

# Worminghall Village Hall

## Food Preparation Hygiene Policy

### Introduction

Worminghall Village Hall (“WVH”) is a community organisation with charitable status. It is managed by a Board of Trustees and run by a voluntary management committee, with the aid of additional volunteers.

### Purpose

Our policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers preparing food in the Hall.
2. Keep the village hall kitchen and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers and users.
4. Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out herein, in the Hire Agreement and with safety notices on the premises and website to accept responsibility to do everything they can to ensure that any prepared food is safe.

### Food Hygiene & Cleaning

The Food Hygiene Regulations 2006 is a wide-ranging set of regulations and affects everyone working in the food business however small. It is the intention of the Trust to comply with Regulation (EC) No 853/2004 on the hygiene of foodstuffs and regulation (EC) 178/2002 on general food law. In doing so the Trust aims to ensure that food provided is fit for human consumption and free from contamination or adulteration.

Those hiring the hall and anyone preparing, or handling food or drink are also responsible for safety and hygiene precautions, and they must observe the relevant regulations and follow the guidance on good kitchen practice displayed in the Hall kitchen. In addition, all waste must be disposed of by placing into the labelled bins provided emptying them into the appropriate waste bins at the entrance to the car park, during and especially at the end of the hire.

It is the responsibility of the Trust to ensure that the premises are adequate, well maintained, suitably equipped and clean. The Hall is cleaned regularly according to a contract with a cleaner. However, all Users and Hirers of the Hall are responsible for leaving the premises in a clean and tidy condition as specified in the Hire Agreement.

Policy adopted: January 2023