

## **Mudford Village Hall**

### **Food Hygiene Policy following SFBB guidelines**

#### **Policy Statement**

The Purpose of this policy is to ensure the safety of food served or prepared at Mudford Village Hall. The Hall is committed to ensuring that food is safe and complies with current food hygiene regulations and best practices as set out in the Safer Food, Better Business (SFBB)\* guidelines.

#### **Scope**

This policy applies to:

- Volunteers, and committee members involved in food handling.
- All hirers of the village hall who prepare or serve food.
- Events that involve food preparation, storage, or serving.

#### **Legal Responsibilities**

This policy is based on the requirements of:

- The Food Safety Act 1990
- The Food Hygiene Regulations (England) 2013
- Guidance provided by the Food Standards Agency (FSA) through \*Safer Food, Better Business\*

Hirers must also comply with any local authority requirements.

#### **Food Safety Responsibilities**

The Hall Management Committee is responsible for ensuring the policy is implemented, provides/encourages food safety training for volunteers, and maintains diary records of any food related activities. Caterers are required to follow the policy, sign the declaration, complete necessary food safety training, and maintain high standards of hygiene at all times.

#### **Food Safety Training**

All volunteers involved in food handling are expected to hold a current Food Hygiene Level 2 Certificate. This includes understanding food allergens, safe food storage, food temperature

control, and proper cleaning techniques. Training records must be kept and made available for inspection.

## **Key Principles of Food Handling Guidelines (Based on SFBB)**

### **Cross-contamination**

- Wash hands frequently and thoroughly.
- Health: Anyone suffering from illness, especially gastrointestinal symptoms or contagious conditions, must refrain from handling food. Volunteers should notify the hall management if they are unwell.
- Clothing: Appropriate clothing (e.g., aprons, hair nets) must be worn by anyone preparing or serving food to avoid contamination. Long hair must be tied back.
- Separation: Raw meats, poultry, and seafood must be stored separately from ready-to-eat foods. There must be separate utensils, cutting boards, and preparation areas for raw and ready to eat foods.
- Clean and disinfect surfaces between tasks.
- Packaging: foods must be properly sealed and labelled if being stored. Expiry dates and allergens must be noted on the packaging

### **Cleaning**

- Clean as you go. All surfaces and equipment must be cleaned before and after use.
- Use approved disinfectants.
- Dishcloths and towels should be regularly laundered.
- Pest Control Measures should be taken to prevent pests in food preparation areas. This includes regular inspections and immediate attention to any signs of pests.
- Cleaning checklist and diary must be completed by the person responsible.

### **Chilling**

- Keep cold food refrigerated at or below 5°C.
- Do not leave perishable foods out for more than 2 hours.
- Use cool boxes or fridges as needed during events.

### **Cooking**

- Cook foods to the correct temperature (e.g. 75°C core temperature for meats).
- Use a food thermometer if cooking large quantities or meat products.

## **Serving Food**

- Food Display: If food is self-served, such as at buffets appropriate sneeze guards or food covers should be used to prevent contamination.
- Service Temperatures: Ensure that hot food remains hot and cold food remains cold within the recommended parameters during service. If food is held in serving dishes, it should be monitored and adjusted to maintain correct temperatures.
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## **Management**

- Keep written records/diary of cleaning schedules, fridge/freezer temperatures, and any reflection on learning.
- Encourage food handlers to complete Level 2 food hygiene training.
- Anyone who is ill (especially with vomiting or diarrhoea) must not handle food.

## **Food Allergens**

- All volunteers and hirers must be aware of the 14 allergens that must be declared by law.
- All food served must be clearly labelled if it contains any of the allergens.
- Avoid cross-contact by cleaning surfaces and using separate utensils.

## **Emergency Procedures**

- Foodborne Illness: If any foodborne illness is suspected, immediate action should be taken to remove potentially contaminated food from service, and a report should be made to local authorities. A record of the incident must be kept.
- Accidents & Injuries: In case of accidents (e.g., cuts, burns), a first aid kit must be readily available, and any incidents must be recorded in the village hall's incident log.

## **Waste Management**

- Waste Disposal: All food waste, packaging, and trash must be disposed of in designated bins, and bins must be regularly emptied to avoid pests and contamination.
- Recycling: Where possible, recyclable items should be disposed of separately from general waste.

## **Responsibilities of Hirers and Users**

All users who prepare or serve food must:

- Read and comply with this policy.
- Follow basic food hygiene practices in line with SFBB guidance.
- Complete a declaration form confirming understanding of this policy.
- Report any accidents, incidents or food-related complaints.

### **Facilities Provided**

The Mudford Village Hall kitchen includes:

Fridge/freezer, freezer, microwaves x 2, sandwich toaster/panini press, oven, toaster, kettles x 2, industrial sink with hot/cold water, hot water urn, dishwasher, handwashing sink, crockery, cutlery, and glassware, cleaning materials, recycling bin, food waste bin, black waste bin

Hirers must leave the kitchen clean and tidy and remove all food waste, packaging and trash.

### **Monitoring and Review**

- The policy will be reviewed annually by the village hall committee.
- Spot checks may be carried out to ensure compliance.
- Any non-compliance may result in restricted access to kitchen facilities and the potential to be retrained

### **Policy Agreement**

All food handlers must sign a declaration stating that they have read and understood the policy and agree to follow the guidance.

Date: June 2025

Review Date: June 2026

Approved by: Lydia Gane

Applies to: All individuals and groups using the village hall kitchen and/or serving food.

### **Appendices**

Appendix A: Allergen Record Template

Appendix B: Food Handler Declaration Form