

FOOD HANDLING POLICY



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Food preparation

- People must not handle food if they have any of the following symptoms: vomiting, diarrhoea, Fever, Covid-19 symptoms, cold and flu symptoms (cough, sore throat, etc)
- Anyone involved in food preparation must wash hands prior
- Gloves or utensils are to be used to prepare and serve food. Never touch food with your hands.
- All cuts and sores are to be covered with a waterproof, visible dressing.
- Keep the preparation of raw and cooked food separate.
- Ensure any items needing refrigeration (eg. raw sausages) are properly cooled in the lead up to food service.
- Persons working in the kitchen should wear enclosed shoes.

Hand Washing

Wash hands on a regular basis, but in particular:

- Before you start handling food or go back to handling food after other tasks
- Before working with ready to eat food after handling raw food
- After using the toilet or changing a nappy
- After smoking, coughing, sneezing, using a handkerchief or tissue, eating or drinking
- After touching your hair, scalp, nose etc.
- After doing anything else that could make your hands dirty, like handling garbage, animals, or cleaning duties.

Wash your hands properly:

- Wet your hands under warm running water
- Lather them with soap and thoroughly scrub fingers, palms, wrists, back of hands and under nails
- Rinse hands under warm running water
- Turn off taps using paper towel or elbow
- Thoroughly dry hands with a single-use towel

Children

- Children under 5 must be served food by their parents. Children 6+ may serve themselves with supervision using serving utensils provided.
- Food is to be covered and kids are not to take food until we have gathered given thanks for the food.

Food Storage

- Food should be stored in sealed containers, away from any hazardous materials
- All food should be labelled and dated with the date of preparation and/or opening
- All out of date or unlabelled food must be disposed of

Clean Up

- All cups, plates and utensils should be cleaned in a dishwasher where possible. If they can not be placed in a dishwasher, they should be washed in hot, soapy water, or removed for washing elsewhere.
- All spills should be wiped up immediately and then surfaces cleaned with disinfectant spray or wipe or suitable similar detergent.
- All rubbish or left over food is to be disposed of and bins should be checked at the end of each function/service and emptied at the end of the day or when full.