



Hygiene and Food Safety Procedure

The Management Committee takes all reasonably practicable measures in relation to the management of Upper Rissington Village Hall¹ to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to provide hygienic kitchen facilities for its Committee Members, Hirers, Users, Contractors and Visitors

Regulation² and Guidance³ requires the operator of each separate food business using the Hall to register as a Food Business provided certain criteria are met. These criteria are that the Food Business shall be considered to be a **continuous and organised undertaking**.

Exemption is possible if the criteria are not met but each food business must be considered on an individual basis. The specific activities of the food business are key in determining whether it falls within the scope of the Regulation or it is exempt.

Hirers are referred to <https://www.food.gov.uk/sites/default/files/hall-provision-guidance.pdf> for guidance.

It is feasible for several Food Businesses to be registered at the Hall, the operator of each being responsible for the safety of the food prepared and handled in the course of their own business.

It is the responsibility of the Hirer providing food to determine whether or not they are exempt from the Regulations.

Hirers of the Hall are made aware through the Terms of Hire that it is their sole responsibility to ensure that preparation and serving of food is done so in compliance with all current Regulations and Guidance. Should they employ a third party to provide food, whether prepared on or off the premises, it is their responsibility to ensure that the contractor complies with all current Regulations and Guidance which may include being registered as a Food Business.

Whether the Hirer is exempt or not from the Regulations, the following guidelines on Hygiene and Food Safety are the minimum required to be followed in the operation of the kitchen in URVH and will be rigorously applied by the Management Committee.

¹ Hereinafter referred to as "URVH"

² EC Regulation 852/2004 Hygiene of Food Stuff

³ Acre VHIS #20 Health and Hygiene in Village Halls

Hygiene and Food Safety Guidelines

The Hirer, or any contractor used by the Hirer shall, as a minimum, implement these Guidelines or demonstrate that they have equivalent Guidelines in place and that they are being implemented during the time of Hire.

These Guidelines also apply to Providers⁴ of any food prepared and served by the Management Committee, or on their behalf, in URVH.

1. During the use of the kitchen, at least one Provider of food shall hold a current Food Safety certificate equivalent to CIEH Level 2
2. Animals and children shall not be allowed in the kitchen area at any time
3. No Provider of food shall have suffered, or been in contact with any person having sickness or diarrhoea in the previous 48 hours.
4. During the preparation of food all Providers shall:
 - wash their hands in the hand wash basin provided before handling or serving food
 - wipe out the interior of the fridge with sanitizer⁵ and a clean cloth before and after use
 - wipe work surfaces with sanitizer before and after use
 - monitor the fridge temperature and report verbally to the Committee and note in the Defect Book if the reading is above 8°C.
 - not allow raw or uncooked meats to enter the kitchen area
 - not refreeze any food after it has been defrosted
 - not leave any food in the kitchen at room temperature for more than 1 hour
 - ensure that prepared *high risk food*⁶ shall be kept either chilled (between 1°C and 8°C) or hot (above 63°C) until service
5. At the end of the use of the kitchen the Provider shall:
 - remove any leftover food from the premises
 - empty all rubbish bins and remove from the Hall
 - sweep and mop the kitchen floor area with sanitizer

⁴ Any person physically involved in the storage, preparation or serving of food in URVH

⁵ Only the sanitizer provided shall be used

⁶ **High-risk food** is any ready-to-eat food that will support the growth of bacteria easily and does not require any further heat treatment or cooking. Such foods are usually high in protein, require strict temperature control and protection from contamination and include:

- cooked meat and poultry such as; beef, pork, ham, lamb, chicken, turkey, duck
- cooked meat products such as; meat pies & pasties, pate, meat stock & gravy, cook-chill meals
- dairy produce such as; milk, cream, artificial cream, custards, products containing unpasteurised milk, ripened soft & moulded cheeses
- egg products such as; cooked eggs, quiche and products containing uncooked or lightly cooked eggs, for example; mayonnaise, mousse, home-made ice cream
- shellfish and other sea-foods such as; mussels, cockles, cooked prawns, raw oysters
- Farinaceous dishes including; cooked rice, pasta, couscous