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.

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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 handwashing 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

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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

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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

For Food prepared at home including homemade bakes;

- See Appendix One for the 'POTR Ingredient List for Home Prepared Food' blank form – this is to be completed for all home prepared food, and a copy is to be available at every event where home prepared food is served.

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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 handwashing

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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

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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 must be followed and completed by anyone preparing food for parish events.

All Food Leads have been provided with specific responsibilities for their premises (April 2026).

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8. Responsibility and Oversight

This policy has been prepared by:

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POTR INGREDIENT LIST –

FOR HOME PREPARED FOOD

All Allergens to be noted when preparing any food for Parish Groups or Events

Name of maker:	
Date / Group or Event	

Product	List of ingredients	List of any allergens

We appreciate that allergens and intolerances are an extremely important issue and this is something we take great care in when it comes to providing our members with information.

When it comes to products made by our home makers there may be a risk of possible cross contamination due to products being prepared in an open environment. please be assured that we always try to ensure proper labelling and signage is available to warn customers BUT we cannot guarantee the absence of allergens in these products

Therefore, we advise customers with allergies to avoid all of our home baked products.

14 ALLERGENS
coming to a food label near you

The way allergens are labelled on pre-packed foods is changing because of new regulations. The Food Information Regulation, which came into effect December 2014, introduces a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food. Here are the allergens, and some examples of where they can be found:



Celery / Celeriac

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.



Cereals Containing Gluten

Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.



Crustaceans

Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.



Eggs

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.



Fish

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.



Lupin

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.



Milk

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces



Molluscs

These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews



Mustard

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups



Nuts

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.



Peanuts

Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour



Sesame Seeds

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads



Soya

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products



Sulphur Dioxide (Sulphites)

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide

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