



# Food Safety Policy

*The preparation and serving of food and drinks on the Church's premises are essential elements in making TRBC a welcoming and hospitable community. We are committed to ensuring, as far as possible, that food items and drinks prepared and served on and from the church premises are safe, and that appropriate standards of hygiene are maintained both in relation to the premises and by those preparing and serving food and drinks.*

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## Section A - Food safety policy

### 1 Food hygiene regulations

- 1.1 There are detailed laws that relate to the preparation and sale of food. These include Regulation (EC) No.852/2004 (on the hygiene of foodstuffs), the Food Safety Act 1990, and the Food Hygiene (England) Regulations (with similar requirements in Scotland, Wales and Northern Ireland).
- 1.2 TRBC would not normally seek to recover the full costs of food provided on the Church's premises, but that does not absolve TRBC from its duty of care to those receiving a free or subsidised meal.

### 2 Provision of Food and Refreshments by TRBC

- 2.1 Food safety standards are relevant where and when food is prepared within the building. Running a luncheon club, an afternoon tea, preparing refreshments for church events and providing tea, coffee and cakes for Sunday services are all common activities in the life of a church. Clearly, all of these involve preparing and handling food, although the extent to which this is done can vary. It may involve preparing food on the premises for large numbers of people or it may be baking cakes at home for consumption elsewhere. While instances of food poisoning and allergic reactions are rare, they can occur where poor practices have been adopted or insufficient care is taken.
- 2.2 Where food has been prepared away from the Church building, a list of contents should be provided, in particular where the product contains allergenic ingredients. It would also be appropriate to mark up products that are Gluten free.
- 2.3 When food is prepared with known allergenic ingredients, such ingredients should be identified, recorded and records kept. Signs should be placed by the serving areas to advise susceptible people to ask whether and which allergenic ingredients are in the food.

### 3 Access to TRBC's kitchen

- 3.1 No children under the age of twelve are permitted in the kitchen, unless part of a cooking lesson or other organised activity that, if a Church activity, is supervised by adults on a one-to-one basis or, if an outside user, complies with guidance given by their Insurer.

### 4 Physical safety in and around the kitchen

- 4.1 Prepared food and beverages, in particular anything that is served hot, should be passed through the kitchen serving hatches rather than carried through the doorway to avoid collisions with people entering or passing by the kitchen door.

### 5 Maintenance and cleanliness of TRBC's kitchen

- 5.1 Kitchen users are encouraged to use the dishwasher for all crockery and cutlery, cooking pans and the like as the high temperatures used by the dishwasher have a sterilising effect. When crockery and cutlery, etc, has been passed through the dishwasher, it should not be dried with tea towels, to avoid contamination. It is appropriate for users of the kitchen to prewash all crockery, cutlery and pans before they go into the dishwasher to remove any loose food remnants. The prewash must only take place in the sink marked for washing up.

### 6 Maintenance and cleaning of the refrigerator and freezer

- 6.1 The refrigerator and freezer should be inspected weekly and in particular following the use of the fridge and freezer by outside organisations and individuals (such as private parties, etc.) to ensure the refrigerator and freezer have been left in a clean and hygienic condition. The Housekeeper is best placed to carry out the cleaning of the refrigerator to remove spills, but onus is to be placed on all kitchen users to clean up spills as they occur. The freezer should be defrosted on at least a six-monthly basis or earlier if necessary to achieve good conditions for keeping food safe.

## 7 Storage of ingredients and prepared food

- 7.1 Where food products are to be stored in the Church kitchen, then due notice should be taken as to the correct method of storage specified by the supplier for that product. There is limited space for the storage of food products and event organisers should plan well ahead how they will safely store food products leading up to an event to ensure that suppliers' instructions are followed.
- 7.2 Where prepared food is displayed prior to serving, it should be displayed for not more than 2 hours, and in any event should, where practical, be covered.

## 8 Training for food handlers

- 8.1 The Housekeeper gives general guidance to users of the kitchen. Two people who are regularly involved in food preparation will have attended a Level 2 Food Hygiene & Safety course either in person or on-line. Outside organisations are responsible for their own training.

## 9 Hygiene arrangements for food handlers

- 9.1 Kitchen users are responsible for their own hygiene, particularly hand washing.
- 9.2 Aprons should be worn over normal clothing, for food preparation. Those who are involved in food preparation are encouraged to bring their own clean aprons.

## 10 Responding to reports of food poisoning

- 10.1 Should an instance of food poisoning occur that could be attributed to the Church at a Church event, then this should be reported to the Church Administrator for recording. Where this involves more than one person, then further investigation should take place and, where necessary, reported to the Environmental Health Officer at Horsham District Council.

## 11 Recording keeping

- 11.1 Use of the kitchen is determined by the Church Administrator, who will record when and who is using the kitchen and ensure that there are opportunities for cleaning of the kitchen. The Housekeeper is the person responsible for ensuring the kitchen is kept in a clean condition. This should include reporting to the Church Administrator when a kitchen user has not left the kitchen in a satisfactory state of cleanliness.
- 11.2 The Church Administrator should record the dates and any recommendations when the kitchen is inspected by the Environmental Health Officer from Horsham District Council.

## Section B - Version control

Version	Comment	Date	Approved by
v1.0	First version	12/09/2023	Trustees
v1.1	Scheduled Review	19/05/2026	KevC
v2.0	Second version	19/05/2026	Trustees