



Food Safety Policy

Statement

Hirers and volunteers can prepare, cook and serve food in the Hall. ESCH Ltd will ensure facilities are adequate to prepare, cook and serve food safely and hygienically.

ESCH Ltd is registered with Brighton and Hove City Council as a food business, which enables us to run regular food events. Our kitchen has been awarded a Level 5 Food Hygiene rating (2022).

Responsible Persons

ESCH Ltd Management Committee is responsible for health and safety in the Hall, including food safety.

The Hall Manager is responsible for kitchen hygiene standards on a day-to-day basis.

Hall hirers are responsible for complying with food hygiene regulations, following correct food handling procedures and for any food safety registration required.

Food Allergens

Hall hirers 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.

They 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>.

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. Freezer to be set at -18C or below.

Note: fridge and freezer temperatures are not checked and recorded daily therefore no items can be stored.

Responsibilities

All hirers, caterers and volunteers leading on food events should comply with the Food Standards Agency's guidelines: "Safer Food, Better Business" and have as a minimum the Level 2 Food Hygiene Certificate.

Cooks/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.

Reviewed September 2024



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 anyone with such symptoms should be excluded from the kitchen.

Only chefs and volunteers trained in food hygiene should enter the kitchen during food service.

Particular care should be taken to keep children out of the kitchen at all times.

Fridge to be set at 5°C or below. Freezer to be set at -18C. Any fault with the fridge to be reported to Hall Manager immediately.

Spills to be wiped up straight away. 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.

Waste and recycling system to be complied with.

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.

Any accidents or incidents arising at a food event should be notified to the Hall Manager immediately after the event.

Volunteer Run Hall Events/Activities

Volunteers leading on food-based events and any external caterers must have as a minimum a Level 2 Certificate in Food Hygiene.

All other volunteers helping to prepare and serve food must be briefed on food hygiene standards and how to respond to requests for information about food allergies and intolerances.

Hall food-based events and activities must be risk assessed and have a Food Hygiene Plan. This should detail the procedures for ensuring food hygiene safety during the preparation and serving of food, and how the risk of harm from allergens and cross contamination will be minimised.

ESCH Ltd cannot guarantee there will be no cross-contamination of allergens at any of our food-based events and activities. Suitable signage must be displayed prominently at all events advising that information on ingredients is provided for information only.