



CATHOLIC MUTUAL GROUP®

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Risk Management Memorandum

Date: January 21, 2011 (*Updated May 28, 2015*)
To: All Parishes/Schools and Diocesan Locations
From: Ruben Luna, Assistant Claims/Risk Manager ~ Catholic Mutual Group
Regarding: Cooking Equipment and Food Handling

Now that the summer fiestas and festivals are over, and the fall, winter and spring events are being scheduled, it is a good time for us to review our food handling and cooking equipment procedures for events on parish or school property.

All cooking equipment brought on parish/school property should be inspected, either by the local fire department or health department, to make sure it is safe. We continue to be concerned about fire and explosion from unsafe hoses, propane tanks, grills and deep fryers. Any equipment not owned by the parish/school and brought on by parishioners or others should be inspected and tagged. Also, when possible, the use of any equipment that is not owned by the parish or school should be discouraged.

This applies to all equipment used for annual events such as fiestas as well as weekly fundraising events, and events scheduled after Mass.

Also, it is important to make sure that the cooking area is segregated from other areas where people are eating or congregating. The cooking area should be roped or sectioned off and the food handlers should bring the cooked food to the customer rather than letting the customer approach the cooking equipment.

Fire extinguishers should be readily accessible at all times for all cooking activities.

There should be a school or parish safety coordinator who is assigned to the activity or ministry that is engaging in cooking, with either the parish/school owned equipment or tagged and inspected equipment owned by others, to make sure all safety and food handling procedures are followed.

Also, your food handling procedures need to be reviewed. If at all possible any persons handling food should take a proper food handling course and the food handling certificate should be kept at the school or parish office. Catholic Mutual also provides safety guidelines for food serving, equipment inspection, sanitation and emergency equipment. PLEASE contact our office at (909) 886-6001 and/or rluna@catholicmutual.org, if you would like this risk management handout.

An equipment record can be found on the Diocesan Website, under Ministries, Catholic Mutual, Forms (on right side of page under date), and General Forms.

Thank you for keeping our parishioners and visitors safe.

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