

## Policy: Food hygiene and food handling

### Purpose of the policy

St Paul's Kingston believes that, with respect to the food and drinks that it provides or that is brought into it, it has a duty to ensure that all are kept as safe as possible and that the incidence of food poisoning and related food illness is minimised by the adoption of high standards of food hygiene and food preparation. This policy and procedure aims to ensure best practice and relevant statutory guidelines are adhered to in relation to food hygiene and handling.

This applies to all personnel, employed and volunteers involved in preparing, cooking and serving refreshments or meals at or on behalf of St Paul's Kingston. All such personnel are expected to read and adhere to this policy and procedures.

### 1. Personal Hygiene

High standards of personal hygiene are essential to prevent contamination of food and food poisoning.

- Wash hands before starting food preparation or handling any food, and after visiting the toilet, after coughing or sneezing, using a handkerchief, after eating, drinking or smoking, after touching hair or face or after doing any cleaning. Always wash hands between touching raw and cooked food.
- Always use soap and hot water.
- If hair is long it should be tied back.
- Jewellery should be kept to a minimum, and rings with stones should not be worn.
- Nails should be short and free of coloured nail varnish.
- Do not taste food with fingers.
- Any cuts or abrasions on the hands must be covered by a plaster (supply in First Aid Kit)
- Do not work with food if you are suffering from vomiting, diarrhoea, heavy colds and coughs. If you have had diarrhoeas and vomiting you should wait till you have been clear of symptoms for 48 hours.
- Wear protective clothing where possible.

### 2. Cleaning and preparation of food preparation area.

A clean food preparation area disrupts the routes of contamination, therefore reducing the risk.

- Clean all areas, that are to be used for food preparation with the anti-bacterial solution provided.
- Check the general cleanliness of the kitchen.
- Use tidy working practices and 'clean as you go'.
- Check and record the temperature of the fridge, by inserting the thermometer probe into the block of lard at the back of the top shelf of the fridge; the reading should be 5 degrees C or below.
- Check all "best before" and "use before" dates of all food and dispose of any which out of date.
- No food containers should be on the floor.
- No coats, handbags, books or old containers should be stored on the work surfaces.
- Raw foods must not come into contact with cooked/ready to eat foods. Preparation areas and equipment must be thoroughly cleaned between uses.

### 3. Cooking of food

- Check that all meat, chicken and processed meats are cooked through, with no pink or red areas
- Check that all combination dishes are piping hot in the centre
- All liquid dishes should boil rapidly when stirred
- Check the temperature of all foods with a disinfected probe thermometer where possible. Insert the probe into two different parts for the food, one being the thickest/centre. Food should be heated to at least 75 degrees centigrade or above, to kill off any harmful bacteria. Clean the probe after use.
- If food is cooled for use later, it must be cooled down and refrigerated within 90 minutes. When the food is re-heated the temperature of the food must be checked and be 75 degrees C or above.

### 4. Serving of food

- Ensure all involved in serving the food have washed their hands and are wearing a protective apron where possible.
- Ensure all cutlery and crockery used is clean.
- Ensure food is served as quickly as possible after cooking.

### 5. After food preparation and serving

- Complete all washing up, using the dishwasher, or by hand using hot water.
- Put all equipment/utensils away.
- Sweep the kitchen floor, using brush and dustpan provided.
- Clean all work surfaces.

**If food has been prepared in someone's own kitchen, it is their responsibility to ensure that these guidelines are adhered to.**