

Breadsall Church Health and Safety Policy Preparation and Sale of Food and Drink

1. Introduction

This document sets out the responsibilities, guidelines and control measures to ensure safety in the preparation and selling of food and drink. The policy is designed to help to avoid any potential hazards and reduce risks.

As a church there is no reason not to be involved with the preparation and sale of food and drink. This can be at the Church fete, coffee mornings, or full blown meals.

The Food Safety Act and General Food Regulations 2004 make it an offence to sell food which is:

- harmful to health
- contaminated to such an extent that it would be unreasonable to expect it to be eaten
- falsely described or presented
- not what the customers can reasonably expect.

There are specific regulations which apply to various foodstuffs such as eggs, poultry, shellfish and dairy. Currently this does not affect Breadsall Church.

2. Use of Church Premises

- There should be appropriate facilities provided to maintain adequate personal hygiene, including hygienic handwashing, toilet and, where necessary, changing facilities.
- Food preparation surfaces must be well maintained and easy to clean and disinfect.
- Adequate facilities must be provided for cleaning and disinfection of work utensils and equipment.
- All cleaning agents will be stored away from the food preparation and food storage areas in a locked cupboard.
- All food preparation areas, that is, all surfaces that come into contact with food (including handles on doors, refrigerators and cupboards), will be cleaned and sanitized regularly.
- There should be an adequate supply of hot and cold water, including drinking water.
- Adequate arrangements must be in place for the disposal of waste.
- Food must be stored at suitable temperatures and these temperatures monitored.
- Food should be placed in a way that avoids contamination, so far as is reasonably practical.
- If food needs to be washed or cleaned there must be adequate facilities to do this hygienically.

3. Hygiene

Everyone working with food, whether at home or at church, should maintain a high level of cleanliness, both personal and within the utensils and preparation area. People suffering from, or suspected of carrying, a disease transmittable by food, or with open wounds, skin infections, sores, or with diarrhoea must not handle food or enter food-handling areas.

- The sharing of food, cutlery and crockery must be prohibited.
- Hands should be washed before and after eating food.
- There should be clear identification of ingredients in all food brought onto the premises to identify where there is a risk of anyone coming into contact with allergens.
- A coloured plate system could be used to identify, for example, gluten-free foods.
- There should be a management system to avoid anyone coming into contact with food to which

they will suffer an allergic reaction. Those in charge must have a fully charged mobile phone in the event of emergency in order to make a 999 call.

Note – a defibrillator is in place at the front of the Memorial Hall with accompanying instructions. This is only appropriate for adult use at the moment.

Health and Safety Committee, March 2018

Revision date: 29 February 2020