



The Parish of Horndon, Orsett and Bulphan

Food Hygiene Policy

It is the policy of the Parish of Horndon, Orsett and Bulphan that food safety is maintained to the highest standards at all church events. To ensure compliance with current food safety laws, we have listed the regulations within six basic categories. These are:

- **Cleaning**
- **Cooking and Serving**
- **Chilling and Defrosting**
- **Avoidance of Cross Contamination**
- **Allergens**
- **Bring and Share lunches**

Cleaning

- All food preparation surfaces must be cleaned thoroughly with detergent and then sanitized before preparing food.
- Hands must always be washed thoroughly before preparing food and coloured plasters worn over broken skin or cuts.
- A freshly laundered apron should be worn for food preparation. This should be changed when moving from raw meat to ready-to-eat ingredients. It should be removed when leaving the hall.
- Tea towels should be used for a single event only; changed when wet and all washed after the event.
- Dish cloths should be single use as with tea towels but disposed of after use; J cloths, or similar, would be most appropriate.
- Jewellery should be kept to a minimum. No nail varnish or false nails should be worn and long hair should be tied back.
- No smoking or animals should be allowed in food cooking and preparation areas.
- Rubbish should be cleared away regularly.

Avoidance of Cross Contamination

- Separate knives should be used for:
 - Bread
 - Chicken
 - Fruit
 - Fish
 - Beef
 - Vegetables.
- Colour coded chopping boards should be used as follows:
 - **Purple** - Bread
 - **Orange** - Chicken
 - **Yellow** - Fruit
 - **Blue** - Fish
 - **Red** - Beef
 - **Green** – Vegetables

- The use of separate tools for serving foods to avoid cross-contamination, especially for vegetarian food and food containing allergens.
- Segregated areas for different types of foods should be used for food preparation to avoid cross contamination.
 - Raw and ready to eat food should be kept apart.
 - In the fridge, food should be stored as follows:
 - **Top shelf:** Ready to eat
 - **Second shelf** down: Raw veg
 - **Bottom shelf:** Raw meat
 - **Salad Drawer:** Salad in a sealed box
- Food should not be used past its use by date.
- Food should not be handled by anyone who has an infectious illness and food handlers must ensure that they have been symptom free for a minimum of 48 hours following diarrhoea and sickness.

Cooking and Serving

- Cooked or reheated food needs to be heated above 75 degrees C.
- Food should only be reheated once.
- Hot holding, i.e. the temperature at which hot food needs to be kept must be 63 degrees C +.
- A digital probe should be used to ascertain temperature.
- Buffet food should be covered and should not be left out for more than 4 hours. After this time, it should be discarded.
- Rice should be freshly cooked and served and never reheated.
- Salad, fruit and vegetables should always be washed.
- If food is prepared at a different place from where it is served, reheated or refrigerated, transport time should be no more than 15 minutes to the point of delivery.
- Raw defrosted food needs to be cooked within 12 hours.
- Times of cooking, reheating, defrosting, transport and temperatures should be recorded on a sheet.
- Unaccompanied children are not allowed in the kitchen areas

Chilling and Defrosting

- Cold food should be kept below 5 degrees C so the temperature of a fridge should be between 1 and 4 degrees C. The maximum is 5 degrees C.
- When chilled, after cooking, food should be cooled rapidly, i.e. within 90 minutes and then refrigerated. It can be refrigerated when it is between 8 and 10 degrees C.
- Food should be defrosted in a fridge.

Allergens

- A notice should be displayed to say 'We cannot guarantee that our food is free from allergens or prepared in allergen free environments.' However, those preparing food should complete a tick list to show which, if any, of the common allergens are in the ingredients or put a sticker on the cake showing the ingredients and highlighting allergens.

Bring and Share Lunches

- If the Church holds a 'bring and share lunch', those who are preparing the food should be aware of and comply with the Parish Hygiene Policy.
- This policy was reviewed and agreed at a PCC meeting on 22nd July 2026
- This policy will be reviewed every three years or earlier if any of the guidance is changed.
- Next review date is July 2029

Allergens present in food

Allergen	Contained in food
Celery: Celery stalks, celery leaves and celeriac. Found in stock cubes, soups and salads.	
Cereals containing gluten: Wheat, rye, barley, oats, spelt and Khorasan wheat. Found in foods containing flour (<i>such as cakes, bread, pasta, pastry and couscous</i>).	
Crustaceans: Lobsters, prawns, scampi, crabs and crayfish. Found in shrimp paste (often used in Thai curries).	
Eggs: Found complete or in cakes, mayonnaise, pasta, quiche, pastry and food glazed with eggs.	
Fish: Found complete or in relishes, dressings, fish sauce, stock cubes and Worcestershire Sauce.	
Lupin: Lupin seeds and flour. Found in some pasta, bread and pastries, waffles and pancakes.	
Milk: Found complete or in butter, cheese, cream, custard, yoghurt, milk powder and food brushed or glazed with milk.	
Molluscs: Mussels, whelks, scallops, squid and land snails. Found in oyster sauce and fish stews.	
Mustard: Liquid mustard, mustard powder and seeds. Found in bread, curries, marinades, ketchup, sauces and soups.	
Nuts: Nuts which grow on trees such as almonds, brazil nuts, cashews, hazelnuts, macadamias and pistachios. Found complete or in some breads, biscuits, marzipan, nut oils, sauces and curries.	
Peanuts: Found complete or in groundnut oil, peanut flour, biscuits, curries, desserts and sauces.	
Sesame Seeds: Found complete or in bread, houmous, sesame oil and tahini (sesame paste).	
Soya: Found in soya products such as soya milk, soya flour or in bean curd, miso paste, tofu, desserts, ice cream, margarine and vegetarian products.	
Sulphur Dioxide: Found in dried fruit, meat products, soft drinks, pickles, wine and beer.	