

PAROCHIAL CHURCH COUNCIL FOOD PREPARATION POLICY

The Parochial Church Council adopted this policy prepared by the Barn Committee.

- There should be at least one person in the Church with responsibility for food hygiene and with a current Food Hygiene Certificate to advise on how to prepare and serve food in the Church and Barn Centre
- Ensure that the first aid box is well stocked and easily accessible.
- All surfaces should be wiped down prior to use. This should be done with soap and water and then use a disinfectant.
- All preparation boards and knives are colour coded and the appropriate one should be used when preparing foods.
- There should be a maximum of four people in the kitchen when cooking food. This is to avoid accidents. Should a scald happen ensure that the person runs cold water on the area immediately before assessing the situation.
- If an accident occurs, ensure a full report is written up immediately in the accident book kept on the window sill over the sinks.
- Any spillages to be cleaned up immediately.
- When clearing away after meals – put up a table in the hallway with bowls on for waste, cutlery and used plates so that these are not taken into the kitchen but will be collected by those washing up when required.
- There should be no more than five/six in the kitchen at any one time when clearing away after meals.
- Crockery for desserts/tea coffee etc will be put in the coffee room for collection when required and food, flasks etc will be handed out through the hatch to minimize those in the kitchen.
- Check with those attending the function about food allergies and intolerances.
- No food, milk etc should be left in the fridges after any event and wipe out.
- Any food left over from Lunch Club or other functions should not be frozen as these have been in the open for a few hours and could be contaminated. Any food left could be taken by those helping etc to save food waste. If no one wants this then it must be disposed of.
- Any frozen food left in the Freezers in the kitchen should be inspected on a regular basis and used within say (three months).
- Ensure that all food is within date for use.
- When serving food in the Cart Lodge try to ensure that everyone who is not helping is seated to avoid hot food being spilt or people getting burned.
- Two people to supervise taking food down to Cart Lodge to ensure the access is clear.
- If food is served in the Upper Room keep to the right-hand side of the stairs.
- Ensure that the hob and ovens are wiped down and left clean after use.
- Ensure that the Cartlodge and kitchen areas are swept and left clean.
- No candles (naked flames) on tables or used for decorations.

This policy statement is to ensure that the Parochial Church Council together with the Barn Committee takes full account of the health and safety aspects of and strategies for providing food in the Barn Centre as a means of witness and outreach to the Community. This policy is an addition to the Food Standards Agency Safer Food Better Business for Caterers which Lewes District Council requires us to keep.

Rev'd Paul Mundy & Barn Centre Chairman.....

Date.....

Policy reviewed March 2021

Policy reviewed February 2022

Policy reviewed January 2023

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