St Chad's Church
Pattingham with Patshull

HEALTH AND SAFETY

FOOD PREPARATION POLICY

This policy applies whenever food or drink is prepared and served at services or events organised by or on behalf of the church.

Those organising the event should ensure that those who are involved in preparing, handling or serving food or drink are responsible persons and are aware of the guidance attached to this policy.

All those who prepare, handle or serve food or drink should observe the guidance attached to this policy.

Approved by Admin-IWG 4th September 2024 – reviewed by Admin-IWG 29th June 2025 and 10th November 2026 – due for review November 2027

St. Chad's Church, Pattingham with Patshull:
GUIDANCE FOR VOLUNTEERS IN PREPARING OR HANDLING FOOD

5 SIMPLE RULES:

1.GOOD PERSONAL HYGIENE 2. SAFE INGREDIENTS 3. SAFE HANDLING 4. CORRECT TEMPERATURE 5. CLEAN ENVIRONMENT

General Hygiene: Effective cleaning removes bacteria from hands, equipment and surfaces

- Make sure that you wash and dry hands thoroughly before handling food.
- Clean food areas and equipment between different tasks, especially after handling raw food following manufacturer guidelines on the cleaning products.

Chilling and Safe Storage of Food: Stops bacteria from growing and multiplying. Some foods need to be kept chilled to keep them safe, for example food with a "Use by" date, food that you have cooked and will not serve immediately, or other ready-to-eat food such as prepared salads.
Make sure you do the following things:

- Put food that needs to be 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 your fridge is cold enough.
- Keep raw food below ready-to-eat food in the fridge.
- If you save cooked food to be eaten later, cool it quickly, put it in the fridge and use within two days.
- Follow any storage instructions on food packaging.

Protect yourself as well as others: Reduce the risk of injury from slips by keeping the floor dry and follow safe manual handling of heavy, hot or awkward items.

- Avoid direct contact with cleaning products, water and food where this is possible and sensible – for instance use a dishwasher rather than washing up by hand, use tools such as tongs to handle food rather than your hands.
- Protect the skin. Avoiding contact will not always be possible, so wear non-latex gloves where you can and particularly when cleaning. Protect the skin by moisturising as often as possible and know where First Aid Boxes are sited.

(Taken from Gov.uk ' Guidance on Food Safety and Kitchen Hygiene')

Videos of Safe Food Handling are available here: Videos of Gov.uk Safe Food Handling