

Church Health & Safety

Food safety checklist

If you prepare and/or serve food and drinks in your church or church buildings either for a one-off event or on a regular basis there are a few regulations that you need to bear in mind.

The Food Safety Act and General Food Regulations make it an offence to sell or process for sale food which is:

- Harmful to health – unsafe food should not be sold and must be recalled if it has already been sold
- Contaminated to an extent that it would be unreasonable for it to be eaten
- Falsely described, advertised or presented
- Not what the customer can reasonably expect.

Note that there are also specific regulations related to foods such as dairy products, eggs and poultry.

What you need to be aware of depends whether your church premises are used (1) OCCASIONALLY or (2) REGULARLY for food preparation. We have designed our checklists below to suit either circumstance.

Your checklists

Check each item and tick 'yes' or 'no' as appropriate. If 'no', please make sure you have made arrangements to put preventative measures in place. If you answer 'no' to any item, make sure you consider whether you do need to take any appropriate measures.

1. Premises only used OCCASIONALLY for food preparation

Risk area	Hazard	Preventative measures
General	Contamination, particularly from animals and pests	Are premises positioned, designed, constructed, kept clean and maintained to avoid contamination? Yes <input type="checkbox"/> No <input type="checkbox"/>
Surfaces and equipment	Contamination of surfaces	Are surfaces well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are surfaces easy to clean and disinfect? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are facilities available to clean and disinfect work utensils and equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Is there an adequate supply of water, including drinking water? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Is there water available to wash food brought in from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are there adequate arrangements for storage and disposal of waste? Yes <input type="checkbox"/> No <input type="checkbox"/>

Continued overleaf...

Risk area	Hazard	Preventative measures
People	Personal hygiene	Are facilities provided for hygienic hand washing? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are toilet facilities provided? Yes <input type="checkbox"/> No <input type="checkbox"/>
		If necessary, are facilities for changing clothes provided? Yes <input type="checkbox"/> No <input type="checkbox"/>
Food storage	Contamination of food	Are there adequate arrangements for storage of food? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are food temperatures monitored? Yes <input type="checkbox"/> No <input type="checkbox"/>

The Food Hygiene Regulations 2006

The Regulations require catering businesses to be registered, or approved, by their local authority; however, the occasional preparation of food for gatherings or sale at charitable events are excluded.

They set out basic hygiene regulations. If your church undertakes very simple food processes such as baking cakes or making sandwiches and teas/coffees you may not need to develop safety management procedures, please contact your local authority if you are unsure.

2. Premises used REGULARLY for the preparation of food

Risk area	Preventative measures
Premises, layout, design, construction, site and size of your premises and your equipment	Are premises kept clean and maintained in a good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there adequate maintenance, cleaning and/or disinfection? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are steps taken to avoid or minimise airborne contamination? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there enough working space to carry out tasks hygienically? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you protect against the build-up of dirt, contact with toxic materials, including protection against contamination? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you have pest control measures in place? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Where necessary, are there suitable conditions for handling, and storing food at appropriate temperatures? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do ensure that leaning chemicals and disinfectant are not stored in areas where food is handled? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are floors, walls and food preparation and handling surfaces in a good condition, easy to clean and disinfect if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are ceilings and overhead fixtures well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are any windows and doors fitted where necessary with insect-proof screens? Can screens can be easily removed for cleaning, or where there is a risk of contamination, can they be kept closed during food preparation? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are adequate facilities provided where necessary for washing food, such as fruit and vegetables, brought in from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are vehicles and containers used to transport foods kept clean and well maintained? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are all items, fittings and equipment that come into contact with food regularly cleaned? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is food waste removed from rooms where food is present at the earliest opportunity and disposed of in an appropriate waste container which is hygienic and environmentally friendly? Yes <input type="checkbox"/> No <input type="checkbox"/>

	Are raw materials/ingredients appropriately stored to prevent harmful deterioration and/or contamination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Food must not be stored at temperatures that may cause a risk to health. In most circumstances hold prepared foods at either hot (at or above 63°C) or chilled (at or below 8°C). Are fridges and chilled display equipment set at 5°C or below to ensure chilled food is kept at 8°C or below?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
People	Is suitable clothing, such as aprons, gloves and footwear, being worn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is hair covered using a hat or hairnet while preparing food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you ensure jewellery (except wedding rings which must be covered in gloves) are not worn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are people who handle food supervised and instructed, or trained, in the principles of food hygiene to an appropriate level so they are safe to do so?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Personal hygiene

Every person working in a food handling area must maintain a high level of personal cleanliness. People suffering from or suspected of carrying a disease transmittable by food, or with open wounds, skin infections, sores, or with diarrhoea must not handle food or enter a food handling area.

Food allergies

Approximately 10 people die each year from an allergic reaction to food. If someone eats something they are allergic to, the body suffers an allergic reaction. Physical symptoms include swelling of the body, including the mouth and throat, leading to respiratory difficulty, vomiting and a change in skin colour.

To deal with and prevent either food allergy reactions or allergic reactions to food, establish a system to:

- Avoid/minimise the risk of anyone coming into contact with those foods to which they will suffer an allergic reaction
- Implement emergency arrangements in the event of accidental exposure to such foods.

Some examples

- 1** If someone with a food allergy asks if a meal contains certain food items, check the ingredients and let them decide if they can eat it. Never guess!
- 2** If you are providing meals regularly to the same people, for example at a pensioners lunch club, complete a risk assessment to identify anyone with life threatening allergies and introduce simple measures and training to minimise the risk of a reaction occurring. Such measures could include:
 - Don't share food, cutlery and crockery
 - Wash hands immediately before and after preparing or eating food
 - Put in place a stringent cleaning, preparation and handling regime for food and surfaces to reduce the risk of cross-contamination
 - Clearly identify ingredients in all foods brought into the premises
 - Prohibit food being brought into the premises by anyone, other than when specifically authorised having determined the food ingredients
 - Implement a coloured plate system where anyone with a particular allergy uses a specific coloured plate so the food can be identified and kept separate from other foods.

For more information on food preparation please go to
www.ecclesiastical.com/churchmatters

Next steps

Once you have completed this checklist and taken any steps needed to mitigate any risks please make sure that a copy is kept with your Health & Safety Policy. Please make sure you keep copies of documents together at an accessible location. Please remember you should regularly review your Health & Safety Policy and your risk assessments. We recommend that you include Health & Safety as a regular item in the agenda for your PCC meetings. For further help on specific topics we have the following checklists to help you:

Fire, Electrical and Other Hazards

Working at Height

Slips, Trips and Falls

Tower Tours

Food Safety

How do I make an insurance claim?

Please call **0345 603 8381** to speak to our Claims Department. You can also email faithclaims@ecclesiastical.com or visit our website to request or download a claim form.

For Property Claims we'll need to know:

- your policy number
- what loss or damage has occurred
- when, how and where the loss or damage occurred
- your VAT status (if applicable)
- your bank details for settlement, if applicable.

If your claim involves theft, malicious damage or accidental loss, we'll also need to know:

- when you notified the police
- your crime reference number
- details of the police station dealing with the incident.



Read the claims guidance on our website

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You can email us at

churches@ecclesiastical.com

or visit

www.ecclesiastical.com/churchmatters

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Ecclesiastical Financial Advisory

Services **0800 107 0190**

www.ecclesiastical.com/getadvice

Ecclesiastical Home Insurance

0800 917 3345

