



Basic Guidance on Food Hygiene

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Thank You!

Thank you for helping us by preparing food for Vine Church events. Food is a major part of our lives, but it is more than just fuel for our bodies. The time any family commits to sitting and eating together is time for talking and building relationships. Since its inception, The Vine has had many hallmarks of a family and, just as with natural families, our time spent together in unhurried eating, or even just munching a tasty treat whilst we enjoy conversation, is important.

If you've ever suffered the effects of a "dodgy" meal you know that it can be very unpleasant. We have compiled this "Basic Guidance on Food Hygiene" to help us serve the members of The Vine family, and our guests, well. What you read here may seem to be just "common sense" but it's well worth refreshing your memory on good practice. If you have any questions about this guidance, *please do ask*.

Thanks again for serving the 'family',

Chris Goodchild

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Basic Guidance

The 4C's of catering:

- **Clean.** All surfaces should be clean. Keep your preparation area clean at all times. Wash hands... regularly.
- **Cook.** Cook food thoroughly and properly, if not served immediately or retained at the right hot temperature it should be chilled.
- **Chilled.** Before or after cooking keep food chilled. See below for information about temperatures.
- **Cross contamination.** Keep food covered to prevent contamination (particularly from flies!) In food preparation it is best to keep separate chopping boards for vegetables, meat, fish, bread. If you don't have separate chopping boards always wash them between cutting up vegetables and meat. If using different meats or fish, wash between preparation. A bread chopping board is best used for bread alone. In the fridge: Cooked above raw. You don't want raw food contaminating cooked food.

Advice from the Food Standards Agency

When you're making food for large numbers of people, it's important to keep food safe. Here are some general practical tips:

- Plan ahead - if you can prepare food in advance and freeze it, this should make things easier later but do ensure it is properly defrosted when you come to use it.
- Wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available.
- Always wash fresh fruit and vegetables.
- Keep raw and ready-to-eat foods apart.
- Do not use food past its 'use by' date.
- Keep food out of the fridge for the shortest time possible.
- Always read any cooking instructions and make sure food is properly cooked before you serve it. Even if people are waiting to eat, don't reduce cooking times.
- Ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water.

Personal hygiene

Every person preparing food should maintain a high level of personal cleanliness. He or she should wear suitable, clean clothing and, where necessary, protective clothing.

Good practice:

- Keep hair tied back and wear a suitable head covering, e.g. hat or hairnet, when preparing food.

- Do not wear watches or jewellery when preparing food (except a wedding band).
- Do not touch your face and hair, smoke, spit, sneeze, eat or chew gum when handling food.

Fitness in food preparation

You must not allow anyone to handle food or enter a food handling area if they:

- are suffering from, or carrying, a disease likely to be transmitted through food
- have infected wounds, skin infections, sores
- have diarrhoea

If you have had diarrhoea or vomiting you should not prepare food until you have had no symptoms for 48 hours.

Handwashing

Effective handwashing is extremely important to help prevent harmful bacteria from spreading from people's hands to food, work surfaces, equipment etc. Anyone who works with food must wash their hands properly:

- when entering the food handling area, e.g. after a break or going to the toilet before preparing food
- after touching raw food, such as meat/poultry, fish, eggs and unwashed fruit and vegetables
- after handling food waste or emptying a bin
- after cleaning
- after blowing their nose
- after touching phones, light switches, door handles or other surfaces that could come into contact with people handling raw food.

Don't forget that you should dry hands thoroughly on a disposable towel – harmful bacteria can spread more easily if your hands are wet or damp. Use the disposable towel to turn off the tap.

Food

- You must not accept raw materials or ingredients, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated in a way that means the final product would be unfit for human consumption.
- You must store raw materials and all ingredients in appropriate conditions, designed to prevent harmful deterioration and protect them from contamination.
- At all stages of production, processing and distribution, you must protect food against any contamination likely to make it unfit for human consumption, harmful to health or contaminated in a way that means it would be unreasonable to expect it to be eaten in that state.

- You should have adequate procedures to control pests and to prevent domestic animals (pets) from getting into places where food is prepared, handled or stored. E.g. you must have adequate procedures to prevent pets from causing contamination in your kitchen (e.g. with thorough cleaning).

Temperature

- You must not keep food at temperatures that might cause a risk to health (see below).
- The 'cold chain' must not be interrupted for foods that rely on temperature control for their safety. However, you are allowed to have food outside temperature control for limited periods of time to allow you to prepare, transport, store, display and serve food, as long as this does not cause a risk to health.
- If food is going to be kept or served at chilled temperatures, you must cool it as quickly as possible after cooking (or other heat processing), or after final preparation if you are not heating the food, to a temperature that does not cause a risk to health (see below).

Service and display

When you are serving or displaying food, you can keep it out of temperature control for a limited period of time:

- **Cold food** can be kept above 8°C for up to four hours. You should only do this once. If any food is left after this time, you should throw it away or keep it chilled at 8°C or below until it is used.
- **Hot food** can be kept below 63°C for up to two hours but you should only do this once. If any food is left after this time, you should reheat it till steaming hot and put it back into hot holding, or cool it as quickly as possible to 8°C or below, or throw it away. Remember to keep the food at a safe temperature until it is used. Remember, you should only do this if you need to and it is very important not to keep food out of temperature control for longer than these times.

Defrosting

- If you defrost any food you must do this in a way that minimises the risk of harmful bacteria growing, or toxins forming, in the food. While they are being defrosted, you must keep food at a temperature that would not result in a risk to health.
- Where liquid coming from the defrosting food may present a risk to health (e.g. when defrosting raw meat) you must drain it off adequately.
- Following defrosting, food must be handled in a way that minimises the risk of harmful bacteria growing or toxins forming (e.g. keeping it in the fridge).

Cold food must be kept at **8°C** or lower.

Hot food must be kept at **63°C** or higher.

When you reheat food, make sure that it is steaming hot all the way through.

Vulnerable People and Food Allergens

Which people are particularly vulnerable and which foods should I take care with?

Vulnerable persons are those at a higher risk of food poisoning. These are people over 65 years of age, pregnant women, children under 5 and those with certain long-term medical conditions.

Some foods such as raw milk, raw shellfish, soft cheeses, pâté, foods containing raw egg and cooked sliced meats are more likely to cause food poisoning than others.

The fourteen allergens

European regulation recognises 14 allergens as the most common ingredients or processing aids causing food allergies and intolerances. If there is a food product which contains or uses an ingredient or processing aid (such as wheat flour used to roll out dough made from rye flour) derived from one of the substances or products it is advisable for us to let the people consuming our food know the food contains them.

The allergens are:

- Cereals containing **gluten** namely wheat (such as spelt and Khorasan wheat), rye, barley, oats and their hybridised strains and products thereof, except:
 - wheat based glucose syrups including dextrose
 - wheat based maltodextrins
 - glucose syrups based on barley
 - cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin
- **Crustaceans** and products thereof (for example prawns, lobster, crabs and crayfish)
- **Egg** and products thereof
- **Fish** and products thereof, except:
 - fish gelatine used as carrier for vitamin or carotenoid preparations

- fish gelatine or Isinglass used as a fining agent in beer and wine
- **Peanuts** and products thereof
- **Soybeans** and products thereof, except:
 - fully refined soybean oil and fat
- **Milk** and products thereof (including lactose),
- **Nuts** namely almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and Macadamia nut (Queensland nut) and products thereof
- **Celery** and products thereof
- **Mustard** and products thereof
- **Sesame** seeds and products thereof
- **Lupin** and products thereof
- **Molluscs** and products thereof (for example mussels, clams, oysters, scallops, snails and squid)
- **Sulphites** are chemicals that are sometimes added to processed food as a preservative. They are seldom used in a domestic kitchen.


14 Allergens

The way allergens are labelled on prepacked foods has changed. The Food Information Regulation, which came into force in December 2014, introduced a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food. Here are the allergens, and some examples of where they can be found:

1 Celery
This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.

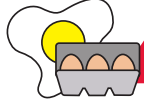
2 Cereals containing gluten
Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats are often found in foods containing four, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with four.



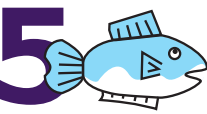
3 Crustaceans
Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.



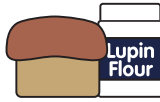
4 Eggs
Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.




5 Fish
You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.




6 Lupin
Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.




7 Milk
Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.




8 Molluscs
These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.




9 Mustard
Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.




10 Nuts
Not to be mistaken with peanuts (which are a legume and grow underground), this refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (in Asian curries), stir-frieds, ice cream, marzipan (almond paste), nut oils and sauces.



11 Peanuts
Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.



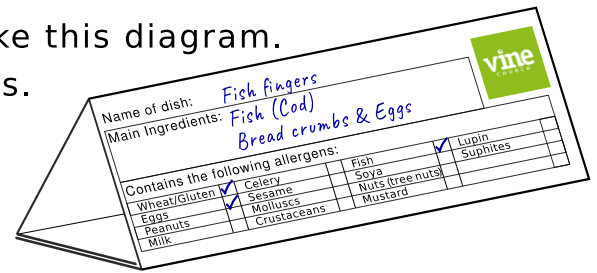
12 Sesame seeds
These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads.



13 Soya
Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.

14 Sulphur dioxide (sometimes known as sulphites)
This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.

1. Read the Basic Guidance on Food Hygiene before preparing your dish.
2. In the spaces below write the details for the dish you have prepared.
 - The name of the dish.
 - The major ingredients.
 - Tick against any of the allergens present in the dish.
3. Fold the page on the dotted lines so it looks like this diagram.
4. Stand the details by the dish to which it relates.
5. Enjoy some good company and a good meal.



Name of dish:

Main Ingredients:



Contains the following allergens:

Wheat/Gluten	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Lupin	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	Sesame	<input type="checkbox"/>	Soya	<input type="checkbox"/>	Suphites	<input type="checkbox"/>
Peanuts	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Nuts (tree nuts)	<input type="checkbox"/>		<input type="checkbox"/>
Milk	<input type="checkbox"/>	Crustaceans	<input type="checkbox"/>	Mustard	<input type="checkbox"/>		<input type="checkbox"/>

This is the base.
The instructions should fold
face-down onto this panel.