

Good Food Hygiene and Food Safety Policy

Naseby Village Hall (NVH) catering activities are not classified as running a food business and currently none of our regular Hirers' bookings are classed as being run as food businesses (Food Standards Agency (FSA) guidance (08/2013). Nevertheless NVH and our Hirers want to ensure that any food they served was safe to eat and they wouldn't want to put people's health and safety at risk, so we need to comply with good food hygiene and health and safety practice. **Fire Safety is also paramount so please take note of the location of the fire fighting equipment and fire exits before you commence any activities in the kitchen. All hirers/users of the kitchen are required to read the Hire Agreement Terms and Conditions..** If necessary, report any faults, concerns or health and safety issues, immediately to the Booking Clerk, who can also offer advice on how to adapt your catering plan to overcome the limitations of the facilities we provide. A First Aid Kit and an Accident and Incident Form are provided.

1. Good food hygiene and health and safety practice:-

Clearing your work space : Clear work tops surfaces of things you won't need and clean them with hot, soapy water or disinfectant. Keep all young children out of the way, at all times.

Hand washing: Wash hands thoroughly with soap and warm water, rinse well and dry.

Washing fruit and vegetables: It is advisable to wash fruit and vegetables under cold running water before you eat them. Peeling or cooking fruit and vegetables can also remove germs.

Food separation, keeping food chilled and use of the Fridge: Take particular care to keep raw food away from ready-to-eat foods such as bread, salad and fruit. These foods won't be cooked before you eat them so any germs that get on to them won't be killed. In general, foods that need to be chilled (which include most of the foods people tend to serve on buffets and most sandwich fillings) should be left out of the fridge for the shortest time possible. If they are left at room temperature for a long time, bacteria can grow or toxins can form, and both of these could cause food poisoning. Fridge to be set below 5°C (41°F). Keep raw meat and poultry in covered containers on the bottom shelf to avoid contaminating other foods.

Work Tops, Chopping boards and Raw Meat: Raw meat, including poultry, can contain harmful bacteria that can spread easily to anything it touches. This includes other food, worktops, tables, chopping boards and knives. Wash all work tops, chopping boards and other utensils in hot soapy water when you've finished using them and in between preparing raw and ready-to-eat food.

Cleaning Sponges and Cloths: Damp sponges and cloths are the perfect place for bacteria to breed. Studies have shown the kitchen sponge to have the highest number of germs. Always replace kitchen cloths, sponges and dish cloths, regularly and if they look grubby.

Cleaning products: Only use disinfectant and cleaning products meant for use in the kitchen. Check the labels to confirm that they have been specially formulated to be effective against germs, while being safe to use around food.

Cooking: Cooking food at the right temperature will ensure that any harmful bacteria are killed. These foods need to be cooked thoroughly until steaming hot with no pink meat left inside. Check that the juices are running clear before eating: poultry, liver, pork, offal, burgers, and sausages, rolled joints of meat, kebabs and similar raw foods. If you've cooked food that isn't going to be eaten immediately, cool it at room temperature (ideally within 90 minutes) and then store it in the fridge. Putting hot food in the fridge too soon means it doesn't cool evenly, which can cause food poisoning.

Displaying, Serving Food and Buffets: If you are serving food, particularly Buffets, please remember that the temperature of chilled foods can exceed 8°C only for up to four hours, while the temperature of hot foods can fall below 63°C for a maximum of two hours. However, these flexibilities can be used only once for each batch of food. In other words, the same food can't be left out at room temperature for more than one period, even if the separate periods add up to a combined total of four (or two) hours. After one period at room temperature, food should be removed and thrown away.

Removal of Unused Food and Food Waste: During periods of food preparation, cooking and serving any food waste and other refuse must be deposited in closable/covered containers. **No food waste collections are made at the Village Hall so please take all food waste home for appropriate disposal. As a fire precaution, please do not leave any inflammables/rubbish whatsoever, by the side of the waste bins or within the grounds.**

Action required at the End of Hire – Cleaning: Please leave the kitchen clean and tidy. In particular we would ask you to ensure that working surfaces wiped clean and any spillages are properly dealt with. If the cookers/ovens have been heavily used, please restore them back to a reasonable state. Cleaning equipment is provided in the undersink cupboard. For large events and parties, you will need to make special disposal/recycling arrangements for the disposal of large quantities of casks, bottles, and cans etc. and these arrangements need to be agreed with the Booking Clerk, prior to your event. None may be left at the hall after your event.

2. Design Requirements of the Village Hall Kitchen

The village hall kitchen has been constructed and fitted out for simple, small scale, one-off catered events, not large-scale, or regular events that require extensive on-site food storage and chilling/freezing facilities or a commercial standard cooking environment and equipment. **NVH believe that our kitchen meets the basic design requirements of a small scale, food business, as detailed below:-**

Floors and Walls: Floors must be in good condition, non-absorbent, non-slip and easily cleaned.

Walls must be smooth, non-absorbent, non-flaking and easily cleaned.

Ceilings: Ceilings must be designed to prevent the accumulation of dirt, reduce condensation, prevent the growth of moulds and prevent the shedding of particles.

Woodwork: Any woodwork (e.g. window frames, shelves, doors) must be sealed (e.g. painted or varnished) to allow cleaning.

Work Surfaces: Work surfaces must be impervious and easy to clean with no gaps or crevices at the sides, back or joins. There should be no open chipboard visible; it should be sealed so that it is easy to clean.

Drainage: Drainage facilities must be capable of carrying away the amount of waste water produced and must be designed and constructed to avoid the risk of contamination. Waste pipes need water traps to prevent odours getting into food rooms.

Hand washing facilities: A suitably located wash hand basin must be provided in the food preparation area, supplied with hot and cold water, soap and drying facilities. Suitable facilities, like sinks must be provided to clean and disinfect all tools and equipment that come into contact with food. These units must be supplied with hot and cold water.

Ventilation: There must be sufficient ventilation to prevent heat and steam build up and to remove odours. Natural ventilation will usually be sufficient but halls that are more frequently used may need additional mechanical ventilation.

Lighting: There must be adequate lighting, either natural and/or artificial (electric light).

Cleaning: The structure of and equipment in any food preparation or service areas must be kept clean.

Note - Cleaning before/after the facilities are used is usually adequate but it may be necessary to arrange for deep cleaning for areas such as behind cookers, inside cupboards and ventilation hoods, and the higher parts of walls.

Waste Removal: Arrangements should be made for the temporary disposal of waste, whilst inside the hall and then the subsequent complete removal of all waste from the site.

Storage of Perishables: Ensure perishable foods are kept or stored safely for the required periods, so a refrigerator will usually need to be provided.

3. Fire Precautions and Fire Fighting Equipment

The Hire Agreement Terms and Conditions give Hirers our Fire safety information. The village hall kitchen meets the current local authority Fire Safety Standards and Requirements, as detailed below:-

Structure of the building, Fire Doors, Exits and Smoke Detection Equipment: Ensure best practice is used in selecting building materials and during construction. In particular ensure that sufficient fire doors and exits and that smoke detention devices are provided/fitted in line with local authority building regulations. All fire safety fittings must be subject to regular inspections.

Fire Fighting Equipment: Ensure sufficient and correct fire fighting equipment is always available and is inspected at least once per year by a qualified practitioner.

Hirer/User Fire Responsibilities, Precautions and Evacuation Information: Ensure kitchen hirers/users know their responsibilities with regard to fire safety, how to evacuate the building, where the fire-fighting equipment is located and where the evacuation assembly points are.