



Church risk

Food safety checklist

If you prepare and/or serve food and drinks in your church or church buildings either for a one off event or on a regular basis there are a few regulations that you need to bear in mind. Below are some checklists and information to help you.

The Food Safety Act and General Food Regulations 2004 make it an offence to sell or process for sale food which is:

- Harmful to health - unsafe food should not be sold and must be recalled if it has already been sold
- Contaminated to an extent that it would be unreasonable for it to be eaten
- Falsely described, advertised or presented
- Not what the customer can reasonably expect.

(There are also specific regulations related to foods such as dairy products, eggs and poultry).

Your Checklists (check and tick as appropriate)

Check each item and tick 'yes' or 'no' as appropriate. If 'yes', please make sure you have made arrangements to put preventative measures in place. If you answer 'no' to any item, make sure you consider whether you do need to take any appropriate measures.

Premises only used OCCASIONALLY for food preparation

Food Hygiene Regulations 2006 require premises used occasionally for food preparation, and moveable or temporary premises such as marquees follow the guidance on page 3 from The Food Standards Agency Guidance "Food Hygiene - A Guide for Business".

Risk area	Hazard	Preventative measures
General	Contamination, particularly from animals and pests	Are premises positioned, designed, constructed, kept clean and maintained to avoid contamination Yes <input type="checkbox"/> No <input type="checkbox"/>
People	Personal hygiene	Are facilities provided for Hygiene hand washing? Yes <input type="checkbox"/> No <input type="checkbox"/> Are toilet facilities provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If necessary, are facilities for changing clothes provided? Yes <input type="checkbox"/> No <input type="checkbox"/>
Surfaces and equipment	Contamination of surfaces	Are surfaces well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/> Are surfaces easy to clean and disinfect Yes <input type="checkbox"/> No <input type="checkbox"/> Are facilities available to clean and disinfect work utensils and equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> Is there an adequate supply of water, including drinking water? Yes <input type="checkbox"/> No <input type="checkbox"/> Is there water available for washing food brought in from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>

Continued overleaf...

Risk area	Hazard	Preventative measures
Surfaces and equipment	Contamination of surfaces	Are there adequate arrangements for storage and disposal of waste? Yes <input type="checkbox"/> No <input type="checkbox"/>
Food storage	Contamination of food	Are there adequate arrangements for Storage and disposal of food at suitable temperatures? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Monitoring food temperatures? Yes <input type="checkbox"/> No <input type="checkbox"/>

Premises used REGULARLY for the preparation of food

The Food Standards Agency guidelines include the following:-

Risk area	Preventative measures
Premises, layout, design, construction, site and size of your premises and your equipment	Are premises kept clean and maintained in a good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there adequate maintenance, cleaning and/or disinfection? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are steps taken to avoid or minimise air-borne contamination? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there enough working space to carry out tasks hygienically? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you protect against the build-up of dirt, contact with toxic materials, shedding particles, including protection against contamination, and in particular pest control? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Where necessary, are there suitable conditions for handling, storing and keeping food at appropriate temperatures? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Cleaning chemicals and disinfectant are not stored in areas food is handled? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Floors, walls and food preparation and handling surfaces in a good condition and easy to clean, and disinfect if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are ceilings and overhead fixtures well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are any windows and doors fitted where necessary with insect-proof screens? Can screens can be easily removed for cleaning, or where there is a risk of contamination, can be kept closed during food preparation? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are adequate facilities provided where necessary for washing food, e.g. fruit and vegetables brought in from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are vehicles and containers used to transport foods kept clean and well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are all items, fittings and equipment that come into contact with food regularly cleaned? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is food waste removed from rooms where food is present at the earliest opportunity and disposed of in appropriate waste container (hygienic and environmentally friendly)? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are raw materials / ingredients appropriately stored to prevent harmful deterioration and/or contamination? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<p>Food must not be stored at temperatures that may cause a risk to health. In most circumstances hold prepared foods at either hot (at or above 63°C) or chilled (at or below 8°C). Are fridges and chilled display equipment set at 5°C or below to ensure chilled food is kept at 8°C or below. Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Personal hygiene

Every person working in a food handling area must maintain a high level of personal cleanliness. People suffering from, or suspected of carrying a disease transmittable by food, or with open wounds, skin infections, sores, or with diarrhoea must not handle food or enter a food handling area.

People	Is suitable clothing being worn? e.g.aprons, gloves, footwear	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is hair covered using a hat or hairnet whilst preparing food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you ensure jewellery (except wedding rings) are not worn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are people who handle food are supervised and instructed, or trained, in the principles of food hygiene to an appropriate level so they are safe to do so?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Food Hygiene Regulations 2006

The Regulations require catering businesses to be registered, or approved, by their local authority, however, the occasional preparation of food for gatherings or sale at charitable events, are excluded.

They set out basic hygiene regulations. If your church undertakes very simple food processes such as baking cakes or making sandwiches and teas/coffees you may not need to develop safety management procedures, please contact your local authority if you are unsure.

Food allergies

Approximately 10 people die each year from an allergic reaction to food. If someone eats something they are allergic to, the body suffers an allergic reaction. Physical symptoms include swelling of the body, including the mouth and throat, leading to respiratory difficulty, vomiting and a change in skin colour.

To deal with and prevent food allergic reactions establish a system to

- Avoid/minimise the risk of anyone coming into contact with those foods to which they will suffer an allergic reaction,
- Emergency arrangements to be carried out in the event of accidental exposure to such foods.

Some examples

1 If someone with a food allergy asks if a meal contains certain food check the ingredients and let them decide if they can eat it. Never guess!

2 If you are providing meals regularly to the same people for example at a pensioners lunch club, complete a risk assessment to identify anyone with life threatening allergies and introduce simple measures and training to minimise the risk of a reaction occurring:

- Don't share food, cutlery and crockery
- Wash hands immediately before and after eating food
- Put in place a stringent cleaning, preparation and handling regime for food and surfaces to reduce the risk of cross contamination
- Clearly identify ingredients to all foods brought into the premises
- Prohibit food being brought into the premises by anyone, other than when specifically authorised having determined the food ingredients
- Implement a coloured plate system where anyone with a particular allergy uses a specified coloured plate, which must be handled separately to other foods.

For more information on food preparation please go to www.baptist-insurance.co.uk

