



## INTRODUCTION TO THE FOOD AND HYGIENE GUIDELINES

It is the policy of the North Kirk that all users of the premises will have the *introduction to the food and hygiene guidelines* brought to their attention and they are obliged to follow them when using the premises. A full copy of the guidance notes will be issued as necessary.

There are two areas of the church building where food preparation may be carried out: -

- **Welcome Area.** The only tasks to be carried out here are the preparing and serving of drinks and the serving of biscuits and cakes etc.
- **Kitchen Area.** The kitchen can also be used for the above tasks, washing of dishes and for the preparation of sandwiches, light snacks and other catering within the range of the facilities.

The categories of food preparation, which can be undertaken on the premises are as given below. Guidance as to who can undertake these tasks is also noted.

1. The serving of 'tea and biscuits' in the Welcome Area or from the main kitchen can be undertaken by any person providing they follow the guidance notes.
2. Any person can carry out the preparation of sandwiches and similar food in the main kitchen. They are required to discuss their catering with a member of the North Kirk who has attended the elementary food hygiene course and who has acquainted them with the risks. The individual organising the catering will be responsible for taking appropriate action to minimise those risks and adherence to the guidance notes is expected.

3. The preparation of other catering outside the limits of numbers 1 and 2 above can be undertaken. It is necessary for the organiser to discuss the catering with a member of the North Kirk who has attended the elementary food hygiene course and to ensure that a person with that experience is present on the premises during the preparation and serving period. This may, if external caterers are used, be an employee of a catering company if suitably qualified. The organiser of the catering will be made aware of the risks involved and will then be responsible for taking appropriate action to minimise those risks. Adherence to the guidance notes is also required.