



Food Safety Policy

Statement

Food may be prepared in the Hall kitchen. ESCH Ltd will ensure facilities are adequate to prepare and serve food safely and hygienically.

Responsible Persons

ESCH Ltd Management Committee is responsible for health and safety including kitchen facilities.

Hall users are responsible for complying with food hygiene regulations, following correct food handling procedures and for any food safety registration required. All caterers should comply with the Food Standards Agency's guidelines: "Safer Food, Better Business"

Implementation

ESCH Ltd responsibilities

Food Standards Authority (FSA) posters on working with food and food storage and preparation tips to be displayed in the kitchen.

ESCH Ltd to supply bin bags, spill wipes, cleaning solutions, tea towels etc. Cloths and tea towels to be washed regularly.

Hall manager to replace or arrange repair of damaged equipment.

Fridge to be set at 5°C or below.

Nappy change area and waste nappies to be kept separate from the kitchen at all times.

Hall user responsibilities

Hall users are responsible for ensuring they comply with any food safety registration requirements and are trained to the appropriate Chartered Institute of Environmental Health food hygiene level.

Cooks and chefs should undertake a hazard analysis and identify critical control points in accordance with "Safer Food, Better Business", with particular attention to Cleaning, Chilling, Cooking and Cross-contamination.

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

Good personal hygiene should be observed when handling and serving food: hands to be washed before and during food preparation and after using the toilet; any cuts or sores to be covered with waterproof dressings.

No-one exhibiting food poisoning symptoms should be involved in the preparation of food and should be excluded from the kitchen.

Fridge to be set at 5°C or below. Any fault with the fridge to be reported to Hall Manager immediately.

Nappy change area and waste nappies to be kept separate from the kitchen at all times.

Spills to be wiped up straightaway. Clean and disinfect if from raw food. Use clean cloths or spill wipes to clean worktops, equipment and utensils.

Damaged equipment, e.g. worn chopping boards or cracked plates, to be notified to Hall Manager.

Kitchen to be left clean and tidy. All appliances except fridge and water heater to be switched off. All crockery, cutlery, pots, pans and utensils to be washed up and put away in a hygienic state.

ESCH Ltd does not arrange cleaning between each booking and cannot be held responsible for the condition of the kitchen from the previous booking. If the kitchen is found in an unhygienic state it should be reported to the Hall Manager.

No food to be left in the Hall unless by prior arrangement with the Hall Manager. All food waste to be removed immediately at the end of a booking and disposed of responsibly, as per Terms and Conditions of Hire.

No children to be allowed unsupervised in the kitchen area.

Food Allergens

Caterers are responsible for informing consumers of the presence of any allergens in dishes as listed in the Food (Information) Regulations 2015. General disclaimers are insufficient.

Caterers should check both the current list of allergens which have to be declared and the government advice/regulations on preparation and labelling. This information is, at the time this policy was revised, to be found at <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>.

Future Developments

The Hall is not currently licensed for commercial catering. Any plans for a commercial kitchen to go to BHCC Food Safety Team to ensure legal compliance.