



Food Safety Policy

1. Statement

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

2. Responsible Person

- 2.1 Director of Building is responsible for health and safety including kitchen facilities.
- 2.2 Hall users are responsible for complying with food hygiene regulations and following correct food handling procedures and for any food safety registration they may require.

3. Implementation

3.1 THGI Ltd Responsibilities

- 3.1.1 FSA leaflets on working with food and food storage and preparation tips to be displayed in kitchen.
- 3.1.2 THGI Ltd will supply bin bags, kitchen towels, cleaning solutions, tea towels etc. All cloths, tea towels etc will be washed regularly.
- 3.1.3 Hall Manager will replace any damaged equipment.
- 3.1.4 Nappy change area and waste nappies to be kept separate from the kitchen at all times.
- 3.1.5 Fridge to be set at 5°C or below.

3.2 Hirer's Responsibilities

- 3.2.1 Hirer's are responsible for ensuring they have any food safety registration required.
- 3.2.2 Food handling procedures should avoid exposing food to risk of contamination. Raw and cooked food should be prepared separately using appropriate colour-coded chopping boards.
- 3.2.3 Good personal hygiene should be observed when handling and serving food. Regularly wash hands before and during food preparation and after using the toilet. Ensure any cuts or sores are covered with waterproof dressings.
- 3.2.4 Nappy change area and waste nappies to be kept separate from the kitchen at all times.
- 3.2.5 Fridge is set at 5°C or below. Any fault with fridge to be reported to Hall Manager immediately.
- 3.2.6 Spills to be wiped up as soon as they happen. Clean and disinfect if from raw food. Always use clean cloths, preferably kitchen towel, to wipe worktops, equipment and utensils.
- 3.2.7 Damaged equipment eg worn chopping boards, cracked plates etc to be notified to Hall Manager.
- 3.2.8 Kitchen to be left clean and tidy after an event and all appliances switched off (except fridge). All crockery/utensils etc to be washed up and put away in a hygienic state.
- 3.2.9 THGI Ltd does not arrange cleaning between each booking and cannot be held responsible for the condition of the kitchen from the previous booking. If

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the kitchen has been left in an unhygienic state by a previous booking it should be reported to the Hall Manager.

- 3.2.10 No food to be left in the Hall. All food waste to be removed immediately at the end of a booking and disposed of responsibly, as per Terms and Conditions of Hire.
- 3.2.11 No children allowed unsupervised in the kitchen area.

4. Future Developments

- 4.1 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.