

Hall Kitchen Food Handling and Hygiene Policy

Effective Date: 1st September 2025

Applies to: All hall hirers and groups using the hall kitchen and food preparation areas

1. Purpose of this Policy

This policy sets out the standards for food handling, fridge use, cleaning, and waste management within the hall kitchen facilities. It exists to ensure that the hall complies with UK health and hygiene regulations, including the requirements of the Food Standards Agency (FSA) and Environmental Health guidance.

All hall hirers and user groups must follow these standards at all times. Failure to do so may result in withdrawal of kitchen access.

2. General Responsibility

All hall hirers and groups are responsible for ensuring safe and hygienic food handling practices.

Each group must have its own procedures and policies in place that meet basic food hygiene standards, as expected under UK law.

Hirers are expected to ensure that anyone preparing or serving food has an appropriate understanding of food safety (for example, completion of a basic food hygiene awareness course is recommended).

The hall's responsibility is limited to providing facilities in a clean and serviceable condition at the start of each hire. It is the responsibility of each group to leave the kitchen and equipment in a clean and hygienic state.

3. Cleaning and Use of Facilities

Hirers must:

1. Clean and wipe down all surfaces, worktops, and appliances after use.
2. Empty bins into the outside bins and replace with clean liners.

3. Empty, switch off, and clean coffee machines, kettles, and dishwashers after use.
4. Ensure the kitchen is left in a state suitable for immediate use by the next hirer.
5. Failure to clean appropriately will be treated as a breach of hire conditions.

4. Fridge Use

To prevent contamination and ensure compliance with food safety standards:

1. Any food stored in the fridge must be wrapped/covered, clearly labelled with the group name and date, and suitable for use within 48 hours.
2. Out-of-date, unlabelled, or unsealed food will be disposed of without notice.
3. Hirers are responsible for removing their own leftovers at the end of each session.
4. The fridge is for short-term storage only and must not be used as a long-term storage facility.

5. Food Handling Recommendation

Hirers should follow safe food handling practices:

1. Food that has been served to customers or placed on tables should not be re-used under any circumstances.
2. Items such as butter, cream, or spreads should be individually wrapped/portioned to reduce hygiene risks.
3. Cakes, sandwiches, or other fresh items should not be stored in the fridge for use the following week.
4. All food should be stored, prepared, and served in a way that prevents contamination and ensures safety for consumers.

6. Waste Management & Recycling

Waste must be sorted appropriately into recycling and general waste bins.

Food waste must not be left in the kitchen bins after sessions.

External bins provided must be used, and lids securely closed to prevent pests.

7. Compliance

This policy forms part of the Hall Hire Terms and Conditions.

Requesting and subsequent approval of a booking you are agreeing to the terms of the hygiene agreement, as booking electronically there is nothing to sign.

Failure to comply with this policy may result in:

Additional cleaning charges being levied.

Withdrawal of permission to use kitchen facilities.

Termination of the hall hire agreement in serious or repeated cases.

8. Monitoring and Review

The hall committee will monitor the implementation of this policy and review it annually, or sooner if required by changes in law or Environmental Health advice.