

FOOD HYGIENE POLICY

Charity Name: Cutthorpe Village Hall (2018)

Registered Charity Number: 1178021

Effective Date: February 2026

Next Review Date: February 2029

1. Purpose

This policy ensures that the kitchen facilities at Cutthorpe Village Hall are maintained to a high standard of cleanliness and safety, minimizing the risk of food-borne illnesses for all users.

2. Responsibility of the Management Committee (Trustees)

The Trustees will ensure that:

- The kitchen infrastructure (sinks, surfaces, flooring) is kept in good repair and is easy to clean.
- There is a constant supply of hot and cold running water.
- Hand-washing facilities are separate from food-preparation sinks where possible.
- A basic First Aid kit (including blue, waterproof, food-grade plasters) is available near the kitchen.
- Appliances (fridge, oven, water boiler) are serviced and functioning correctly.

3. Responsibility of the Hirer

The Hirer is the "Food Business Operator" for the duration of their event. They must ensure:

- **Cleanliness:** All surfaces and equipment are wiped down with food-safe antibacterial spray before and after use.
- **Personal Hygiene:** All persons handling food must wash their hands thoroughly.
- **Temperature Control:** High-risk foods (meat, dairy, cooked rice) must be kept refrigerated. The Hall fridge should be set at **5 Deg.C** or below.
- **Waste:** Food waste is bagged and disposed of according to the Hall's waste policy.
- **Allergens:** The Hirer is responsible for managing allergen information for the food they serve.

4. Professional Caterers

Any external professional caterers using the Hall kitchen must provide evidence of their:

1. **Public Liability Insurance.**
2. **Food Hygiene Rating** (typically 4 or 5 stars).
3. **Local Authority Registration.**

5. Prohibited Items

To maintain safety and hygiene, the following are not permitted:

- Smoking in the kitchen or food preparation areas.
- Domestic pets or animals in the kitchen.
- Leaving food in the fridge or cupboards after the hire period has ended.