

HACCP Pack – Temporary Event Kitchen

1. Business / Event Details

Event Name: **Aldridge Youth Fellowship Summer Camp**

Location: **Colandene Centre, Colindene Road, Bradworthy, Devon, EX22 7RN**

Dates & Times of Operation: **17th-25th July 2026**

Food Business Name: **The Parochial Church Council Of The Ecclesiastical Parish Of Aldridge, Diocese Of Lichfield**

Responsible Person (HACCP Lead): **Rachel Ruane / Daniel Fleming**

Contact Details: **apcoffice@aldridgeparish.org.uk**

2. Food Safety Policy Statement

We are committed to producing safe food by implementing HACCP principles, maintaining hygiene standards, and complying with relevant food safety regulations.

Signed:

Date:

3. Description of Activities

Type of food prepared: **Meals (cooked breakfast, cold lunch, cooked dinner, snacks), packaged confectionary, drinks. Food cooked and prepared in a temporary marquee.**

Preparation methods (e.g. cook, reheat, serve): **Cook, serve**

Service type (e.g. takeaway, buffet): **Served**

Expected volume: **60**

4. Process Flow Diagram

1. Delivery
2. Storage (chilled/frozen/ambient)
3. Preparation

- 4. Cooking
- 5. Hot holding / Cooling
- 6. Reheating (if applicable)
- 7. Service

5. Hazard Analysis & Critical Control Points (CCPs)

Step	Hazard	Control
Transport and delivery of food	Temperature	<p>Food being transported stored in a suitable temperature-controlled container to avoid undesired temperature deviations.</p> <p>Where possible, re Fridgerated/frozen food to be delivered directly to site via re Fridgerated vehicles rather than transported.</p>
	Infestation/contamination	Food to be transported in sealed containers.
	Cross-contamination	Food to be stored and transported in separate containers, specifically where allergens are present.
Storage of food	Temperature	<p>Cold/frozen food to be stored in fridges/freezers, temperature checked each day.</p> <p>Main fridges/freezers located in the main building rather than in the marquee. Smaller fridges in the marquee to be used for temporary storage only.</p>

Step	Hazard	Control
	Infestation/contamination	Food to be stored in sealed containers.
	Contamination - airborne	Fridge/freezer seals to be checked and cleaned regularly.
	Cross-contamination	Food to be stored in separate containers/packaging depending on allergens present.
Preparing food for cooking, cooking and serving food	Contamination – handling	<p>People preparing food must wash hands first – hand washing soap, water and disposable towels provided.</p> <p>People preparing food must wear aprons covered by a disposable plastic apron.</p>
	Contamination – surfaces	<p>All surfaces to be cleaned with antibacterial spray and disposable cloth before and after meals.</p> <p>Before meals as well as after is important because the marquee is not sealed and so surfaces can not be guaranteed to have been free of insects etc between meals.</p>
	Contamination - airborne	Marquee to be ventilated during cooking.
	Cross-contamination	Separate utensils (chopping boards, knives etc) are dedicated for certain food types, particularly allergens.

Step	Hazard	Control
Cooking food	Temperature	Food to be checked with a temperature probe to ensure cooked. The required temperature must be reached for the required time to eliminate bacteria, etc.
Holding food prior to service	Temperature	<p>Temperature to be checked regularly with a temperature probe. Food will be served from the pans (etc) that it was cooked in such that the heat can be turned back on if required.</p> <p>Hot food to be held for a short time only between cooking and service.</p> <p>Cold food to be held for a short time only between cooking and service.</p>

6. Temperature Control Procedures

Fridge temperature: 0–5°C

Freezer temperature: -18°C

Cooking temperature: ≥75°C

Hot holding temperature: ≥63°C for no more than 2 hours

Monitoring: Fridges and freezers temperature checked. Food cooked and ready to serve checked with temperature probe. Hot holding for a short time between cooking and service only.

Frequency: **Every morning**

Method (probe, fridge thermometer): **Fridge thermometer. Food probe.**

7. Cleaning Schedule

Area/Equipment	Method	Chemical Used	Frequency	Responsible
Cooking pots, pans and utensils	Washing up in hot soapy water, drying, storage off the ground	Dish soap	After every meal	Duty cooking lead for the day
Kitchen surfaces including around gas burners	Spray and wipe	Antibacterial spray	Before and after every meal	Duty cooking lead for the day
Fridges and cupboards	Spray and wipe	Antibacterial spray	Start of week	Rachel Ruane

8. Personal Hygiene Rules

Handwashing before food handling: **All people involved in preparing food must wash and dry hands using soap, water, antibacterial hand gel and disposable towels provided**

Clean protective clothing: **All people involved in preparing food must wear a cloth apron covered by a plastic disposable apron**

No jewellery (except plain band): **All people involved in preparing food must remove jewellery and tie hair back**

Ill staff must not work with food

9. Allergen Management

List allergens in menu items: **Food menu lists allergens for each meal. Young people with food allergies are identified and the duty cooking lead will ensure they receive the correct food.**

Prevent cross-contamination: **See HACCP.**

Provide allergen information to customers: **Daily food menu.**

10. Supplier Control

Approved supplier list: **Food sourced from reputable supermarkets and local suppliers**

Keep delivery records

11. Waste Management

Use covered bins: **Smaller bins available in kitchen and around the site, with large covered bins for the smaller bins to be emptied into after every meal**

Regular waste removal: **Kitchen bins emptied after every meal**

Keep waste away from food areas: **Bins located away from cooking area**

12. Pest Control

Check for signs of pests: **Because of the marquee structure, there is a chance that the kitchen area will be visited by animals, rodents and insects, particularly at night. Food must always be covered, sealed and stored in the main building. Bins must be emptied. Surfaces must be cleaned before and after every meal.**

Keep food covered: **Food will be stored in the main building or in sealed containers, particularly overnight or when away from site.**

Maintain clean environment: **Empty bins after every meal and clean cooking are before and after every meal.**

13. Record Keeping Templates

Delivery Log: **Records of food deliveries kept.**

Fridge Temperature Log: **Fridge/freezer temperatures checked and recorded daily**

Cooking Temperature Log: **Food checked after cooking and prior to serving – this is not recorded but any food not meeting the requirements will be dealt with appropriately**

Cleaning Log: **Cleaning is not recorded but the daily duty cooking lead will ensure that all surfaces are cleaned before and after every meal**

