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**Chase Meadow Community Centre**

**KITCHEN POLICY**

**Purpose**

This policy identifies best practice in the area of food preparation and service. It applies to all those who use the kitchen facilities to provide refreshments in all areas of the centre.

**Employees/Volunteers/ Hirers/Users**

***Personal responsibility for hygiene standards:***

All individual users should assume responsibility for their own actions with regards to food hygiene. The following (not an exhaustive list) are guidelines for individuals as to the steps that should be taken to protect the hygiene of food during preparation and service.

* Individuals should not be involved in food handling if they have diarrhoea, vomiting or a heavy cold or if they have had such symptoms within the last 48 hours.
* All personal belongings should be kept outside of the kitchen in the office and not left in the kitchen area.
* Long hair should be tied back off the face.
* Protective disposable aprons should be worn during the preparation and serving of food and are available.
* Personal hygiene standards should be observed at all times. Hands should be washed prior to beginning work using bactericidal soap and also after using the bathroom, coughing, sneezing or taking a break.
* Hands should be washed between preparation of different types of food and tasks.
* Hands should be washed in the designated hand wash sink.
* Jewellery should be kept to a minimum during food preparation and ideally limited to a plain wedding band.

***Food storage and temperature control***

* Frozen food should be stored at a maximum of -18°C.
* Products should be defrosted thoroughly before cooking. This can be done safely by defrosting it over 24 hours in a fridge, covering it and placing it under cold running water or using a microwave.
* Once food has been defrosted, it should not be re-frozen. You can re-freeze food after you have changed its state (e.g. Cooked).
* Dairy & meat (cooked and uncooked) products should be refrigerated below 8°C. To achieve this temperature, the fridge should be no warmer than 5°C.
* Care should be taken to store raw and cooked products separately with raw meat on the lowest levels of storage to reduce the risk of cross contamination.
* Low risk foods such as unopened tinned or dry products do not require temperature-controlled storage but should be stored safely in cool, dry conditions.
* To freeze fresh food put it into the freezer as soon as it is delivered.
* Hot food should be chilled completely before freezing. Food should be frozen in small portions in containers or freezer bags.

***Food preparation***

* Raw and cooked products should be kept separate during preparation.
* Different surfaces, equipment and utensils should be used when preparing raw foods to those used for ready-to-eat foods.
* Utensils and surfaces should be cleaned frequently, especially when you are switching between different types of food product. Utensils and surfaces should be cleaned immediately after use to prepare raw food.
* Hot food should not be prepared and left to stand for more than an hour before an event.
* During food preparation access to the kitchen should be restricted to the members of the catering team.

***Cooking***

* Food must be cooked thoroughly before serving. Particular attention should be paid to meat products in this respect. The core temperature of cooked food must reach 75°C during cooking.
* If food is to be kept warm the temperature should not drop below 63°C.
* If food is to be cooled it should be cooled as quickly as possible, ideally within 90 minutes, and then stored below 5°C. Cooling food can be made safer by dividing the food into smaller portions, covering pans and standing them in cold water, or stirring food regularly.

***Cleaning***

* A policy of “clean as you go” should be adopted by all catering teams as a way of ensuring the cleanliness and safety of the kitchen area at all times.
* To ensure that all surfaces, utensils, crockery etc has been thoroughly cleaned and is stored in the correct area. Particular attention should be paid to areas that are most commonly touched such as surfaces, taps, door handles, switches etc.
* The small sink in the kitchen should **ONLY** be used for hand washing.
* The sinks should not be used for the disposal of dirty water such as emptying mop buckets.
* All cleaning products must be returned to the cleaning storeroom after use.
* Any leftover food should be disposed of or taken away at the end of an event by the user and disposed off site.
* Waste materials should be removed from the kitchen area and taken away by the user to be disposed off site.
* Any faulty or damaged equipment should not be used and should be reported to the Management Committee as soon as possible.
* For further information regarding food types see annex 1.

***General***

* **Any accidents (wherever they occur in the centre) should be recorded in the accident book in the kitchen. Any major accidents should be reported to a member of the Management Committee as soon as possible and not later than 24 hours after the incident.**

**General Operational Points:**

* All notices within the kitchen must be observed.
* The Dishwasher must be checked to ensure it is clean at the start and end of use.
* A visual check to ensure appliance safety must be undertaken
* At the end of use, all items must be checked to ensure they are powered down.

**Other Policies**

This policy should be read and considered in accordance with other Chase Meadow Community Centre (CMCC) policies, to include but not limited to:

* Health and Safety Policy
* CMCC Internal Policy
* Bookings Policy
* Environmental Policy

**Approved by ………………………………….(Ms Helen Venn) on behalf of the CMCC Management Committee.**

**Dated…………… February 2019**

**Annex 1**

**Food types**

This is not a definitive list, but we have attempted to provide some guidelines of low and high-risk food.

*High risk dairy products*

Uncooked Cream and raw eggs are high risk dairy products, and typically might be found in cream cakes, the tops of puddings like trifle or chocolate mousse. We would expect dishes including raw eggs to be avoided completely (like some chocolate mousses). Butter, cream cheeses and milk could be classed as higher risk, but are obviously low risk as long as they are suitably refrigerated and used within date (see below). Any “uncooked” use of these ingredients may mean that food is high risk (cream cakes, mousses, milk puddings for example), and they should be stored and handled appropriately.

*Low risk dairy products*

Most of the higher risk dairy products become low risk as long as they are suitably handled and stored and then cooked. So for example, a sponge cake including cooked eggs, a cheesecake with cream cheese which has been cooked or flapjacks made using butter would all be low risk. Milk which has been stored properly and is in date and used for drinks, is a low risk item. Hard cheeses, and butter stored in a suitable manner would be low risk.

*High Risk General Foods*

Raw meat, rice, raw fish and dairy products are the main high-risk foods. At St Michaels Church, we ought to be particularly vigilant when handling uncooked meat (especially chicken), BBQ foods and the cooking of rice. Rice should not be reheated.

*Low Risk General Foods*

Most dry foodstuffs would be seen as low risk. Most tinned food, vegetables, fruit and breaded items would be usually low risk.

*Shop-bought food*

Not all shop-bought food is low risk (although in the event of any food being contaminated at the point of purchase, the liability does lie with the supermarket). Most importantly with ready-made shop bought food, is how it is stored and transported. Special attention should be paid to high risk foods (puddings which have cream on top for example) and those providing such food should be clear on the safest way to get the item from the shop to the event.