



Events fact sheet 2: Preparing and serving refreshments at a CCT event

Food and drink are a key part of many events held in CCT Churches. The Government's hospitality guidance applies to any food preparation or service setting where food and drink is sold for consumption at venues or for takeaway. Shops and cafes, including kiosks, are able to open at heritage attractions (once these are open again under the Government's Roadmap), so long as they follow published guidance for the hospitality sector. Therefore refreshments may be served at your event at a CCT church.

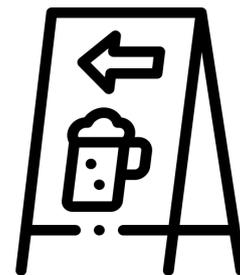
Thinking about preparing and serving refreshments should be included in your risk assessment. Please check CCT's Factsheet on Risk Assessments for helpful guidance on completing a risk assessment template. We hope you will find that if you have thought through all the things in this refreshments Factsheet, actually filling in the risk assessment will feel straightforward.

Where can I serve refreshments?

As restrictions ease, refreshments akin to a takeaway or kiosk system, as well as table service, can be provided inside and outside the church, e.g. in the churchyard, neighboring field/garden (subject to permission).

If at all possible it is better to serve refreshments outdoors. If a covered area is provided outside good ventilation must be maintained. If, once the Government Roadmap permits, refreshments are served inside please ensure good ventilation wherever possible.

Wherever you serve your refreshments, whether inside or outside, you should clearly define the area. Simple signs are fine!



Can I serve alcohol?

You can serve alcohol at your event. If you want to do this, alcohol licensing regulations mean you will need to complete a Temporary Events Notice (TEN). You can do this online at <https://www.gov.uk/temporary-events-notice>.

How do I serve refreshments?

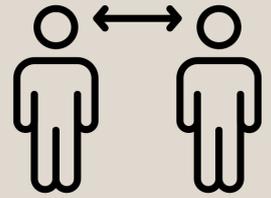
Where to serve them from

Refreshments can be served via a takeaway or kiosk system. You can also offer table service. Whilst social distancing guidelines remain in place, the key thing to remember is that people attending your event must not be able to help themselves to food and drink, nor to choose their own crockery, cutlery and condiments.



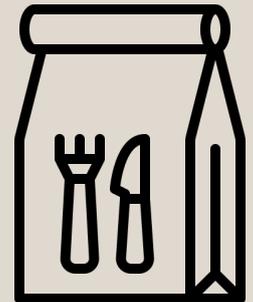
Social distancing measures

Unless they are from the same household, people serving refreshments should maintain social distancing guidelines if at all possible. If this is not feasible then working side by side for limited periods (we suggest max 15 mins) is the next best option.



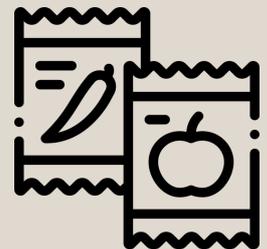
Packaging

Whilst social distancing guidelines remain in place, you should use serving equipment to place food on customer plates, rather than hands. Where possible foodstuffs should be prewrapped, for example, slices of cake are placed on a on a plate with cling film wrapped over. Ideally, everything should be served in/on disposable packaging which is bagged up after use, left for 72 hours before putting in the normal dustbin or refuse point. Where refreshments cannot be served in disposable packaging, please ensure dirty crockery and cutlery is washed in a dishwasher at the highest appropriate setting after use.



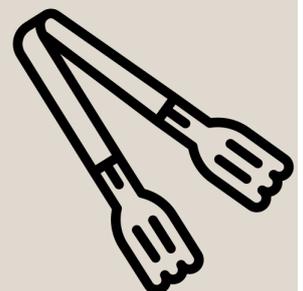
Condiments

You may find it easiest to serve condiments (sugar, salt, milk) in disposable sachets. If that's not an option for you, condiments should be provided by servers using the same equipment e.g. one teaspoon for sugar used again and again by the same server.



Serving methods

Appropriate cutlery and crockery should be provided by servers as each refreshment is handed out. Where possible use a 'prop' to hand over refreshments as this minimises person to person contact. For example, you could place mugs/cups/plates on the serving table before they are then picked up by the recipient, or place ice creams in an ice-cream holder for the recipient to take.



How do I prepare refreshments?

CCT has found the guidelines produced by The Foods Standard Agency really helpful for preparing food safely for small scale catering at events. Some common sense things to remember:

- Plan ahead: if you can prepare food in advance, this should make things easier later
- Wash your hands and any equipment you are using in hot soapy water
- Keep food out of the fridge for the shortest time possible
- Always make sure food is properly cooked before you serve it
- Keep raw and ready-to-eat foods apart
- Do not use food past its 'use by' date
- Know what is in the ingredients so information about allergens can be provided (e.g. provide a 'contains nuts' label for cakes)

If you are using external caterers, they are responsible for ensuring their work practices follow current Government guidelines for the hospitality sector.

What about homemade cakes?

You can serve homemade cakes, as long as good food hygiene advice is followed and the cakes are stored and transported safely. At home, people making cakes should follow these tips:

- Always wash your hands before preparing food
- Make sure that surfaces, bowls, utensils, and any other equipment is 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 cream or butter icing in the fridge
- Store cakes in a clean, sealable container, away from raw foods, especially raw meat

On the day, people bringing in cakes from home or running the stall should follow these tips:

- Transport cakes in a clean, sealable container
- Wash their hands as frequently as possible
- Make sure that cheesecake and any cakes or desserts containing cream or butter icing are left out of the fridge for the shortest time possible
- When handling cakes use tongs or a cake slice instead



How do I help everyone with increased hygiene

While it is still a Government requirement to wear face coverings indoors in public places, face coverings must be worn by everyone inside a CCT church, including those serving. People enjoying your refreshments are obviously permitted to remove face coverings to eat and drink!

Increased hand washing or hand sanitisation reduces the risk of transferring the virus. You may want to think about how your servers can wash or sanitise their hands after handling used customer items and before serving another person or handling food.

You will also need to think about how you will clean tables and seating between each individual or group's use. Please do check Factsheet 3: How to Clean a CCT Church After An Event, included in this pack, especially where you will need to clean historic surfaces.

Finally, any areas you have used for serving such as non-historic tables, or equipment such as tea urns and knives, need to be cleaned at the end of your event using standard cleaning products.

