



POTR – Food Hygiene, Handling & Labelling Policy

Effective Date: April 2026

1. Policy Statement

POTR is committed to maintaining the highest standards of food hygiene, safety, and handling in all food-related activities. This policy ensures compliance with current UK food safety legislation and promotes safe practices to protect all individuals involved in food preparation and consumption.

2. Personal Hygiene Requirements

All individuals involved in food preparation must maintain high standards of personal hygiene:

- Hands must be washed frequently, especially:
 - After using the toilet
 - After handling waste
 - Between tasks, particularly after handling raw food
- A designated hand washing bowl must be used, with clean cloths at all times
- All cuts, sores, or skin conditions must be covered with a waterproof dressing
- Clean clothing must be worn at all times
- Hair must be tied back; long beards must be covered.
- Jewellery such as rings, watches, and bracelets must be worn with care
- Food handlers must not:
 - Cough, sneeze, or blow their nose over food
 - Handle food when unwell, especially with stomach-related illnesses

3. Food Preparation and Handling

- To prevent contamination and ensure food safety:
- Cross-contamination must be avoided:
 - Use separate equipment (cutting boards, knives, utensils) for raw and cooked foods
 - Alternatively, clean and disinfect thoroughly between uses
- Food must be cooked thoroughly:
 - Particularly meat, poultry, and sausages
 - Use a food thermometer where appropriate to verify safe temperatures
- Temperature control must be maintained:
 - Serve hot food immediately or keep at safe hot-holding temperatures
 - Store chilled food correctly
 - Reheat food thoroughly before serving

4. Allergen Awareness and Labelling

- All allergens present in food must be clearly displayed at the point of service
- A full list of ingredients must be available for every dish
- Allergens must be clearly highlighted within ingredient lists
- The individual responsible for preparing each dish must be identified
- Food handlers must always check product labels for allergen information

5. Cleaning and Storage

- All food preparation areas must be kept:
 - Clean
 - Dry
 - Well-maintained
- Food must be stored:
 - In clean, covered containers
 - Off the floor at all times
 - At appropriate temperatures, particularly for high-risk foods
- Waste must be:
 - Disposed of safely and promptly
 - Followed by thorough hand washing

6. Additional Food Safety Requirements

- Food labels must always be checked for:
 - Allergen content
 - Storage instructions
 - “Use by” dates
- Any suspected food-related illness or outbreak must be reported immediately
- All food handlers are encouraged to complete Level 2 Food Hygiene (Safety, Handling & Hygiene) training

7. Legal Compliance

POTR operates in accordance with UK food safety regulations:

- Registered Food Business (Registered: November 2025)
- Inspected by Environmental Health: February 2026
- Food Hygiene Rating: Level 5
- Inspections conducted every 2 years
- The Food Standards Agency “Safer Food Better Business” guidance should be followed and completed by anyone preparing food for large parish events or lunch clubs.
- All Food Leads have been provided with specific responsibilities for their premises (April 2026).

8. Responsibility and Oversight

This policy has been prepared by:

Sarah Neish sarahneish65@gmail.com

AND

Rebecca Walters, Environmental Health EHDC

Contact:

Environmental Health Team

Email: ehealth@easthants.gov.uk

Website: www.easthants.gov.uk