



Food Preparation & Provision

Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs and Regulation (EC) No.178/2002 on General Food Law are the main pieces of legislation with which parish halls has to comply.

Regulation 852/2004 requires all food handlers to be supervised and instructed and /or trained in food hygiene matters commensurate with their work.

While it is the responsibility of the person or business providing food at any function or event at the parish hall to apply relevant regulation the parish hall committee, who has over-arching responsibility for the health and safety of users of the hall, retains the right to examine or check procedures being carried out in the provision of food at Stanton St Quintin Parish Hall.

Professional Caterers

It is the responsibility of hirers to ensure that any professional catering company contracted to provide food at events applies all relevant regulations with regards to the preparation and serving of food.

Organisations Preparing 'Occasional' Food

Organisations preparing food on an occasional basis should be aware of and take into account the following points:

- Take all necessary precautions to prevent food becoming contaminated;
- Identify the potential hazards (things that may go wrong e.g. contamination, conditions which would encourage bacteria to grow and possibly cause food poisoning, etc.) and what are the critical steps in food activity;
- Introduce and maintain adequate food safety controls (e.g. adequate refrigeration, separation from cleaning chemicals, use of good suppliers, etc.);
- Review controls as necessary;
- Keep work clothes and utensils as clean as possible;
- Wear a clean, washable light coloured apron or overall;
- Cover wounds, cuts or abrasions with a waterproof dressing, preferably a coloured one;
- Refrain from spitting;
- Do not smoke in food areas (please note the hall is a non-smoking building);
- Do not handle food if suffering from skin, nose, throat or bowel infections;
- Screen or protect open food awaiting preparation, serving or sale form any risk of contamination;
- Observe temperature control requirements for certain food.

Annex to this document shows the leaflet that will be in the hall kitchen and is to be followed by all kitchen users who are preparing food.

Offsite Preparation

Offsite food preparation is not recommended as good practice by environmental health officials. Environmental health advice is that preparing food offsite be kept to a minimum where it cannot be avoided and storage and temperature control must be carefully monitored.

Temperature Control

While commercial caterers are bound to apply all relevant regulations relating to the preparation, storage and serving of food the same does not apply to occasional providers of food. But it is recommended that handling and temperature control of food is carefully managed.

The fridge temperature will be checked and monitored frequently by the committee member responsible for risk assessments.

Cooked foods that are waiting to be eaten hot must be kept at a minimum of 63°C.

Cooked foods to be eaten cold are to be kept chilled at temperatures of less than 8°C include:

- Products containing meat, fish, eggs;
- Soft or hard cheeses;
- Cooked vegetable dishes (incl. cereals, pulses);
- Cooked pies containing meat, fish or vegetables;
- Sausage rolls (unless to be eaten day of production);
- Smoked or cured fish;
- Slices of smoked or cured meats;
- Prepared vegetable salads;
- Dairy based desserts;
- Cream cakes.

The list is not finite, but provides an indication of food temperature control.



Annex

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING PRECAUTIONS

1. Do not smoke in the kitchen – inside the building is a no smoking area;
2. Wash your hands thoroughly:
 - a. Before handling food;
 - b. After preparing fresh meat, poultry or fish;
 - c. After using the lavatory;
 - d. After blowing your nose;
 - e. Before serving food.
3. If you have skin, nose, throat or bowel trouble **YOU MUST NOT HANDLE FOOD** being prepared for the consumption by others;
4. Do not cough or sneeze over food;
5. Please wear clean clothes and a protective apron or overall;
6. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin, food preparation rubber glove if necessary;
7. Always use clean utensils;
8. Use a clean utensil in preference to your hands;
9. Always use clean cloths for washing, wiping or drying;
10. Do not use chipped or cracked crockery: put it to one side to be destroyed;
11. Clean up as you go and wipe up spillages as they occur;
12. Keep prepared foods covered until they are to be served;
13. Do not place uncooked meat, poultry or fish near cooked preparations unless they are securely wrapped;
14. Keep fish, meat, vegetable or dairy products and foods containing them either below 8°C or, if they are cooked and waiting to be eaten hot, above 63°C;

15. Keep waste and bins properly covered at all times;
16. When you have finished preparations, please wash and dry everything used and put it away;
17. Clean the sink, work surfaces and any spills on the floor

SSQH Health & Safety

