INTERNATIONAL BIBLE TRAINING COLLEGE
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General statement of Food preparation and Food hygiene policy

The following policy was agreed by the International Bible Training College (IBTC) Board of Directors/Trustees[1] at a meeting held on 28th April 2026. This policy will be reviewed biennially to monitor the progress which has been achieved. Our policy is to fulfil our obligation under the legal requirements of:

The Food Hygiene (England) Regulations 2006 (as amended)

We are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all the college's voluntary workers ('Voluntary workers' includes all long and short term volunteers of the college), students, and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services. We have in place 'Food Handling and Food Hygiene Procedures' and will keep up-to-date records relating to our procedures.

We will make sure that any member of staff who handles food is supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. Records will be kept of any training that our staff receive.
All products that we buy will be stored, processed and handled safely and we will keep written records of all the suppliers that provide us with food or any food ingredients.
We will prevent any food from becoming contaminated that is transported, perhaps from our own apartments, from the gardens or from the cash-and-carry to the IBTC kitchens.
Good food hygiene is essential to make sure that the food we serve is safe to eat. We have in place an effective cleaning programme for hands, equipment and surfaces, to stop bacteria from spreading onto food. - See 'Food Handling and Food Hygiene Procedures' for more details

We will use cleaning products that are suitable for the job, and will follow the manufacturer's instructions. We have in place a strict regime for - food waste - thorough cooking - keeping cooked food hot – chilling food - cross-contamination - raw food - ready-to-eat food. - See 'Food Handling and Food Hygiene Procedures' for more details

To keep food safe, it is essential for us, our staff, students and volunteers to have high standards of personal hygiene. A copy of this statement is to be displayed in the college and a copy sent to each of the members of the Board of Directors/Trustees.

Our IBTC Food Preparation and Food Hygiene Co-ordinator (Cook) is:-
Name – Saule Špokaitė
Email Address – policies.data@ibti.org.uk

Signed: IBTC Principal, _____ Date: 28.04.2026
Signed: IBTC Director/Trustee for H&S,_____ Date: 28.04.2026
Signed: IBTC Health & Safety Officer, _____ Date: 28.04.2026

Next review date: 11th June 2027

[1] In all the following text International Bible Training College is referred to as IBTC. The college's trading name is IBTI.

Food Handling and Food Hygiene Procedures

IBTC will work in a way that protects the health and safety of our staff and volunteers and other people who might be affected by what we do. We have put in place 'Food Handling and Food Hygiene Procedures' to ensure that there are high standards of health and safety in all aspects of food handling and will keep up-to-date records relating to our procedures. If we change the type of food we produce, or change how we work, we will review our procedures.
We will make sure that any member of staff who handles food is supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. There is no legal requirement to attend a formal training course or get a qualification, although many businesses may want their staff to do so. The necessary skills could also be obtained in other ways, such as through on-the-job training, self-study or relevant prior experience.

It is the responsibility of the Health and Safety Officer to ensure that the members of staff involved in the handling and preparation of food are fully trained in Food Hygiene and that all members of staff understand and implement the policy. It is the responsibility of all members of staff involved in the handling and preparation of food to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.
Members of staff will be responsible for ensuring that any student involved with preparation of food follows strict hygiene procedures. We will ensure that there is provision for students to have an adequate and appropriate training, initially and ongoing, for their duties in the kitchens when preparing food for our staff, students and visitors. In addition any person showing signs of ill health will not be permitted to handle food.

The policy, procedures and the methods of implementation will be continuously monitored and reviewed at least biennially.

1. Food safety – Good hygiene practices

1.1. Purpose of good hygiene practices

The purpose is to ensure that good hygiene practices are followed and that people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others. Good hygiene helps prevent food poisoning and protects our reputation with our students, guests and members of the public.

1.2. Who is responsible?

All members of staff have a responsibility to ensure that they have high standards of personal hygiene. The members of staff that work in the kitchen have a responsibility to ensure that the students involved in handling and preparation of food maintain a high level of personal hygiene whilst in the kitchen or the dining room.

1.3. How will good hygiene practices be implemented?

All staff students and visitors must adhere to good hygiene practices. Food handlers, including students, should wash their hands regularly, especially:

- After visiting the toilet.
- When entering the kitchen or dining room area.

- Between handling raw and cooked food.
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse.
- After handling cleaning materials.
- After outside activities, e.g. sports, trips or collections
- After touching phones, light switches, door handles and cash registers or other surfaces that could come into contact with staff handling raw food.
- In addition, all members of staff and students must wash their hands thoroughly when returning to the kitchen or dining room after a break.
- Finger nails should be kept short and clean,
- Food handlers, including students, should not wear nail varnish as this may contaminate food.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing.
- Staff and students should avoid wearing jewellery, especially rings and bracelets.

In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the students are handling food.

- Clean protective clothing, i.e. aprons, hats, should be worn and washed daily.
- No outdoor equipment or clothing should be brought into the food preparation area and all protective clothing should be removed when leaving the premises.
- When preparing food, staff and students should avoid touching their hair and face, where possible, hair should be tied back. Members of staff and students should wash their hands after touching their hair and face.

Members of staff should report any symptoms of poisoning, i.e. diarrhoea, vomiting, fever, etc. affecting either themselves, or the students, to the Matron of IBTC or the Food Hygiene Co-ordinator immediately. Staff and students with diarrhoea or vomiting should not return to work until they have had no symptoms for 48 hours.
The Matron or the Food Hygiene Co-ordinator should enter the details into the **Sickness Log Book** (***See Appendix 4***) and notify all staff especially if there is more than one student showing symptoms. Under no circumstances should a member of staff or student be involved in food handling activities if they are feeling unwell.

2. Food handling standards procedures

2.1. Purpose

The purpose of food handling standards procedures is to enable members of staff to put into practice operational procedures based on **Hazard Analysis and Critical Control Point** (HACCP) principles which are:

- Analyse all hazards
- Critical control point (CCP) identification
- Highlight critical limits
- Monitor procedures
- Correcting hazards
- Validification
- Keep records

These procedures will help to identify any potential hazards associated with **high risk foods[2] that may be used at IBTC** and to identify the controls required to ensure that these foods remain safe for consumption.

2.2. Who is responsible?

It is the responsibility of the Food Hygiene Co-ordinator to ensure that any high risk foods and the potential hazards associated with them have been identified and when necessary to document how they are to be handled and prepared safely in order to prevent ill health and cross contamination.

2.3. How will food handling procedures be implemented?

Members of staff involved in food handling will undertake appropriate training in accordance with the Food Safety Act 1990 (as amended) and the Food Hygiene (England) Regulations 2006 (as amended) and this will be documented for their training record. A visual monitoring check should be carried out for each of the following high risk foods:

- All cooked meat and poultry
- Cooked meat products, including gravy
- Milk, cream, butter, custard and dairy products
- Cooked eggs and products made from eggs
- Cooked rice

In cases where members of staff or students have an allergy to any food, those allergens will be recorded in an Action Sheet **(*See Appendix 1*)** and products free from recorded allergens will be used in the process of preparing food for them.
Documentation is an important part of the HACCP process as it provides evidence of our food handling process and decisions that can be audited. However, flexibility is allowed and includes the option of 'exception' reporting of visual monitoring checks. This means making a record in an **Action Sheet Form (*See Appendix 1*)** only when there is such a problem or something unusual happens and recording the corrective action taken as a result.[3]
Every three months you should look back at the previous months and identify any problems. If you had a serious or persistent problem (the same thing went wrong three times or more), make a note of it in a **3-monthly review form** (***See Appendix 2)*** and also write down what you are going to do, or have already done, about it.
Both completed forms should be kept in the **Food Safety file**. A new form should be completed when a new high risk food in introduced.

2.4. Temperature Controls

The Food Hygiene Co-ordinator has a responsibility to ensure that the fridge/freezer temperatures are monitored and recorded twice (morning and evening) on a daily basis to ensure that any food that requires to be refrigerated or frozen is being stored at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.
The results of these checks should be noted on the temperature control log. At the end of the month the Health and Safety Officer should check and sign the log **once a month** to ensure that the checks have

[2] The IBTC doesn't have food production. As a boarding college, the IBTC uses products from food suppliers to prepare the meals for the staff and students. Therefore, an implemented HACCP mechanism is much simpler.
[3] Food Standard Agency, *Hazard analysis and critical control point (HACCP)*, *Chapter 9 – HACCP,* p.1, [Website], September 2017, https://www.food.gov.uk/sites/default/files/Chapter9-HACCP-Principles.pdf, (Accessed 1 March 2018)

been carried out and that the results are satisfactory. The completed temperature control logs should be kept in the **Food Safety file**.

2.5. Cooking

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly. Undercooked food could cause food poisoning. When cooking or reheating food, always check that it is steaming hot all the way through.
Thorough cooking kills harmful bacteria in food. It is especially important to make sure that you thoroughly cook poultry, pork, rolled joints and products made from minced meat, such as burgers and sausages. This is because there could be bacteria in the middle of these types of products. They should not be served pink or rare and should be steaming hot all the way through. Whole cuts of beef and lamb, such as steaks, cutlets and whole joints, can be served pink/rare as long as they are fully sealed on the outside. The high risk food should always be kept either below 5°C or above 63°C. Between these two temperatures is the area known as the danger zone - the temperature range within which bacteria grow most quickly. Temperature above or below these limits gives the bacteria as little chance as possible to multiply.

2.6. Keeping hot food and reheating

Hot food must be kept at 63°C or above. This is a legal requirement throughout the UK. When you are cooking food, you must make sure it reaches a minimum core temperature of 70°C for two minutes (or an immediate reading of 75°C).

If you use a microwave to reheat food, make sure there are no cold spots. Cold spots are areas that receive the lowest thermal energy. You should thoroughly reheat food to a minimum core temperature of 75°C. You must keep the food above 63°C from that point as you can only reheat food once and if you do not use it after reheating, you must throw it away. At 63°C bacteria stop growing and above this temperature start to die.

You should only keep hot food out of temperature control for two hours at the most. You can only reuse this food if, after two hours, you return it immediately to at least 75°C (for example, by reheating it quickly).

2.7. Chilling food

Chilling food properly helps to stop harmful bacteria from growing. Some food needs to be kept chilled to keep it safe, for example food with a ‘use by’ date, cooked dishes and other ready-to-eat food such as prepared salads and desserts. Cold food must be kept at 8˚C or below. This is a legal requirement in England, Wales and Northern Ireland. The operating temperature of a general storage fridge where a range of high-risk chilled food is stored must be set to operate at an air temperature of between 1°C and 4°C. This will ensure that high risk chilled food stored in the fridge can be maintained at a food temperature of 8°C or below (the legal requirement).
In practice, it is recommended to set the fridge at 5˚C to make sure that food is kept cold enough. You should set a freezer at or below -18°C so the temperature of the food is kept.
It is very important not to leave high-risk types of food standing around at room temperature.
So, make sure you do the following things:

- Check chilled food on delivery to make sure it is cold enough.
- Put food that needs to be kept chilled in the fridge straight away.
- Cool cooked food as quickly as possible and then put it in the fridge.
- Keep chilled food out of the fridge for the shortest time possible during preparation.

- Check regularly that the fridge and display units are cold enough.

You should never leave high-risk food to cool for longer than 90 minutes before storing it in the fridge. When you store any food in the fridge, you must:

- Cover it to protect it from contamination.
- Label it so that everyone knows what it is.
- Date it so you can make sensible decisions about your stock rotation and whether the food is safe to use.

2.8. 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.

2.9. 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).

2.10. Wrapping and packaging

If you wrap or package food then you must follow these requirements:

- Material used for wrapping and packaging must not be a source of contamination.
- You must store wrapping materials so they are not exposed to a risk of contamination.
- You must carry out wrapping and packaging in a way that avoids contamination of products. You must make sure, where appropriate, that the container is clean and not damaged, particularly if you use cans and/or glass jars.
- If you re-use any wrapping and/or packaging material for food, it must be easy to clean and, where necessary, to disinfect.

2.11. Suppliers and traceability

Our choice of supplier is important because a supplier's reliability, and the safety and quality of the food they supply, could affect the IBTC Kitchen. It is especially important that the products we buy have been stored, processed and handled safely. We must keep written records of all the suppliers that provide us with food or any food ingredients. The records should include the name and address of the supplier, the type and quantity of products and the dates when we take delivery. We may also wish to record the batch

number or the ‘use by’ or ‘best before’ date. Often this information will be on the invoice, but we should make sure.

3. Cleaning of food preparation area

3.1. Purpose

The purpose of this section of the food safety policy is to ensure that all areas of IBTC that are used for food preparation are kept clean and tidy in order to minimise food related risks and hazards.

3.2. Who is responsible?

It is the responsibility of the Food Hygiene Co-ordinator to ensure that the cleaning schedule for food preparation areas is followed. It is the responsibility of the member of staff and students preparing the food to ensure that the food preparation area is clean and tidy.

3.3. How is this procedure to be implemented?

The Food Hygiene Co-ordinator will plan a cleaning schedule that should be followed by all members of staff and students, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Method of cleaning
- Who is responsible

All members of staff and students should be aware of the importance of keeping food preparation areas clean and tidy. When the cleaning schedule of the areas should be complete the Food Hygiene Co-ordinator should sign and date it. The Health and Safety Officer is responsible for checking that the cleaning schedule (See Appendix 3) has been completed and sign and date the schedule once per week, to confirm that the required tasks have been completed.

Effective cleaning gets rid of bacteria on hands, equipment and surfaces. So it helps to stop harmful bacteria from spreading onto food. You should do the following things:

- Make sure that all your staff and students wash and dry their hands thoroughly before handling food.
- Clean and disinfect food areas and equipment between different tasks, especially after handling raw food.
- Clear and clean as you go. Clear away used equipment, spilt food etc. as you work and clean work surfaces thoroughly.
- Use cleaning and disinfection products that are suitable for the job, and follow the manufacturer’s instructions.
- Disinfection products should meet BS EN standards. Check product labels for either of these codes: BS EN 1276 or BS EN 13697.
- Do not let food waste build up.
- Staff and students working with food must wear suitable, clean clothes and, where necessary, an apron, or other protective clothing.
- Make sure that you sweep and mop the kitchen and dining floor after the use of both, every lunch and dinner time.

3.4. Fridges and freezers

The Food Hygiene Co-ordinator has a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include: Taking out the shelves and drawers and cleaning them in warm soapy water;
Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner;
Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
Freezers are to be defrosted and cleaned once per month following the same guidelines for fridges.

4. Cross contamination

4.1. Purpose

The purpose of this section of the food safety procedures is to ensure that, where possible, cross contamination of foods does not occur in IBTC.

4.2. Who is responsible?

The Food Hygiene Co-ordinator has a responsibility to ensure that cross contamination controls are documented and that all members of staff and students are aware of them. All members of staff and students have a responsibility to ensure the correct implementation of cross contamination controls.

4.3. How is the policy to be implemented?

Cross contamination is when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips onto) ready-to-eat food, equipment or surfaces cross contamination of food can occur in the following ways:

- By ready-to-eat food coming into contact with raw food.
- By ready-to-eat food being prepared on surfaces which are unclean or have been used in the preparation of other food.
- Through poor hygiene practices.
- By pests.

Cross contamination is one of the most common causes of food poisoning. Do the following things to avoid it:

- Clean and disinfect work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.
- Use different equipment (including chopping boards and knives) for raw meat/poultry and ready-to-eat food unless they can be heat disinfected in, for example, a commercial dishwasher.
- Wash your hands before preparing food.
- Wash your hands thoroughly after touching raw food.
- Keep raw and ready-to-eat food apart at all times, including packaging material for ready-to-eat food.
- Store raw food below ready-to-eat food in the fridge. If possible, use separate fridges for raw and ready-to-eat food.
- Provide separate working areas, storage facilities, clothing and staff for the handling of ready-to-eat food.
- Use separate machinery and equipment, such as vacuum packing machines, slicers and mincers, for raw and ready-to-eat food.
- Separate cleaning materials, including cloths, sponges and mops, should be used in areas where ready-to-eat foods are stored, handled and prepared.

- When we transport food – perhaps from our own apartments or from the gardens to the IBTC kitchens, or from the cash-and-carry to our premises we must prevent it from becoming contaminated, for example with dirt or bacteria.
- Use colour coding to help you to follow the rules by separating equipment for different uses. Colour coding is often used for chopping boards but you can also use it for knife handles, cloths, and even food-preparation areas.



The Food Hygiene Co-ordinator should ensure that appropriate controls are in place to prevent cross contamination and that all staff and students working in the kitchen should be familiar with the cross contamination risks.

5. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy and procedures is welcomed and should be forwarded to the IBTC's Data Protection Officer at: policies.data@ibti.org.uk .

6. References and further information

- Food Standard Agency: https://www.food.gov.uk/business-industry/food-hygiene
- Food Standard Agency: https://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/hygieneguidebooklet.pdf
- The International Bible Training College (IBTC): https://www.ibti.org.uk/

7. Appendix 1:

ACTION SHEET FORM (Sample)

Make a note of any problems or changes and what action you took.

DATE	**(Hazard)** **DETAILS OF THE PROBLEM/CHANGE**	**(Controls and Corrective Action)** **WHAT YOU ARE GOING TO DO, OR HAVE ALREADY DONE, ABOUT THE PROBLEM/CHANGE**	**(Responsible)** **NAME (INITIALS)**
25.03.2021	FOUND A PACK OF SLICED HAM OUT OF DATE IN THE FRIDGE	Threw the ham away and checked the rest of the “used by” dates in the fridge. Found no other problems.	Saule (S.S)

8. **Appendix 2:**

3-MONTHLY REVIEW FORM (Sample)

The 3-monthly review is an important part of the records you need to keep about food to comply with the law.

Every three months you should look back at the previous months and identify any problems. If you had a serious or persistent problem (the same thing went wrong three times or more), make a note of it below and also write down what you are going to do, or have already done, about it.
There might also have been changes in the way you are working with food e.g:
• Have you changed the ingredients, types of food or recipes you use?
• Does any student or member of staff have any allergies or need different foods?
• Are you using any different equipment?

If there have been any changes like these, you will need to review your safe methods to make sure they are up to date. Make a note of what has changed below and give details of any changes you need to make to your safe methods.

DATE	3-MONTHLY REVIEW COMPLETED	DETAILS OF A SERIOUS OR PERSISTENT PROBLEM OR A CHANGE IN THE WAY YOU ARE WORKING	WHAT YOU ARE GOING TO DO, OR HAVE ALREADY DONE, ABOUT THE PROBLEM/CHANGE	Responsible NAME (INITIALS)
	☐	No problem / changes	No action to take	
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			

9. Appendix 3:

Month: _____	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
IBTC KITCHEN LOG (PRACTICAL)										
EVERY PRACTICAL										
Cooker										
Sink 1										
Sink 2										
Dishwasher										
Tiles										
Splashback										
Counters (pots area)										
Microwave										
Isle										
Windows										
Storage 1										
Storage 2 + freezers										
Oven										
Hatch										
Cutlery tables										
Window sills										
Floor										
Fridge										
Bin										
Sink outside										
Dining rooms										
Tea towels										
Toasters										
Spices & Oil area										
Sponge holder										
Cutter (if needed)										
Chairs										
TUESDAYS										
Hood										
Shopping bags (wash)										
Storage 3 + freezers										
FRIDAYS										
Doors										
Skirting										
Salt & Pepper (to fill)										
NAMES										
SIGNATURES										

10. Appendix 4:

Sickness Log Book

1. Symptoms:

2. Name of the student/staff member:

3. Reported By:

4. Date/Time:

5. Is sickness related to food/overeating/allergy/intolerance:

6. Has any other students or staff members shown these symptoms?

7. Is sickness accompanied by fever?

8. Have any other cases of same symptom been reported to the School?

9. How long the symptoms lasted?

10. Actions taken: