

ALL SAINTS CHURCH

CONTROLS FOR FOOD PREPARATION

The following controls are the minimum required:-

1. Foodstuffs should be sourced from reputable suppliers where there is an identifiable chain of supply. (eg.supermarkets, local butchers)
2. Checks should be made on raw materials when delivered.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. Different types of food should be separated to prevent cross contamination.

Never allow raw foods, any other product, used utensil/tool or surface likely to cause contamination to come into contact with cooked or ready-to-eat foods. Always use the following coloured cutting boards-

RED	RAW MEAT
BLUE	RAW FISH
YELLOW	COOKED MEATS
GREEN	SALADS & FRUIT
BROWN	VEGETABLES
WHITE	BAKERY & DAIRY

5. Ensure all food is date marked and disposed of when expiry date is reached.
6. Cooking and reheating:
To cook meat safely such that food poisoning organisms are killed, the centre of meat must reach a core temperature of at least 75C for 2 minutes or equivalent time/temp combination.
Reheating – reheat food to above 75C
Cooling – cool foods as quickly as possible. Don't leave out at room temperatures to cool, unless cooling period is short.
7. Food temperature holding controls. (ie during display/storage)
Regulations state that food which need temperature control for safety must be held either:
HOT – at or above a minimum temperature of 63C
CHILLED – at or below a maximum temperature of 8C
8. Effective cleaning routines:
Cleaning equipment and cloths in the kitchen are all coloured YELLOW.
They must only be used for kitchen use.
When cleaning work surfaces use appropriate disinfectant cleaner.
Kitchen cleaning arrangements:
Daily – after completing meal preparation **ALL USERS & HIRERS** are expected to clean up the kitchen and dispose of any waste.

FIRE & EVACUATION PROCEDURES

Any person discovering a fire should:

- SOUND FIRE ALARM
- DIAL 999 TO CALL THE FIRE BRIGADE
- ADVISE LOCATION – ALL SAINTS CHURCH CENTRE / ALL SAINTS HALL – CHAPEL GREEN, CROWBOROUGH, TN6 1ED
- ATTACK THE FIRE (IF POSSIBLE) USING THE APPROPRIATE FIRE FIGHTING APPLIANCES PROVIDED

On hearing the fire alarm:

- LEAVE BUILDING BY NEAREST EXIT ROUTE
- DO NOT DELAY TO COLLECT PERSONAL ITEMS
- CLOSE ALL DOORS BEHIND YOU
- REPORT TO APPROPRIATE ASSEMBLY POINT
- DO NOT RE-ENTER THE BUILDINGS UNTIL ADVISED BY THE FIRE AUTHORITIES THAT IT IS SAFE TO DO SO

FIRE ASSEMBLY POINTS:

- Exit from GROUND FLOOR – Front door, Coffee Room door, Organ exit, Sacristy
Assemble in Memorial Garden
- Exit from UPPER FLOOR or STAIRWELL fire exit
Assemble in Rear Car Park
- Exit from LOWER FLOOR and STABLE BLOCK
Assemble in Rear Car Park
- Exit from ALL SAINTS HALLS
Assemble in All Saints Halls Car Park

EXITS

- The church has three exits – by the Organ (east), stairs leading to the Downstairs Rooms (west) and main entrance of the Welcome Area (south west) and these would provide evacuation routes, should there be an emergency.
- There are two further exits from the Coffee Room – double doors to the Lych Gate path (west) and via the Sacristy out to the vicarage Garden (east). These would also provide evacuation routes from the Church in the event of an emergency.
- The Downstairs Reception area and halls each have an emergency exit door leading directly to ground level outside.
- The single storey All Saints Halls has two main exit doors and four emergency exit doors (Main Hall, Small Hall, Coffee Bar, Nursery Office).
- The Stables has a main entry door and a further door leading to the Vicarage court yard which can be used in emergency.

All exits, stairways and corridors used as part of an escape route must be kept clear of all obstructions. Selfclosing fire doors must operate properly and MUST NOT be wedged open.