

Food Safety Information

ARE YOU SERVING FOOD IN A COMMUNITY BUILDING?

If you are:-

Serving more than tea, coffee and/or confectionery items (e.g. biscuits) or

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Asking someone else to do the catering

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Then, you, or your caterer, need to read this guidance note carefully.

FOOD POISONING IS PREVENTABLE

Problems which could lead to food poisoning should be avoided by planning well in advance using the following guidance on basic hygiene rules. This should help to identify where something could go wrong and how to put the matter right before you even start preparing any food.

Before you start

Visit the venue and think about the facilities that are available. Consider, at least, the following points:-

- Is the kitchen big enough?
- Is there enough space to separate raw and cooked foods?
- Are there enough chopping boards to separate raw and cooked foods?
- Are the cooking facilities adequate?
- Is there enough fridge space?
- Will there be enough hot water for keeping the kitchen, equipment and utensils clean and disinfected?
- Do you need to provide any washing up liquid and sanitiser/disinfectant?
- Will you have to provide any extra equipment?
- Will you be working with any other people? Are they suitably trained or aware of basic food hygiene principles?
- Will you be transporting any food? Do you have enough clean containers? Can you do the journey quickly?



**Brighton & Hove
City Council**

The Kitchen

- Ensure the kitchen, equipment and utensils are clean and disinfected.
- Check the equipment is working properly – fridges should be switched on in good time to reach the required temperature of 8°C or below.

Food Preparation

- Plan properly – avoid laying out perishable foods at room temperature too far in advance.
- Transport food quickly and hygienically in clean containers.
- Keep perishable foods at safe temperatures, including during transport.
- Keep cold foods at 8°C or less, ideally below 5°C and hot foods at 63°C or above.
- If foods have to be cooled this must be done as quickly as possible, ideally within 90 minutes.
- Always cook foods thoroughly and re-heat until piping hot all the way through.
- Keep raw foods, especially meats, completely separate from ready to eat foods.
- Clean as you go – use clean cloths and wipe up spillages immediately.
- Cover foods, whenever possible.

Personal Hygiene

- Wear clean clothes and apron/over-clothing.
- Wash hands regularly, especially after handling raw foods and using the toilet.
- Avoid directly handling or touching foods – use tongs or utensils wherever possible.
- Cover cuts and sores with a waterproof dressing.
- Never handle food if suffering from a stomach upset or skin infection.
- Tie long hair back.

Training of Food Handlers

- Food handlers who are responsible for providing food to members of the public should be adequately trained for the job that they carry out.
- This should include, at least, a basic understanding of those matters listed above.
- If you are serving food to members of the public who are elderly, young children or sick, you should seek further advice on training from your local Environmental Health Department.

For more advice please contact the Food Safety Team, Environmental Health and Licensing, Brighton and Hove City Council. Telephone (01273) 292161, fax (01273) 292410, email ehl.food@brighton-hove.gov.uk or see our website www.brighton-hove.gov.uk/foodsafety.

The information in this guidance note is based on a leaflet produced by the Department of Health in 1999. The information was produced by the Joint Food Safety and Standards Group in collaboration with Action with Communities in Rural England (ACRE), Community Matters, then Local Authorities Co-ordinating Body on Food and Trading Standards (LACOTS), and Cotswold District Council.