



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

Health & Hygiene Policy

The Food and Safety Team is at:

Suffolk Coastal District Council
East Suffolk House
Station Road
Melton
Woodbridge
Suffolk
IP12 1RT
Tel 01394 383789
Email: environment@eastsuffolk.gov.uk

The Village Hall Management Committee is responsible for ensuring the premises are adequate, well maintained, suitably equipped, clean and generally up to required standards to comply with current Food & Hygiene regulations.

Anyone hiring this hall and kitchen who are preparing or handling food or drink are also responsible for safety and hygiene precautions and must observe the relevant regulations.

The Caterer is responsible for ensuring the safety of the food served and that all legislative requirements are met.

The premises are cleaned regularly and thoroughly using approved chemicals. A colour coding system is used to help prevent the spread of bacteria through cross contamination from one area to another.

Red – Toilet and washroom
Blue – General areas (lower risk)
Green – Food preparation areas

The main pieces of legislation which village halls and other “food businesses” have to comply are:-

Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs and
Regulation (EC) No. 178/2002 on General Food Law
The Food Hygiene (England) Regulations 2006

The Hall Management Committee is aware of:-

- The need to prevent the contamination of food, including requirements concerning the condition and cleanliness of the premises and any equipment used, the cleanliness of food handlers and the safe handling of food and the disposal of waste material.
- Some foods stored outside temperature control may support growth of harmful bacteria or the formation of toxins, which may cause food poisoning.
- With certain exemptions, the food should be kept either:-
 - chilled at a maximum of 8°C.
 - or hot at a minimum of 63°C.
 - Temperature gauges are used in the fridge and freezer and one is available for use in the oven.
 - A food probe is available to ensure hot food reaches the required temperature.
- The premises must be kept clean and in good condition, and the entry of birds, animals, rodent or insect infestation prevented, so far as is practicable.
- The premises must be kept well lit and ventilated.
- A First Aid Box is located in the kitchen along with a First Aid Manual.
- A Fire Blanket and suitable Fire Extinguishers are available.
- A notice giving basic guidance on food handling is displayed.
- Dogs are not allowed on the premises.
- Stored hot water is kept at a suitable high temperature to achieve hot water of 50°C at all points of use within 1 minute to meet the Water Supply Regulations 1999 and the Health & Safety at Work Act 1974 to avoid the spread of Legionella and Legionnaires' disease. The plumbing installations have been carried out by an approved competent plumber.
- Items unconnected with food preparation are not stored in the kitchen.

Registration of these premises is no longer a stand-alone requirement under Regulation 852/2004. The village hall Management Committee is not responsible for registering the hall as a food business unless the Committee is carrying out activities in relation to food that could classify the hall as a "food business operator". Village halls are not considered to be high risk premises.

The Management Committee has considered the situation and the food activities in the hall are considered not to be continuous and organised undertakings – see Recital 9 of Regulation 852/2004 as covered in paragraph 3.8 of the European Commission Guidance Documents on the Regulation and the premises are therefore not registered. This situation will be kept under review.

Organisations hiring the hall that are unsure of their situation should contact their own national body or local environmental health officer.

If the use of the kitchen is changed and additional food preparation takes place then the kitchen must be inspected and scored on a food preparation hygiene basis, with subsequent inspections every 18 months to 2 years.

The kitchen is undergoing some alterations and improvements at present, after which the area will be redecorated.