



Hygiene and Food Safety Regulations

Walsgrave Baptist Church (WBC) is committed to the Health, Safety and Welfare of its members, staff, volunteers and the members of the public that use or benefit from the use of its kitchen facilities. WBC aims to provide and maintain a safe and hygienic kitchen in order that injury and sickness are avoided in the use of this facility.

WBC has a designated Health and Safety Officer who is responsible for carrying out risk assessments on a regular basis and will report any issues to the Leadership Team as necessary. It is the responsibility of the staff and volunteers who use the kitchen facilities to report any health and safety concerns, such as accidents, or equipment failure, to the Health and Safety Officer as soon as they occur in order to prevent further incidents.

WBC will provide information, instruction, supervision and training considered necessary to use the kitchen facilities. Staff and volunteers are asked to request extra training if they are still unsure on how to use the facilities safely. Staff and volunteers are asked to look after the equipment provided and to follow any safety instructions and signs provided.

Staff and volunteers are responsible for their own safety and for high standards of hygiene and food safety when using the kitchen in order that no person becomes unwell as a result of poor food practice. Anyone preparing or cooking food on the premises must have, or be supervised by someone who has, a certificate of food hygiene (Level 2) issued by an approved body.

Food should be stored safely and at the correct temperatures according to instructions on the packets. Food that has passed its use by date must be disposed of immediately. Juice, once opened, must not be stored for use another day, since it taints any food left in the fridge.

Dirty crockery, cooking equipment, storage equipment, tea towels or cloths must be cleaned or removed by the end of the session, and must not be left overnight. Sideboards and equipment must be wiped down after use and all foodstuffs, packaging, used teabags and so on must be disposed of safely at the end of the session. Tea towels must be taken home to be washed and dirty cloths must be disposed of at the end of the session. General cleaning materials can be found under the sink nearest the large serving hatch.

Frequent checks will be carried out on the kitchen and anything left behind, left dirty, or left in an unsafe manner must be recorded in the procedures book. Four consecutive offenses must be recorded separately for the Environmental Health Visitor to inspect. All groups must use and sign the record sheets provided.