



West Hatch Village Hall

## **WEST HATCH VILLAGE HALL – Registered Charity Number: 282641**

### **Preparation of Food.**

Preparing food in a shared hall requires strict hygiene and shared responsibility.

West Hatch Village Hall Committee aims to meet high standards of hygiene and cook all foods offered thoroughly to avoid any contamination or shared bacteria.

There are a number of items such as colour coded chopping boards that are made available to ensure you use specified surfaces for different food stuffs.

#### **All volunteers and hall users will:**

- Keep surfaces clean
- Wash hands prior to food preparation in the kitchen washing station
- Properly store food to prevent bacteria growth
- Ensuring all equipment is cleaned immediately after use to maintain a hygienic environment.

#### **Key Safety and Hygiene Practices**

- **Surface Cleaning:** Ensure all countertops, walls, and surfaces in contact with food are clean, smooth, and easily sanitized.
- **Hand Hygiene:** Wash hands frequently to avoid cross-contamination.
- **Storage:** Follow the 2:2:2 rule: store food in the fridge within two hours, eat within two days, or freeze for up to two months.
- **Safety Check:** Ensure all cooked food is thoroughly heated to kill bacteria.

#### **Responsibilities:**

**Shared Responsibility:** Everyone who uses the hall kitchen is responsible for cleaning up, washing dishes, and wiping down surfaces after preparing food.

- **Simple Cooking Ideas:** Prepare simple meals or dishes with ingredients that do not require excessive refrigeration.
- **Organization:** Create a cleaning schedule or set ground rules to ensure the kitchen remains tidy.

- **For larger gatherings:** utilize equipment like slow cookers and keep food in the oven or warming equipment on low temperatures to maintain safe or warm serving temperatures.
- **Cleanliness:** Ensure the kitchen and hall are clean ready for the next user. This includes ensuring the table covers and kitchen towels are washed and returned for use prior to the next event at the hall.
- **Breakages:** will be removed for safety reasons, replaced or the Secretary or Treasurer informed so that a replacement may be purchased or provided.

**Date agreed and authorised by the Committee: 20<sup>th</sup> April 2026**

**Review date:**