Swanton Novers Village Hall

Food Hygiene Policy

Policy Statement

The purpose of this policy is to ensure the safety of food served or prepared at Swanton Novers Village Hall. To comply with UK food safety regulations specifically as they apply to village halls.

The policy applies to Volunteers and Committee Members involved in food handling, and all hirers of the Village Hall who prepare or serve food.

Food Hygiene Certificates

It is recommended that anyone who regularly handles food should hold a **Food Safety Level 2** certificate.

Cooking

- Probe thermometers should be used whilst cooking. These should be cleaned after every use. The thermometers are located in the second drawer on the left side of the kitchen.
- Cooking core temperature should be 75ºC
- Hot holding temperature should be maintained above 63ºC
- Food should be cooled to 8ºC within 90 minutes
- Once cool food should be covered and refrigerated
- Food prepared for anyone with dietary requirements (Gluten free, Vegetarian or Vegan) should be prepared in separate area with separate utensils and cooked in separate oven
- All fruit and vegetables should be washed before use

Fridge| Freezer Temperatures

- Fridges should be 3-5ºC
- Temperature should be checked and recorded daily when fridges are in use
- Freezer temperature should be -18ºC and should be regularly checked

Cross Contamination Prevention

- Regular hand washing is essential
- Separate chopping boards and locations should be used for raw and ready to eat foods
- Raw food should be stored at the bottom of the fridge with other foods above.
- All food stored in the fridges should be covered

Cleaning

The kitchen is cleaned weekly by Cleaning Contractors. Additional cleaning should be undertaken by individual users when kitchen is in use.

All work surfaces should be cleaned with disinfectant and then rinsed so removing chemicals before starting food preparation. When preparing raw meat or high risk foods chopping boards surfaces and utensils used should be disinfected. After use these should be disinfected again.

Work surfaces should be regularly cleaned throughout session.

All work surfaces should be thoroughly cleaned after use

All cleaning materials should be stored away from food. These should be clearly labelled and used in original containers.

Disposable cloths should be used

Foods that Require Extra Care

- **raw milk**
- **raw shellfish**
- **soft cheeses**
- **paté**
- **foods containing raw eggs**
- **cooked sliced meats**

Allergens

There are 14 recognised allergens:
Celery
Crustaceans
Fish
Milk
Mustard
Peanuts
Soya
Cereals containing Gluten
Eggs
Lupin
Molluscs
Nuts
Sesame Seeds
Sulphur Dioxide

If any of these are present in foods offered this should be communicated either verbally or in writing.

Cakes and other Food Contributions from the Community

- When cakes and other foods are accepted by the Village Hall, the organisers should feel confident that good food hygiene has been observed by contributors.
- The ingredients or list of allergens should accompany the items.
- Tongs or a cake slices should be used when serving cakes
- Any cheesecakes or cakes containing cream should be stored in the fridge until ready to serve
- Food containing raw egg should not be accepted

Prepacked Foods

- The ingredients and allergens for any prepacked foods eg. sandwiches used should be displayed or retained for anyone who may wish to check
- Sell by dates for prepacked food should be strictly observed
- Chilled foods eg. for buffets should not be left out of the fridge for more than 4 hours