

This policy is designed to ensure that the kitchen can be used safely by all groups without risk of illness caused by contaminated food or equipment. It is based on guidelines from the Food Standards Agency, and their Safer Food, Better Business pack is also available in the kitchen or online for reference.

<https://www.food.gov.uk/sites/default/files/media/document/sfbb-caterers-pack-fixed.pdf>

Oversight of the kitchen is provided by the *Volunteer Kitchen Manager*, but all users are responsible for fully complying with the policy. Groups who hire the kitchen will be given a summary of the policy including expectations for cleaning after use.

Registration with Local Authority

St James Centre is registered as a food business with Wiltshire County Council. Hirers will need to register themselves if they are regularly using it to cater for groups or events with some 'continuity' and 'degree of organisation' – clarification on this can be found here:

<https://www.food.gov.uk/sites/default/files/media/document/hall-provision.pdf>

Training

Where the kitchen is being used to prepare and cook food (as opposed to simply serving refreshments such as tea and biscuits) the person supervising the food preparation should have a Level 2 Food Hygiene Qualification.

Other food handlers should be supervised, instructed and/or trained in food hygiene matters relevant to their work activity. It is recommended that those who are regularly using the kitchen should undertake a minimum of Level 1 Food Hygiene Training. This is readily available online.

Cleaning

All users are responsible for cleaning the kitchen during and after use. The St James Centre Cleaning Schedule gives details of cleaning tasks, with frequency required and details of procedure. The schedule should be initialled when cleaning has been done, and all records kept.

We seek to achieve a high level of food hygiene while minimising the environmental impact of St James Centre, so the following systems will be used:

Cleaning cloths, tea towels, oven cloths/gloves and aprons will be re-usable and should be washed at a high temperature in a washing machine and dried after use, as detailed in cleaning schedule. 'Blue Roll' should only be used when essential. Disposable cleaning wipes should not be used.

An environmentally friendly sanitiser that complies with BS EN1276 (for example Bio-D multi-surface sanitiser) should be used for cleaning surfaces using the two-stage process:

1. Use a small amount of sanitiser on a clean wet cloth as a cleaning product to remove visible dirt, food particles and debris, and rinse to remove any residue
2. Apply sanitiser using the correct dilution and contact time, according to the manufacturer's instructions, and rinse with water.

The multi-surface sanitiser should be used for all cleaning except when specific products are required (ie dishwasher detergents, washing up, oven deep cleaning), to avoid excess chemicals in the kitchen. All cleaning chemicals should be stored away from food and clearly labelled.

Personal Hygiene

Frequent handwashing should be carried out by food handlers using the handwash sink, running water, a liquid soap that complies with BS EN1499, and paper towels.

Food handlers should tie hair back, remove jewellery (except wedding band), cover cuts with a brightly coloured waterproof dressing and wear a clean apron.

Anyone who has had vomiting or diarrhoea within the last 48 hours should not use the kitchen.

Temperature Control

Fridge and freezer temperatures should be recorded daily, and records kept. Fridges should be below 5°C, and if temperature is higher than 8°C food should be removed to another fridge.

Freezers should be maintained at -18°C and below.

Hot food should be heated to 75°C for at least 30 seconds and a disinfected temperature probe should be used to spot check food temperature. More details on chilling and reheating food can be found in the Safer Food Better Business pack.

Food Storage and Preparation

Careful storage and preparation of food is required to avoid cross-contamination of allergens and bacteria:

Dedicated colour coded chopping boards and utensils should be used.

All food left in fridges and cupboards must be completely covered and labelled with sticker detailing name of user, date of opening and use by date. Food will be disposed of past use by date.

Any food without packaging (food removed from original package or 'homemade' food) should also be labelled with food allergy sticker. Any user providing food for the public should familiarise themselves with the most common allergens and communicate ingredients clearly. More info on allergens here: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Reporting

Accidents should be recorded in the online accident log book.

Broken or faulty equipment should be recorded in the kitchen diary. If there is any possible danger from the fault the item should be removed from use to protect others.

The kitchen diary can also be used to inform the *Volunteer Kitchen Manager* of any concerns or shortages.

Disposal of Waste

Kitchen bin should be emptied after each food preparation session (or minimum weekly where non have occurred) and cleaned as detailed in cleaning schedule.

All recyclable waste should be washed and taken home for recycling to avoid attracting vermin.

Glass should be avoided where possible in the kitchen. In case of broken glass all surrounding uncovered food should be discarded, premises cleaned thoroughly, and glass wrapped before disposing of in outside bin.

