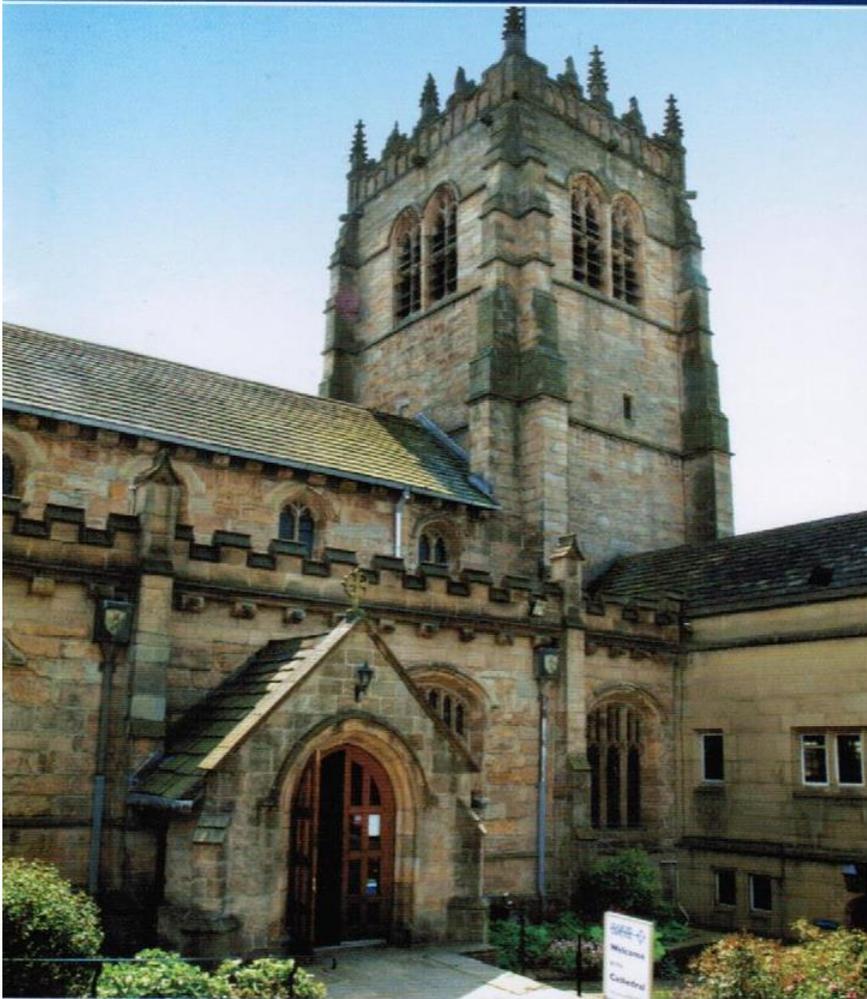


# BRADFORD CATHEDRAL

The seat of the Bishop of Leeds  
in the  
Diocese of West Yorkshire and the Dales



## Food Hygiene Policy Familiarisation Handbook

Bradford Cathedral  
Food Hygiene Policy

Dear Kitchen user,

We live in a time when “Common Sense” and “Personal Responsibility” have been superseded by “Risk Assessment” and “Procedural Strategy”. This means that even the provision of tea and biscuits to the public after a service, bring-and-share or during an event, now falls within the control of Food Hygiene Legislation.

The legislation covers outlets from small kitchens, such as ours, through to the largest restaurants, hotels, county shows and arena events, so you can appreciate the labour involved in distilling from thousands of words which make up the legislation just those requirements which apply to our kitchen.

The Chapter of Bradford Cathedral is confident that the Food Hygiene Policy which they have accepted will satisfy scrutiny from any inspection by officers from the Food Standards Agency. This Policy, in its entirety, can be viewed in the Cathedral Office. The Cathedral Chapter has the responsibility of supporting all staff and volunteers who work in the kitchen (to provide the welcome and the hospitality for which we are known); its obligation is to provide you with training to enable you to conform to the requirements of the legislation – or to put it another way: to remind you of what you already know, as well as to introduce more recent practices such as colour-coded chopping-boards and knives.

The booklet I have produced is, I hope, user-friendly. It contains only those bits of the policy which apply to you – it is a few pages of best practice, but these are now **must do** not should do statements. Should an official from the Food Standards Agency observe an infringement of these requirements – during an event, perhaps – it could result in our kitchen being closed.

It is our intention that the training will be fun as well as useful – it will be very practical and totally non-threatening. Bradford Cathedral greatly values its Volunteers: they give the Cathedral its welcome, its warmth, its friendliness and hospitality – it now offers you the skills to make our kitchen safe as well as scrumptious!

Thank you for all that you do.

Bradford Cathedral Hospitality Advisor.

# **PREVENT CROSS CONTAMINATION**

**USE CORRECT COLOUR CODED  
CHOPPING BOARDS & KNIVES**

**RAW MEAT**

**RAW FISH**

**COOKED MEATS**

**SALADS & FRUITS**

**VEGETABLES**

**DAIRY PRODUCTS**

**THE FOOD HYGIENE REGULATIONS 2006**

## Policy Statement

The Cathedral Chapter is committed to maintain a high standard of food hygiene and safe working practices in accordance with current Food Safety and Hygiene legislation.

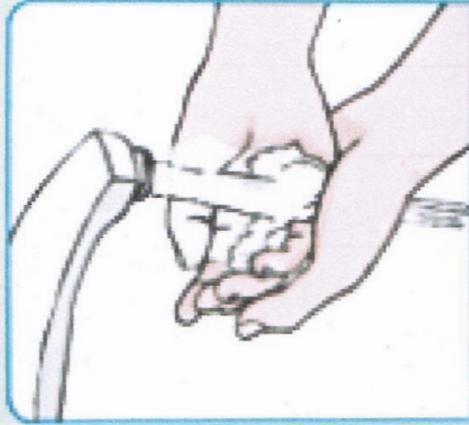
The following work practices are to be strictly observed.

### General Kitchen Procedures.

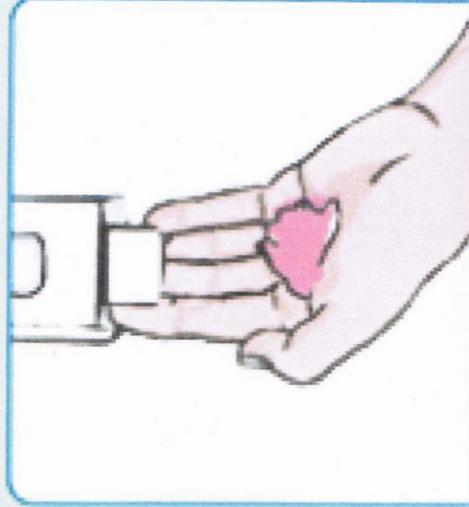
The following practices are to be followed by ANYONE using the kitchen:

- 2.1 Prior to usage, worktops must be cleaned and sanitised using only the products, (cloths etc.) provided and should be dried using white paper towels
- 2.2 Food must not be used after its “Use by” date.
- 2.4 To avoid cross-contamination Colour-coded boards and knives must be used for the appropriate tasks.
  - 2.4.1 RED – Raw Meat
  - 2.4.2 BLUE – Fish
  - 2.4.3 GREEN – Fruit & Vegetables
  - 2.4.4 WHITE – Bread and Confectionary Goods
  - 2.4.5 BROWN – Root Vegetables
  - 2.4.6 YELLOW – Cooked meat
- 2.5 When catering staff are in the kitchen preparing or serving food, *no other member of staff, volunteer, or the public is to enter the kitchen.* Anything they require is to be served to them over the hatch: this is to avoid cross contamination.
- 2.6 The maximum number of people allowed in the kitchen at any one time is four.
- 2.7 The kitchen door must be kept closed when food is being prepared or served.

# FIGHT GERMS BY WASHING YOUR HANDS!



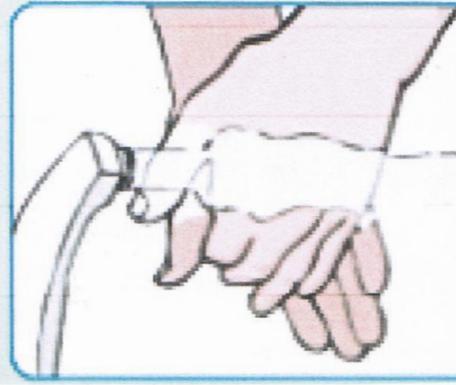
**1** Wet your hands



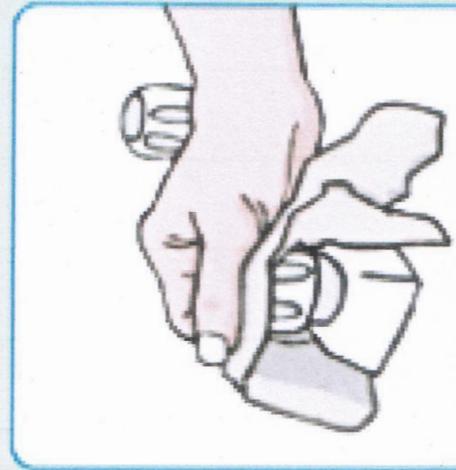
**2** Soap



**3** Lather and scrub - 20 sec



**4** Rinse - 10 sec



**5** Turn off tap



**6** Dry your hands

**DONT FORGET TO WASH:**

- between your fingers
- under your nails
- the tops of your hands

2.8 Any other group/organisation using the Cathedral's kitchen facilities must adhere to the Safe Working Practices in place and complete the kitchen log book.

2.9a Log book, (hanging on hook by the cupboard) coloured date labels and pens are kept in cupboard above microwave.

Any event, issues or comments should be recorded in the same book

Food labels/notices are kept in the cupboard above the oven.

### **3. Procedures for Food**

3.1 Food brought into the kitchen or to be stored in the freezer should be checked to ensure that the packaging is undamaged, that it is in date and is in good condition.

3.6a Food which needs washing eg fruit should be washed in the small sink and dried with white paper towels

3.7 Ready-to-eat foods should be covered, dated and stored on the top two shelves

Raw meat, poultry and fish (covered air tight) bottom shelf

Salad, fruit and veg drawer

3.10 Food requiring cooking/reheating should have reached a temp of 75\*c or above. If serving hot then food needs to be held at 65\*

3.11 The food temp should be taken once when food cooked and then again prior to service. The temp, name of food and person taking temp should be recorded in the blue book

3.12 The temp probe should be cleaned before and after use using a sanitizing wipe.

The probe is kept in the bottom drawer along with the wipes

3.15a Cold ready to eat food should be consumed within four hours after which it should be thrown away.

3.15b When milk is served or stored in jugs it must be covered. After two hours at room temperature, it must be thrown away.

3.16 No hot food is to be put in the fridge to cool it.

## 4. Allergens

- 4.1 Any foods known to contain nuts or other allergens must be clearly labelled. In addition, the label stating “ *We cannot guarantee our food was prepared in an allergen free area*” **MUST** be displayed with all food that is served. Please keep packaging from shop bought food for the duration of the event and homemade foods needs a ingredients list.
- 4.2 The allergy/ingredients folder is in the cupboard above the cooker.

## 5. General Personal Hygiene

*The following must be adhered to by all staff or volunteers when preparing refreshments in the kitchen:*

- 5.1 Coats and handbags are not to be worn, or placed, in the kitchen. They are to be placed in the Cathedral office, cupboard by sound desk or the key coded cupboard on the gallery.
- 5.2 The aprons which are provided **must** be worn, and washed by the Cathedral **after every use**
- 5.3 Hands are to be washed:
- on entering the kitchen;
  - before handling food;
  - after handling high-risk raw food (e.g. *raw eggs or raw meat*);
  - after handling rubbish;
  - after going to the toilet;
  - if food-handlers should touch their face, ears or hair.

Hands are to be washed in the designated Hand Sink only, and dried using paper towels provided.

- 5.4 It is recommended that sensible closed shoes are to be worn to avoid potential injury from slips resulting in scalding or other injury. Any other footwear at the wearer’s risk. The Cathedral Chapter is **not** liable for injuries caused by unsuitable footwear

- 5.5 To avoid cross contamination, taps are to be turned off using a paper towel.
- 5.6 Training in the correct way to wash hands is to be given to all staff.
- 5.7 Open cuts are to be covered with **blue** waterproof detectable plasters. Blue gloves are also available
- 5.8 If a food handler feels unwell, has sickness or diarrhoea, s/he should notify the team leader, and not return to work with food for 48 hours after symptoms have ceased.

## **6. Additional Personal Hygiene**

- 6.1 Tie-back hair.
- 6.2 When providing post service refreshments, if wearing nail varnish please use the blue gloves provided.
- 6.3 Remove watches and rings (apart from plain band rings) and store away safely (The Cathedral takes no responsibility for loss or damage).
- 6.4 When preparing food (eg sandwiches, toast) **do not** wear nail varnish or jewellery.

## **Contact Details**

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## **First aiders**

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