

FOOD HYGIENE & KITCHEN SAFETY

[These are as collated for use at Union Baptist Church. We acknowledge the excellent work done by the Galashiels Presbytery in preparing the original document from which much of the content has been adapted. Thanks too for illustrations from Oadby Baptist Church.]

It is necessary to always have someone with at least a current Elementary Food Hygiene Certificate overseeing the kitchen, other than when serving basic refreshments.

Guidelines are that:

- For other than serving refreshments, on each occasion when the kitchen is used **there must be a team leader who takes responsibility for ensuring that these guidelines are followed.**
- On entering the kitchen, **place bags etc so that no one can trip over them**
- If you are serving **hot beverages**, be careful carrying teapots or boiling water around the kitchen. **Spillages must be mopped up immediately** using the mop provided to avoid people slipping.
- **COOKING & BAKING:**



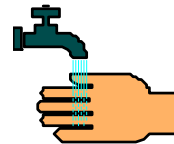
Before you start:

Personal care: Ensure nails are short, not varnished (chips of varnish can contaminate food, and colour hides dirt under nails), no nail extensions. Take off all jewellery (necklaces, WATCHES, brooches, all rings except plain bands) to prevent falling into food/bringing contaminants. Ensure no loose labels on clothes, etc, that might fall into food.

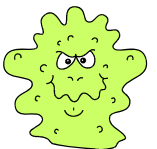
Then, put on an apron to protect the food from the contaminants on your clothes. Consider a hairnet (even though it looks a bit odd!) if you have long hair.

- **WASH** your hands in the hand-washing basin using liquid soap. Make sure you wash well between the fingers and scrub your nails. Remove stopper from sink before drying your hands - preferably with a paper towel.

1. *Wet hands thoroughly*
2. *Use approved soap*
3. *Rub palms together*
4. *Rub the fingers*
5. *Rub the thumbs*
6. *Rinse hands thoroughly*
7. *Use paper towel for drying*
8. *Turn off the tap using the paper towel*



- **DISINFECT the work surfaces** using the kitchen surface cleaner provided.
- **FOOD PREPARATION:** *Chopping boards* - choose the right one for the job - they are usually colour coded. *Knives* -choose a 'raw' or a 'cooked' knife to avoid contamination. Raw and cooked foods must be kept separate at all times - work in separate parts of the kitchen so as to have a **P BACTERIA** by properly handling, storing and preparing food.



There are many types of bacteria - two of the most common being salmonella and E-coli 0157. Bacteria are germs we all carry and they are a source of contamination. Bacteria on our skin, in our mouth, nose, ears, hair etc. Bacteria are also in the air, water, soil and on food.

Bacteria can be killed by treatment – by **HEAT** (e.g. in cooking), **CHEMICALS** (e.g. in cleaning) or **IRRADIATION** (as used in the food processing industry).

Bacteria cause food poisoning and it is our job to prevent this. To prevent bacteria passing from us we should **wear protective clothing** e.g. a clean apron; a hairnet if hair is long.

The main **HIGH RISK FOODS** are :

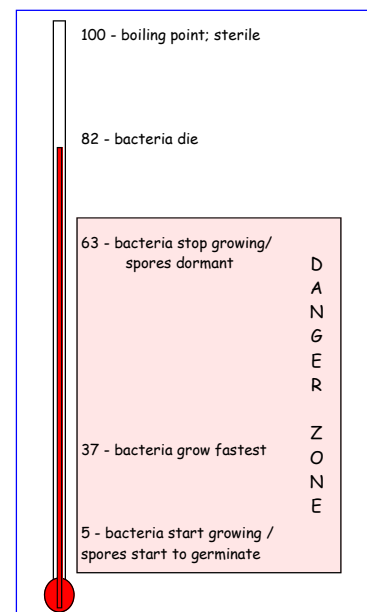


1. All cooked meat and poultry.
2. Cooked meat products including gravy and stock.
3. Milk, cream, artificial cream, custards and dairy produce.
4. Cooked eggs and products made from eggs e.g. mayonnaise.
5. Shellfish and other seafood.
6. Cooked rice.

Bacteria multiply with

1. Warmth
2. Moisture
3. Food
4. Time

Bacteria can multiply every ten minutes and grow in the danger zone. The **DANGER ZONE** is between 5 °C and 63 °C. Therefore **ONE** bacterium becomes **ONE THOUSAND** in only 1 hour 40 minutes. **Their preference for growth is 37 °C - blood heat.** **This is the most dangerous temperature.**



- **TEMPERATURE.** To keep food in good condition **high risk COLD FOOD should be kept below 5 °C and high risk HOT FOOD over 63 °C.** Bacteria will not grow when frozen at -18 °C but are still there and will start to multiply when thawed out. If your organisation is designated to record the fridge/freezer temperature regularly, please do so when the fridge is first used.
- **FOOD POISONING.** The top 10 causes are:
 1. Food prepared too far in advance and stored at room temperature, i.e. not refrigerated.
 2. Cooling food too slowly prior to refrigeration.
 3. Not re-heating food to high enough temperatures to destroy food poisoning bacteria.
 4. The use of cooked food contaminated with food poisoning bacteria.

5. *Undercooking*
6. *Not thawing frozen poultry for sufficient time*
7. *Cross-contamination from raw food to cooked food*
8. *Storing food below 63 ° C*
9. *Infected food handlers*
10. *Use of left-overs – DON'T unless you know it is safe*

NUT ALLERGY can be very serious. Avoid preparing/serving nuts or nut-based products where possible. Use strict disciplines to ensure no other food is contaminated, and nut-based food is clearly labelled.

Bacteria can be passed by:

1. *Hands*
2. *Clothes and equipment*
3. *Hand contact surfaces*
4. *Food contact surfaces*

Make sure the same utensils are not used for both raw and cooked food. They must be properly washed between the use of raw / cooked food.

- **ILLNESS.** Should you be unwell in any way (sickness, diarrhoea etc), do not prepare food on or for use at our premises. Ask someone else to cover for you. Any cuts should be completely covered with a plaster - preferably blue or green - which seals round the wound. Do not use strip dressings as germs can escape from the open ends.

- **CONTAMINATION** Food can be contaminated by :

1. *People*
2. *Raw food*
3. *Insects*
4. *Rodents*
5. *Dust*
6. *Refuse, waste food*
7. *Animals, birds*



If you should see any indication of insects, rodents, animals or birds in the church kitchen, notify staff immediately.

- **COOKING and REHEATING FOOD**

When food is cooked from fresh, the **centre of the item must reach 75 ° C**. Re-heating food must be heated to a temperature in the centre of 82 ° C. **A probe thermometer is available in the kitchen for this purpose and you must check that reheated food reaches this temperature.** The probe must be wiped with **BACTERICIDAL** disinfectant before and after use. Hot food must be served above 63 ° C and can only be reheated once.

- **KEEPING FOOD** not for immediate use.

All food should be kept as cool as possible. Halls are well heated in winter for comfort but, for food, it can be a disaster. Keep high-risk food in the kitchen which is usually cooler than a hall. Also, food should be kept covered. This applies also to providing food available to snack on. Individual items which are not wrapped should be in covered

containers and tongs/spoons **MUST** be used not fingers.

- **FRIDGE**

In the fridge, please **keep raw and ready-to-eat food separate**. Raw food should always be on the lowest shelf of the fridge. There will be a thermometer in the fridge and the temperature, when opened first thing in the morning, should not exceed 5 °C. If it exceeds this, please let staff know.

- **CREAM and the like**

We love it and so do the bugs, because of its high fat content. **Cream should only be out of the fridge for 15 minutes**. If homemade cream cakes are to be served, for instance, bring the pastry part, whip the cream in the kitchen and fill the cakes shortly before they will be eaten.

- **LEFT OVER FOOD AND INGREDIENTS**

Do not leave in the fridge in the hopes that others will use. Preferably take it home or dispose of it. It may seem wasteful, but it is safer. Out of date or opened cartons of anything can pose significant health risk. If you leave something for a while in the fridge (or freezer) to be collected later please bag it and put your name and the date on it. Otherwise it may be thrown away by staff! If left for long it may still be binned!

- **WASHING HANDS** : Hands must be washed regularly and always in the following circumstances (following the procedure at the top):

1. *When you visit the toilet*
2. *On entering the food room and before handling any food or equipment.*
3. *Between handling raw and cooked food.*
4. *After combing or touching your hair.*
5. *After eating, smoking, coughing or blowing your nose.*
6. *When you handle waste food or refuse.*
7. *When you handle cleaning chemicals.*

- **CROCKERY & CUTLERY** When handling dishes etc

1. *Do not handle any part which will be in touch with anyone's mouth.*
2. *Fingers should be outside cups. Use the handles when setting cups/mugs out.*
3. *Only handle cutlery by the handle.*
4. *Teaspoons in a dish should have the handles protruding to enable people to help themselves.*
5. *Disposable cups should be taken from the base of the tube to prevent your fingers going inside the cup.*
6. *Dishes which become cracked or chipped must be thrown out.*

- **WORK METHODICALLY**, clear up as you go along.

- **DRYING UP**

Clean tea towels must be used or dishes left to air-dry (the latter is preferable to avoid



cross contamination). Organisations should provide their own tea towels or, if using church ones, take them home, wash them and return to the church as soon as possible.

- **BEFORE LEAVING: WORK SURFACES, sinks AND FLOORS** must be disinfected after cooking with appropriate cleaners (bactericidal disinfectant for work surfaces, and a 'Cif' type of cleaner for the cooker top).
- **WASTE IN BINS:** If you have generated waste (and especially food waste that may begin to smell) it should be removed. Please compress the black bin liner (to reduce its volume) and knot it and remove it to an external bin or take home. Then replace with a clean bin liner from the kitchen drawer.



FINALLY, please remember we all BORROW the kitchen and need to leave it in a good and safe condition for others to use.