

Glentworth Village Hall  
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Glentworth  
Lincolnshire  
DN21 5DF



# **GLENTWORTH VILLAGE HALL**

## **POLICY and PRINCIPLES**

### **HYGIENE**

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## 1 DEFINITIONS

Accountable manager	A person accountable for the supervision of personnel handling food.
GVH	Glentworth Village Hall
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

## 2 SCOPE

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

## 3 POLICY

All Glentworth Village Hall; Committee members, organisations and persons when using the hall shall comply with hygiene legislation.

## 4 PRINCIPLES

### 4.1 Management

#### 4.1.1 Premises

##### Construction

- Food rooms shall be constructed of materials that are smooth, impervious and easy to clean and arrangements shall be put in place to make sure the premises are clean and well maintained.

##### Waste disposal

- Containers with fitted lids shall be provided in food preparation areas to enable the safe storage of waste. Waste shall be removed frequently to an external storage area.

##### Pest Control

- Regular checks shall be carried out to make sure the premises are free from rodents (rats and mice) and other pests.
- The premises shall be constructed and maintained in a good condition to prevent access to rodents and insect pests.

- Windows and doors which are kept open for ventilation in food rooms shall be fitted with effective insect screens.

#### Cleaning chemicals

- A supply of safe, effective cleaning and sanitising chemicals shall be available. The chemicals shall be used and stored in accordance with manufacturers instructions.

## **4.2 Users**

### **4.2.1 People/staff**

#### Personal Hygiene

- Personnel handling food and drink shall wash their hands before starting work and frequently during the day, using the wash hand basins provided.
- Personnel shall wear any over clothing provided and should make sure it is changed regularly and when it becomes dirty.

#### Staff Illness

- Arrangements shall be in place to make sure all personnel who handle open food are medically fit and they do not present a risk of contaminating the food. Persons must inform the accountable manager if they suffer from any illness which may affect the food they handle.
- Food handlers who are ill with diarrhoea or vomiting shall be excluded from food areas until they have been symptom free for at least 3 days or as directed by their doctor.

#### Training and Supervision

- Before being permitted to handle open food, all new personnel shall be made aware of the hygiene and work requirements.
- The Accountable manager shall make sure personnel are supervised, instructed and trained so they are fully aware of the standards expected in the premises.
- All personnel handling open food on a regular basis should attend an accredited foundation level food hygiene course within 3 months of starting with refresher training arranged as necessary.

### **4.2.2 Food**

#### Purchase and receipt

- Arrangements shall be put in place to make sure all foods and ingredients are safe, wholesome and of good quality.

- Regular checks shall be made to ensure food is in good condition, packaging intact and refrigerated or frozen foods are at the correct temperatures upon receipt. (e.g. refrigerated food below 8<sup>0</sup>C and frozen below -18<sup>0</sup>C).

### Storage

- During refrigerated storage the following precautions shall be taken:
  - foods shall be covered and labelled.
  - raw and ready to eat foods shall be kept separated.
  - the temperature of all refrigerated storage units should be regularly checked (refrigerated below 8<sup>0</sup>C and frozen below 18<sup>0</sup>C).

### Preparation

- Raw and ready to eat foods shall not be allowed to come into contact during preparation.
- Separate equipment, knives and cutting boards shall be used for raw and ready to eat foods.
- All work surfaces and equipment shall be washed and sanitised with a food safe chemical after use.

### Cooking and Reheating

- Foods (especially raw meat) shall be fully cooked before being served or sold. A centre temperature of at least 75<sup>0</sup>C should be reached.

Note it is accepted that the only accurate way to confirm a safe cooking temperature is to use a probe thermometer. Checks should be made during each serving period.

The thermometer probe shall be cleaned with sanitised probe wipes before and after use.

### Cooling

- Cooked foods that are to be used at a later serving shall not be put straight in a refrigerator but cooled as quickly as possible and placed in the refrigerator within 90 minutes of cooking.
- Large containers of food e.g. saucepans of cooked rice, sauces, gravy etc. shall be put in shallow containers to allow them to cool rapidly before placing in the refrigerator.
- Food shall be protected from contamination while cooling and this will take place in a cool room or area.

Hot Holding

- Foods shall be served with minimal delay but when service is delayed, arrangements shall be made to keep the food above 63<sup>0</sup>C until it is served or sold.
- The temperatures of hot foods shall be monitored throughout the holding period.

Service and Display for Sale

- While being stored or offered for sale, food shall be covered or placed behind screens to protect it from contamination.