

Food hygiene Policy

Staff and volunteers must receive adequate supervision, instruction and training in food hygiene. This should include at least one staff member or volunteer per shift or session where food is cooked or served to service users holding a food hygiene level one (or higher) certificate. Food hygiene level one courses are accessible from Inn Churches and online, either free or at low cost.

Food hygiene guidelines must be displayed in areas where food is prepared or cooked, addressing the areas outlined below and in the food hygiene guidelines which follow.

Areas where food is prepared should be checked regularly as part of a risk assessment.

Staff and volunteers should keep all food preparation areas, storage areas, serving areas and equipment clean while they are using them.

Adequate sanitary and hand-washing facilities should be available within the kitchen, and used before and after handling foodstuffs.

All fruit and vegetables (including salad items) should be washed before use.

Everyone in a food handling area or serving food must maintain a high level of personal cleanliness and wear suitable clean clothing, taking all reasonable, practical steps to avoid the risk of contamination of food or ingredients.

Food storage areas should protect food against external sources of contamination (eg. pests).

Suspected outbreaks of food-related illness must be reported immediately to the Project Coordinator / CEO, Chair of Trustees, or a local GP.

Any member of staff or volunteer who becomes ill whilst handling food should stop work at once and report to their manager, or the Project Coordinator / CEO.

Where food is to be prepared in a staff member's or volunteer's home, a risk assessment of the food preparation and storage facilities should be carried out. This could be a simple checklist the staff member or volunteer completes, addressing issues such as hygiene and agreeing to follow the procedures above.

Appendix 1: food hygiene guidelines

Poor hygiene procedures will put the shelter at risk. Harmful bacteria that cause food poisoning can multiply rapidly. Food poisoning can lead to serious illness, even death, especially amongst vulnerable people groups, which many of our guests are. Remember the four Cs:

Cleaning

A clean-as-you-go policy will keep your work area safe and manageable.

- Always wash your hands after handling raw meat, eggs and other raw foods, after visiting the toilet, and after handling rubbish.
- Washing-up liquids are designed to dissolve grease / oil / dirt. Do not use bleach in the kitchen.
- Anti-bacterial cleaners must be used according to manufacturer's instructions to be effective.
- Always clean surfaces first with detergent to remove any grease or dirt, then apply a food-safe disinfectant or anti-bacterial cleaner to kill any remaining germs.
- Use separate containers and cloths for separate tasks: in particular for cleaning floors.

Cooking

- Pre-heat ovens before cooking.
- Ensure that frozen food is thawed before cooking (especially when using a microwave).
- Serve food 'piping hot': if you have a temperature probe the core should be at 72°C.
- Any food such as burgers, joints or chicken should be checked to make sure they are cooked thoroughly. Please do not serve meats that are rare or pink in the middle.
- Once cooked, keep foods covered and piping hot (above 63°C) for no more than an hour, until it's time to eat them.

Cross contamination

Food poisoning is often caused by the food handler via cross contamination (transferring harmful bacteria from one place to another). Good food hygiene will prevent this.

- Keep raw foods (and juices) separate from cooked / ready-to-eat food, both when handling and in the fridge. Use separate chopping boards, utensils and crockery for raw / cooked foods.
- Wash hands and utensils in warm water and detergent after handling raw foods and before touching other foods and utensils.
- Never allow juices from raw meat to come into contact with other foods.

Chilling

Food will be brought into the shelter from the supermarket or the Storehouse and it is important to refrigerate it as soon as possible. Correct use of the fridge is essential to stop bacteria multiplying.

- Keep the fridge clean and do not overload it. All food should be covered.
- Do not put hot food directly into the fridge or freezer, let it cool sufficiently first; but remember that cooling should take place for no more than an hour.
- Smaller amounts of food to be chilled after cooking could be placed in a dish and then in a bowl of cold water to aid rapid cool down.