



Charity number 1197599

Food Handling Policy for Brereton Big Local CIO

Brereton Big Local CIO will occasionally prepare and provide food for events held within Brereton Community hub such as coffee mornings, charity, and community events. Hirers of the hub may also prepare and serve food. As food handling preparation and serving is only on an occasional basis and of small-scale Brereton Big Local CIO is not required to register as a 'food business'.

Allergen information

Brereton Big Local CIO is not a registered 'food business' therefore, is not legally required to provide allergen labelling. However, we recommend that the more information individuals can provide about allergens orally or in writing for Brereton Community Hub users, the better it is, so that they can make safe choices, particularly for those with allergies. Furthermore, posters of the 14 most common allergies will be presented on the community hub to raise an awareness

Food hygiene certificates

You do not need a food hygiene certificate to make and sell food for charity events. However, you need to make sure that you handle food safely.

Keeping food safe

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are:

- cleaning
- chilling
- cooking
- avoiding cross-contamination

General practical tips for when you're making food for large numbers of people:

- prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you 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
- always read any cooking instructions and make sure food is properly cooked before you serve it
- ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
- keep food out of the fridge for the shortest time possible

Chilled food

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should



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be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

Use-by dates

Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank.

Foods that need extra care

Some foods are more likely to cause food poisoning than others. These include:

- raw milk
- raw shellfish
- soft cheeses
- pâté
- foods containing raw egg
- cooked sliced meats
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Cakes

You can serve home-made cakes at community events. They should be safe to eat if:

- a recipe from a reputable source is used
- the people who make them follow good food hygiene advice
- the cakes are stored and transported safely

Making and transporting cakes

If you make a cake at home:

- use recipes from reputable sources
- always wash your hands before preparing food
- make sure that surfaces, bowls, utensils, and any other equipment are clean
- don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- keep cheesecakes and any cakes or desserts containing fresh cream in the fridge
- store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home or run the stall, you should:

transport cakes in a clean, sealable container

make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than 4 hours

when handling cakes use tongs or a cake slice

Storing cakes

You can keep cakes and baked goods with high sugar content in:

- airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere
- the fridge - cakes will last for longer, but their quality may be affected



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- Any cakes with high moisture additions, such as cream added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the use-by date of the added product.
- There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It's best to store them somewhere cool and dry. Check the guidelines for storage of the icing product you will be using.

Using jam jars

It is safe to re-use glass jam jars occasionally to supply home-made jam or chutney if the jars are properly washed. If jam jars are re-used, they should be free from chips and cracks, and should be sterilised prior to each use. Well-fitting lids will also minimise any hygiene risks to the food in the jars.

Reference

Guidance on the application of EU food hygiene law to community and charity food provision – Food Standard Agency - food.gov.uk

Food safety for community cooking and food banks – Food Standards Agency

Food allergy and intolerance – Food Standards Agency





Charity number 1197599

Full Name

Signed

DATE

CHAIRMAN

VICE CHAIRMAN

SECRETARY

TREASURER

TRUSTEE MEMBER

TRUSTEE MEMBER

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To be reviewed and signed at the next AGM.

Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023