

## **Food Handling Policy**

To comply with relevant legislation and ensure that all food will be safely prepared and served, the PCC will:

- Assess risks with the aid of the **Safer Food, Better Business** guidelines (available via a web search) and take action to minimize identified problems.
- Provide and maintain the necessary equipment to comply with safety requirements.
- Appoint a co-ordinator for each of the kitchens at St Giles', St Andrew's and the Lighthouse Café and ensure that a note these people is kept in the church office.
- Ensure that all food co-ordinators at St Giles', St Andrew's and the Lighthouse Cafe understand and use the Food handling instructions.
- Appoint a PCC member to liaise with the co-ordinators. He/she will be responsible for reporting checks made to the PCC. At the time of writing this is Ann Sibley.
- Provide training for all food handlers as required by the Food Standards Agency and keep records of the training provided together with a list of those who attended.
- Co-operate with the Food Standards Agency if required.

### **Food Handling Instructions For Co-ordinators**

Issue to the relevant persons responsible at St Andrew's, St Giles' and the Lighthouse Cafe.

- Order all food and kitchen cleaning materials as appropriate.
- Provide all food handlers with a copy of the food handling instructions.
- Prepare a duty rota, if on a regular basis, or allocate roles if for a one-off event.
- Ensure up to date statutory notices are displayed in the kitchens.
- Ensure compliance with the agreed cleaning schedule.
- At the Lighthouse Cafe ensure that the Daily Diary is being completed by the food handlers and complete the four weekly review.
- Report any problems with regard to the building or equipment to the person responsible for Health and Safety (The Verger: at the time of approval, this is Richard Beckingsale)

Approved on: \_\_\_\_\_

Next review date: \_\_\_\_\_

Signed by: \_\_\_\_\_