any person handling and/or preparing foods directly must wash their hands whenever necessary, wear suitable protective clothing, and use food preparation gloves if appropriate (eg when handling open high risk foods)
- When and where necessary, wipe the food preparations areas again before food is dealt with.

Cooking and Reheating – Raw foods and High Risk Food (eg. egg products, cooked poultry/meats/fish, dairy products, pates, cooked rice)

- When cooking or warming up/re-heating high risk foods make sure the food meets the core temperature requirements
- The food must reach a core temperature of 70°C for a minimum of 2 minutes or 75°C or above for 30 secs, so that harmful bacteria are destroyed. Please use a food temperature probe to measure the temperature. For re-heating a core temperature of at least 75 C for 30 secs is recommended.
- The probe must be cleaned between each temperature test with detergent and then disinfected with an anti bacterial spray or very hot water.

Serving Food

- High Risk Food on the menu needs to be, prepared, served and eaten within a maximum of 4 hours. High Risk Food for distribution needs to be packed up and given out within 4 hours, with advice for it to then be stored in fridges or freezers until required. Any leftovers of hot high risk food served at Lunch should be discarded or cooled within 90 minutes, and then stored in a fridge or freezer. Leftover cold High Risk food should be returned to a fridge or freezer or discarded.

Clearing Up

- All unused food is to be removed from site or stored in a fridge or freezer.
- All items and equipment used are to be dealt with according to the cleaning schedule in the Food Safety Folder.
- Aprons, dishcloths and tea towels are to be taken away by staff and laundered before the next session.