



WIXFORD VILLAGE HALL

Registered Charity No: 1188301

KITCHEN USAGE AND FOOD SAFETY GUIDANCE FOR HIRERS

PURPOSE

The kitchen facility at Wixford Village Hall is provided for the convenience of users to prepare and serve refreshments during events and gatherings.

GENERAL RULES

- The kitchen is to be used only by adults and who have received proper authorisation from the Wixford Village Hall
- It is important that all Users must comply with all relevant health and safety regulations and guidelines. <https://bit.ly/WVH2024HAndSProcedure>
- The kitchen should be cleaned and left in a tidy condition after each use. Surface cleaner and washing up liquid will be provided. Please use the appropriately labelled mop and bucket kept in the cleaner's cupboard for the kitchen floor.
- Please note, to prevent cross contamination, a separate appropriately labelled mop and bucket for the toilet areas is also kept in the cleaner's cupboard.
- Any damage or malfunction of equipment must be reported immediately to the Booking Secretary.

BOOKING AND ACCESS

- Users must book the kitchen facility in advance through the Booking Secretary.
- Access to the kitchen will be provided only during the agreed-upon time slot.

HYGIENE AND FOOD SAFETY

- All users must adhere to strict hygiene standards while preparing, handling, and serving food to prevent food becoming contaminated.
- It should be noted that Environmental health officers recommend that it is **not** good practice to prepare food off the premises for sale and consumption within the hall.
- Food must be stored, handled, and cooked according to food safety regulations - <https://www.gov.uk/food-safety-your-responsibilities>.
- Proper handwashing facilities and hygiene practices must be followed at all times. It is good practice to utilise the separate handwashing sink.

USE OF APPLIANCES

Instruction manuals for both the cooker and the dishwasher can be found in the Blue Hirer's File which is located under the handwash sink in the kitchen.

WASTE MANAGEMENT

- Users are responsible for disposing of all waste properly, including food waste, packaging, and cleaning materials. Bins are provided and are appropriately labelled.
- Bags containing food waste should be removed to the outside bins after each hiring and a new compostable bag should be installed.

SAFETY AND EMERGENCIES

- In case of fire or other emergencies, users should follow the evacuation procedures posted on the kitchen noticeboard and throughout the village hall.
- The first aid kit is located in the cupboard under the kitchen hand wash sink.
- Emergency contact information is located on the kitchen noticeboard.
- Users should familiarise themselves with the location and operation of fire extinguishers and other safety equipment.

COMPLIANCE AND ENFORCEMENT

- Failure to comply with this policy may result in the suspension or revocation of kitchen usage privileges.
- Wixford Village Hall Committee reserves the right to enforce additional rules or restrictions as necessary.

CONTACT INFORMATION

For enquiries, bookings, or assistance regarding the kitchen facility, please contact Sue Vincent, Booking Secretary via booking@wixfordhall.org

ACKNOWLEDGEMENT

- By using the kitchen facility at Wixford Village Hall, users acknowledge that they have read, understood, and agree to abide by the rules and guidelines outlined in this policy.

Adopted: July 2024
Next Review: July 2025