

UPHILL VILLAGE VICTORY HALL

Kitchen Safety Policy

1. Statement

1.1 Food may be prepared in the Hall kitchen. The Uphill Victory Hall Management committee (the committee) will ensure facilities are available to prepare and serve food safely and hygienically.

2. Responsible Person

2.1 The committee is responsible for health and safety including kitchen facilities.

2.2 Hall users are responsible for complying with food hygiene regulations and following correct food handling procedures and for any food safety registration they may require.

3. Implementation

3.1. The committee will supply bin bags, washing up liquid, tea towels etc. All cloths, tea towels etc will be washed regularly.

3.1.1 The committee will replace any damaged equipment.

3.1.5 Fridge to be set at 5C or below.

3.2 Hirer's Responsibilities

3.2.1 Hirer's are responsible for ensuring they have any food safety registration required.

3.2.2 Food handling procedures should avoid exposing food to risk of contamination. Raw and cooked food should be prepared separately using appropriate colour-coded chopping boards.

3.2.3 Good personal hygiene should be observed when handling and serving food. Regularly wash hands before and during food preparation and after using the toilet. Ensure any cuts or sores are covered with waterproof dressings.

3.2.4 Fridge is set at 5C or below. Any fault with fridge to be reported to the hall Booking Secretary immediately.

3.2.6 Spills to be wiped up as soon as they happen. Clean and disinfect if from raw food. Always use clean cloths, preferably kitchen towel, to wipe worktops, equipment and utensils.

3.2.7 Damaged equipment eg cracked plates etc to be notified to the hall Booking Secretary.

3.2.8 Kitchen to be left clean and tidy after an event and all appliances switched off (except fridge). All crockery/utensils etc to be washed up and put away in a hygienic state.

3.2.9 The committee cannot be held responsible for the condition of the kitchen from the previous booking. If the kitchen has been left in an unhygienic state by a previous booking it should be reported to the hall Booking Secretary.

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3.2.10 No food to be left in the Hall. All food waste to be removed immediately at the end of a booking and disposed of responsibly.

3.2.11 No children allowed unsupervised in the kitchen area.

4. Future Developments

4.1 Hall is not currently licensed for commercial catering

UPHILL VILLAGE SOCIETY

Victory Hall

Ratified: September 2018

Review: 2020