



SBC Food Safety Policy

Policy Approved by: Church Leaders / Trustees on 16 October 2017

Communicated to Responsible People identified in Sections 4, 5, 6, 8 and 9 by: email (acknowledgement required)

Review date: 16 October 2020 or earlier if church needs dictate

1. Introduction

This document sets out the policy for Streatham Baptist Church (SBC) in regard to Food Safety and is intended to complement the SBC Health and Safety Policy and the SBC Safer Food Better Business Food Safety Management System. The SBC Food Safety Policy sets the expected standards and indicates how these should be met.

2. General Food Safety Principles

SBC is committed to providing safe SBC food for all users of the SBC premises and all those involved in official SBC activities, including those arranged by Activity Leaders, Trustees and Staff both on and off the premises.

SBC food refers to all food and drinks provided as part of official SBC activities (both on and off the SBC premises, except those taking place in commercial food outlets) and all food prepared at home for consumption during official SBC activities, e.g. bring and share meals (see paragraph below).

SBC food prepared on SBC premises shall be prepared in accordance with current law, especially the Food Safety Act 1990, the Food Hygiene (England) Regulations 2006, and the Food Safety and Hygiene (England) Regulations 2013, and the standards and procedures outlined in SBC Safer Food Better Business (SFBB) Food Safety Management System, updated February 2017.

All SBC food prepared on the premises shall be purchased from reputable suppliers, stored, prepared and served safely, following the SFBB principles of preventing cross-contamination, cleaning effectively, chilling correctly, cooking safely and managing responsibly.

- a) To prevent cross-contamination all staff and volunteers who handle SBC food shall follow SFBB food and personal hygiene practices at all times, including using separate preparation areas for different tasks and colour coded equipment where it is provided;
- b) To clean effectively all food handlers shall clean equipment, surfaces and sinks following provided instructions;
- c) To chill correctly all food handlers shall store cold food in a refrigerator at a temperature of between 2°C and 5°C, store all frozen food in the freezer at temperatures between -18°C and -25°C, and follow good stock control procedures with food kept covered, labelled and dated;
- d) To cook safely all food handlers shall cook and / or reheat food to a core temperature of 72°C and serve hot food piping hot (above 63°C);
- e) To manage responsibly all food handlers shall take personal responsibility for their actions, follow the SBC SFBB procedures, and complete all required food safety records.

The legal requirement for SBC food to be safe for consumption also applies to food prepared in domestic circumstances and later brought to the church, e.g. for bring and share meals or cake sales. In these cases, the Kitchen Team Leader has the responsibility to check, as far as is reasonably possible, that donors understand basic food safety principles (as outlined above) and are able to supply correct allergen information. The Kitchen Team Leader also has a responsibility to store the donated food safely between receiving and serving the food.

SBC Food Safety Policy

3. General Management Principles

Managing food safety and implementing the SBC SFBB Food Safety Management System is the responsibility of all food handlers. However all groups preparing SBC food shall be managed by a Kitchen Team Leader, who may be a member of the SBC Catering Team, an Activity Leader or other responsible person. Catering Team Leaders, Kitchen Team Leaders, Food Handlers, the Church Manager and the Caretaker all have specific responsibilities which are defined later in this document.

Whilst ultimate responsibility for ensuring that SBC provides safe food and that this policy is followed rests with the SBC Leaders / Trustees, the Leaders have delegated responsibility for the development, coordination and review of the SBC SFBB Food Safety Management System to the SBC Food Safety Management Working Group (FSMWG). The FSMWG reports to the SBC Risk Management Strategic Group (RMSG), which has been appointed by the Leaders to develop, implement, maintain and coordinate a risk management framework for SBC. The RMSG reports to the Leaders.

SBC food prepared on the church premises shall only be prepared in the Main Church Kitchen. The Atrium and Norton House Kitchen areas shall only be used for the preparation and service of drinks and accompanying low-risk snacks, e.g. biscuits, fresh fruit. High risk food shall only be stored in the Main Church Kitchen and at a safe temperature. The Office Kitchen shall only be used by staff and regular volunteers for food and drink for their personal consumption and for drinks and low-risk snacks for office visitors. The office kitchen may also be used for short term holding and preparation of food for those attending meetings in the meeting rooms.

External hirers of the church premises serving food to the public as part of their activity shall be given instruction, as part of their Hire Terms and Conditions, that food shall be prepared and served in accordance with the SBC SFBB Food Safety Management System.

4. Responsibilities of the Food Safety Management Working Group (FSMWG)

The FSMWG is responsible for:

- a) Ensuring (on behalf of the Leaders) that SBC complies with relevant Food Safety Law;
- b) Development, implementation and annual review of the SBC Food Safety Policy;
- c) Development, control, monitoring and annual review of the SBC Safer Food Better Business Food Safety Management System, that enables hazards to be identified, risks controlled, and corrective action taken when controls fail;
- d) Monitoring of the due diligence records kept, including kitchen diaries, temperature control records, cleaning and maintenance schedules and pest control records, and taking appropriate action as needed;
- e) Arranging for all food handlers and kitchen team leaders to receive appropriate training that is in accordance with their needs, following the recommendations in the SFBB appendix.

5. Responsibilities of the Catering Team Leader(s)

The Catering Team Leader(s) is / are responsible for (in addition to the responsibilities of Kitchen Team Leaders):

- a) Leadership of the SBC Catering Team, including arrangement of rotas for regular SBC catering events and representing the SBC Catering Team on the FSMWG;
- b) Management of the SBC catering budget;
- c) Monitoring service of food and drink on Sundays and other Holy Days, including to children, to ensure safe practices are followed;
- d) Managing Food Allergen Information in an appropriate manner, e.g. display of posters, leaflets for bring and sharers etc.;
- e) Liaison with the SBC Ministerial Team about catering provision for special events, provision of catering teams for such events, and leadership of such teams where appropriate;
- f) Oversight of Kitchen Team Leaders, especially those who regularly use the church kitchen to monitor understanding of and compliance with their responsibilities;
- g) Liaison with the Church Caretaker in regard to monitoring of food storage management, including stock control, temperature monitoring, and corrective action as needed;
- h) Liaison with the Church Caretaker in regard to cleaning, maintenance, pest control and ordering of cleaning supplies.

SBC Food Safety Policy

6. Responsibilities of Kitchen Team Leaders

All Kitchen Team Leaders are responsible for (in addition to the responsibilities of all food handlers):

- a) Ensuring that SBC SFBB procedures are followed whilst their team is preparing and serving SBC food;
- b) Supervising their team members to ensure their team members comply with SBC SFBB procedures and fulfil their responsibilities as outlined in section 7 of this policy;
- c) Checking, as far as is reasonably possible, that providers of home prepared / cooked food understand basic food safety principles, as defined in Section 2, and can supply correct allergen information.
- d) Completing and signing all requested records, including the kitchen diary (with reference to opening and closing checks) for every use of the kitchen, along with the maintenance log book when needed;
- e) Providing new team members with appropriate induction training;
- f) Keeping their food safety knowledge and practice up to date, e.g. by undertaking refresher and / or more advanced training.

7. Responsibilities of all Food Handlers

All food handlers are responsible for:

- a) Ensuring that all preparation and service of food for consumption on the church premises and during SBC activities off the church premises is carried out safely and hygienically;
- b) Maintaining high standards of personal hygiene when preparing and serving SBC food;
- c) Following the safe methods detailed in the SBC SFBB, including preventing cross-contamination, cleaning effectively, chilling correctly and cooking safely;
- d) Providing allergen information about SBC food to all who request it;
- e) Undertaking appropriate training and putting into practice what has been learnt.

8. Responsibilities of the Church Manager

The Church Manager is responsible for:

- a) Ensuring that the church premises and equipment are maintained in a manner that facilitates high standards of hygiene and the storage, preparation and service of safe food;
- b) Ensuring that all food safety due diligence checks are undertaken in a timely manner and records, including food safety training records, are kept safely for the required length of time;
- c) Risk analysis and management when new equipment is installed;
- d) Ensuring that the records of the Kitchen Team Leaders are maintained and updated as necessary;
- e) Informing hirers of the church kitchen of their responsibilities for providing safe food;
- f) Representing overall health and safety on the FSMWG.

9. Responsibilities of the Church Caretaker

The Church Caretaker is responsible for:

- a) Managing systems, including temperature monitoring of fridges and freezers, stock control checks, cleaning schedules, maintenance log book, ordering of cleaning supplies and pest control procedures, to ensure safe procedures are followed, a safe environment is maintained, appropriate records are kept, liaison with the Catering Team Leader(s) is on-going and corrective action takes place as needed;
- b) Monitoring that the Kitchen Diary is regularly and accurately completed and taking of corrective action when needed and that the Opening and Closing Checks are being correctly carried out;
- c) Regular inspection of all items in the kitchen, including equipment, crockery, glassware, cleaning cloths, disposables, etc., and management of follow-up actions, e.g. liaison with the Catering Team Leader(s), repairs, replacements, etc.;
- d) Representing monitoring, cleaning and maintenance on the FSMWG.

10. Qualifications and Training

All staff and volunteers who handle SBC food shall be trained, instructed or supervised to the level appropriate to their given task. SBC shall enable all kitchen users to receive appropriate training. Recommended training is listed in the SBC SFBB.