

Food Safety and Hygiene Policy

This document outlines the steps that the Village Hall Committee has taken to ensure that the food served at the hall is safe to eat.

In order to maintain a high standard of hygiene a cleaning schedule details when items will be cleaned (see following page). Organisations which hire the kitchen are responsible for cleaning items marked with an A, at the end of their hire period. The cleaner, employed by the Village Hall Committee, will ensure that this has been completed satisfactorily. All items marked with an W will be cleaned on a weekly basis. Items marked with a 6 or Y will be given a deep clean on a 6 monthly or yearly basis respectively. Items may be cleaned more regularly on the advice of the cleaner, TVH committee, or a user..

The hall was refurbished in 2006. The design and layout of the new premises facilitates good hygiene practice and reduces the risk of food contamination. Consideration has been given to hand washing facilities, floors, walls, ceilings, windows, surfaces and equipment in the kitchen area. All areas have been designed to comply with the food safety regulations introduced in Jan 2006.

Guidelines on food safety hygiene are detailed in this document. These cover the appropriate areas of personal hygiene, kitchen hygiene, food handling and cooking as they relate to Timberscombe Village Hall. All staff working in the kitchen should be made aware of these guidelines. Posters detailing these guidelines will be displayed in the kitchen area. It is the responsibility of hirers to ensure that their own staff are aware of good hygiene guidelines.

A pre and post hire check for users of the kitchen will be displayed in the kitchen area. A fridge thermometer, provided by the Village Hall, should be used to check that fridges are below 5° C (chilled food should be kept below 8° C).

Any concerns regarding the kitchen facilities or equipment should reported immediately to the Treasurer. The Treasurer will seek to rectify any problems as soon as possible. The Safety Officer will advise the committee of any steps necessary to keep the premises in good repair and condition.

More detailed guidance on food safety can be found in the document "Safer Food Better Business", produced by the Food Standards Agency. This document is stored in the First Aid cupboard in the kitchen.

Members of the TVH committee will be encouraged to take part in Food Safety training.

TVH will pay for any such training by committee members.

Personal Hygiene

Kitchen personnel should always wash their hands:

- before handling food
- after breaks
- after going to the toilet
- after emptying bins
- after cleaning
- after handling raw meat/poultry or eggs
- after touching a cut or changing a dressing
- Staff should not smoke, drink, eat or chew gum while handling food.
- Staff should also avoid touching their face or coughing and sneezing.
- All staff must wear clean clothes when handling food.
- Ideally, staff handling unwrapped food should put on a clean apron.
- Long hair should be tied back
- Staff should be 'fit for work' at all times.
- Cuts and sores should be completely covered with a brightly coloured waterproof dressing.

Kitchen Hygiene

- Use single-use cloths whenever possible and throw them away afterwards.
- Always wipe over work surfaces that will be used for ready to eat food.
- If using re-usable cloths make sure they are thoroughly washed between tasks.
- Store ready to eat items separately. If they are in the same fridge store raw meat/poultry below ready to eat foods.
- Cover foods with clingfilm, foil, plastic boxes, etc. Never re-use clingfilm or foil.
- Prepare raw meat/poultry in different areas. If this is not possible prepare them at different times and clean thoroughly between tasks.
- Utensils must be thoroughly cleaned between uses.
- Clean away kitchen equipment as soon as possible after use.
- Wash or wipe up spills as soon as they happen.

Handling Foods

It is particularly important to handle unwrapped ready-to-eat foods safely. To do this:

- make sure work surfaces, knives etc. are clean (and disinfected if you have prepared raw meat/poultry)
- cover food to protect it from dirt and bacteria. never use the same chopping board or knives for preparing raw meat/poultry and for ready-to-eat food (unless they have been thoroughly cleaned in between).

If you slice cooked meat:

- avoid handling the meat as much as possible. It is a good idea to slice meat straight onto the display tray or the plastic film or paper you will use to wrap it.
- use clean tongs, instead of hands.

When preparing salad ingredients:

- peel, trim, or remove the outer parts, as appropriate.

- wash them thoroughly in clean drinking-quality water.
- If you have prepared salad clean chopping boards and work surfaces before preparing other foods.
- Store ready to eat foods such as salads and desserts in the fridge until needed.
- Use the appropriate coloured chopping boards.

Cooking food

- Preheat cooking equipment before you put any food in it.
- Follow the product manufacturer's instructions on times and temperatures for cooking, reheating and standing.
- It is very important to check that the food you sell is properly cooked. See “Safer food better business” folder.
- Serve reheated food immediately.
- Do not let raw food touch or drip onto cooked food e.g. when putting more food onto a grill.

You should do these checks at the beginning
of each event.

- Check fridges are working properly.
Temperature must be below 5°C.
- There are plenty of hand washing and cleaning materials (soap, paper towels, cloths etc.)
- Surfaces are clean (counter tops, floors, equipment etc.)

You should do these checks at the
end of the event.

- Kitchen is left clean and tidy. (See cleaning schedule)
- All food has been removed.
- Waste has been removed and new bags have been put into the bins.
- If you have any concerns or wish to report any fault please complete the food safety record book **and** contact the Booking Officer Mrs Lesley Webb on 01643 841803

Cleaning schedule

A = Cleaning to be done by the hirer after an event if the items are used .

W = Weekly by the cleaning staff.

6 = Monthly by members of the village hall committee.

Y = Yearly by members of the village hall committee.

(These may be completed more frequently as deemed necessary by the cleaning staff.)

Kitchen	A	W	6	Y
Sinks	✓			
Ovens	✓			✓
Work Surfaces	✓			
Utensils/Crockery	✓			
Re-Usable Cloths	✓			
Rubbish Bins	✓	✓		✓
Taps	✓			
Switches/Controls	✓			✓
Microwave	✓		✓	
Kettles	✓			
Urns	✓			✓
Fridges	✓		✓	
Cupboards				✓
Door Handles				✓
Extractor Fan				✓
Windows				✓
Floor		✓		

Toilets	A	W	6	Y
Floors		✓		
Mirrors		✓		
Door Handles				✓
Toilets/Urinals		✓		
Towel Holders				✓
Water Heaters				✓
Bins		✓		
Ledges				✓

Hall	A	W	6	Y
Floor	✓	✓		
Floor refresh				✓
Windows/Sills				✓
Heaters				✓

Hallway	A	W	6	Y
Floor		✓		
Fixtures/fittings				✓

General	A	W	6	Y
Walls				✓
Windows				✓
Chairs				✓