

Food Hygiene and Food Handlers Guidance

This Guidance is for Kettins Community Hub volunteers, or other non commercial groups/organisations, and private parties that are making and serving food for events. The Responsible Person/Hirer signs the Let Agreement to say they understand and will follow The Food Safety Policy and this guide is to assist non commercial users to understand their responsibilities. Food handlers/servers are offered an induction event on using the kitchen and food safety based on this document and in order to protect users from harm, KCH is requiring volunteers to attend.

Kitchen use

One person in the group is identified as the responsible person.

All those involved in food preparation and serving should sanitise their hands upon entering the hub, hang outdoor coats and bags in the changing rooms and if working in the kitchen put on an apron and wash hands.

3 people maximum in the kitchen at any time to prevent accidents. Those serving can enter to collect food/drink and then re-enter the hall. Using a table in the hall for consumables will reduce the need for servers to enter the kitchen as often.

Cooker, microwave, dishwasher have manuals in the kitchen for reference. Colour coded chopping boards are provided.

Boiling water – Use the zip tap in the right hand side sink. See User Guide for instructions. If a large group is expected, then please use the Hot Water Urn and the vacuum flasks provided. The kettle is for occasional use only. Please take care with boiling water.

Crockery and utensils – a range of these are provided including jugs and plastic cups. Salt & Pepper and napkins.

Storage boxes – some groups will have their own items in boxes in the kitchen, please do not use these items.

Fridge – temperatures are checked regularly – do not switch it off at the end of a let.

Cleaning - any spillages should be cleaned up as soon as possible and a thorough cleaning of appliances and surfaces should be completed at the end. See User Guide for details.

Please use **green cloths, mops and buckets** in the kitchen, **blue cloths, mops and buckets** in the hall, changing rooms and entrance passageway and **red for the toilets**.

All users, and especially the Responsible person/hirer, is familiar with the User Guide for hub lets.

Personal Hygiene

1. Food handlers must wash hands regularly using an effective hand washing technique throughout the working day, especially after:

- (a) visiting the toilet
- (b) entry and re-entry into food rooms
- (c) between handling raw and cooked foods (including raw vegetables)
- (d) eating, smoking coughing, sneezing, nose blowing
- (e) handling telephones or handling money/ working at tills or handling pens
- (h) switching appliances and lights on and off
- (i) handling waste or chemicals

2. It is advised that those cooking have short, clean fingernails and no nail varnish.
3. Food handlers should not eat sweets, chew gum, taste food with their fingers or unwashed spoons or blow into glasses to polish them.
4. They should cover cuts, spots and sores with a blue plaster.
5. Food handlers should not wear earrings, watches, jewelled rings or brooches and hair should be tied back.
6. Clean protective clothing (an apron) should be worn at the commencement of each day. No outdoor clothing and personal effects in food rooms. These can be left in the cloakroom/changing rooms. If going to the toilet, please remove your apron before leaving the kitchen and replace when you return following good hand hygiene guidance.
7. Food handlers should report symptoms of food poisoning i.e. diarrhoea, vomiting to responsible person. They should be excluded from food preparation until 48 hours after symptoms have stopped.
8. Hand wash basins are provided with soap and hand drying facilities.
9. Hands should only be washed at the designated wash basins. Repeated use of sanitiser loses its effectiveness, so wash hands with soap and water.

Storage of food

Non perishable food (Biscuits, tea, coffee) can be stored in sealed containers in the cupboards.

Fridge – Raw meat should only be stored in the fridge with great care. All left over food must be removed at the end of a let.

Incidents

Incidents and accidents should be reported on the accident form and brought to the attention of the Booking Secretary.

Training

It is recommended that members of KCH users and community groups who handle food, even if only occasionally, should undertake awareness raising training in food hygiene and working in the kitchen.

If catering for more than 'coffee and cake', (that is cooking rather than reheating bought in food) it is essential that at least one person in each group has successfully complete the Elementary Food Hygiene Course, or similar, and has a current food safety certificate.

Courses can be arranged through Perth and Kinross Council.

For further information, contact the Booking Secretary.