

St John's VMHA

Registered Charity No. 1139761 Registered in England No 7313464

Food Hygiene Policy

ST JOHN'S VILLAGE MEMORIAL HALL
Festival Path, St John's Lye, WOKING, Surrey GU21 7SQ

Issue No 2

Dated: 01 October 2016

Review Date 01 October 2017

Food Hygiene Policy

The St John's VMHA (the company) does **not** currently operate as a catering establishment. It does however, have a fully functional kitchen for use of hirers.

This policy defines the precautions to be taken, and the arrangements in place, to ensure that food hygiene standards in the Hall conform to the highest standards in accordance with the requirements of current food safety legislation:

1 General rules of food hygiene:

Each kitchen user must be aware of the '10 golden rules of food hygiene' which are:

- Rule 1 – Always wash your hands before & after handling food.
- Rule 2 – Tell your supervisor at once of any skin, nose or throat or bowel trouble.
- Rule 3 – Ensure that cuts and sores are covered with waterproof dressings.
- Rule 4 - Keep yourself clean & clean clothing. Never cough or sneeze over food.
- Rule 5 – Do no smoke in a food room; it is illegal and dangerous.
- Rule 6 - Clean as you go; keep all equipment and surfaces clean.
- Rule 7 – Prepare raw and cooked foods in separate areas.
- Rule 8 – Keep your hands off food as far as possible,
- Rule 9 - Ensure waste food is disposed of properly. Keep the lid on the dustbin, and wash your hands after putting food in it.
- Rule 10 – Tell your supervisor if you cannot follow the rules.

2 Maintenance of personal health and hygiene:

- From time to time you may suffer from vomiting/ diarrhoea. In such instances you should not handle food. If any members of your immediate family have an attack of vomiting/ diarrhea you should not handle food. This is purely a safeguard to protect both your own health and that of the people who eat the food that you handle.
- Following on from the 10 golden rules of food hygiene , hands should be washed frequently with hot water and soap:-
 - (i) Immediately before starting work
 - (ii) After visiting the toilet, or using an handkerchief
 - (iii) After handling poultry, meat and raw fish
 - (iv) After handling refuse and kitchen waste, and after cleaning procedures.
- Persons involved in handling food should limit the wearing of jewellery to plain gold rings. Bracelets, necklaces and earrings should not be worn unless covered by your protective clothing. Nail varnish should not be worn.
- Shoes should be comfortable and fit well. They should be sturdy and slip free as possible. The following types of footwear are not suitable:
 - (i) High heels
 - (ii) Sandals.
 - (iii) Fashion shoes and shoes without adequate fastening.

3. Summary of safe working procedures:

The kitchen area should be divided into 3 sections for ease of handling and food control:

- food preparation
- cooking
- serving

- Cross contamination between raw and cooked meats must be prevented by the use of separately designated and segregated work areas, cutting boards and utensils.

- Food stored in the refrigerator should be segregated to avoid cross contamination. Cheese, dairy products, deserts on upper shelves. Cooked meats, pates, pies etc. on middle shelves. Covered raw meats should be stored on the lower shelf

- Proper defrosting times should be observed for all frozen foods, particularly poultry which is prone to harboring pathogens. A specific area of the kitchen should be designated for defrosting food under hygienic conditioned without risk of cross- contamination.

- The use of drying tools for kitchen utensils should be avoided; drying by evaporation (such as in automatic dishwasher) is acceptable.
- Where drinking glasses are dried by evaporation they should be stored on a drying rack to allow air circulation in and around the glasses.
- If cloths are used for drying items, they should be clean and fit for purpose.
- Cleaning of kitchen surfaces must be carried out before and after use.
- All cookware, crockery, glassware and utensils must be hygienically washed, dried and put away after use.
- Sharp knives and utensils should be stored to minimise harm to others
- All food products should be purchased from reputable suppliers.
- Kitchen users should acquaint themselves with the usage instructions for all equipment that they intend to use. **If in doubt, DON'T USE**
- Children must not be allowed in the kitchen unless supervised by a competent adult. If children are allowed into the kitchen, the competent adult accepts total responsibility for that child.
- Any equipment that is damaged, broken or deemed unsafe by the user must not be used. The hall management must be notified of any of these circumstances. **If in doubt, DON'T USE**
- Professional caterers and those who use the kitchen for other than for private use, must meet the Food Hygiene and Safety Standards as laid out in current legislation.

4 Risk Assessment:

The company will periodically carry out risk assessments with regard to kitchen health and safety. Risk assessments will also be carried out prior to the use of new equipment that is introduced to the kitchen.

Regular refrigerator and freezer temperature checks will be carried out and recorded.

This policy was approved and agreed by the Board on the date shown below.

Signed: RL

Name (please print): Richard Lewis

Position: Trustee (H&S)

Date: 01/10/2016

Review Date: 01/10/2017

