

Ardgay Public Hall

Food Safety Policy

To be used by each booking.

Policy Template Agreed 31/7/26 Signe



Chair

Position:

Booking Date: _____

1. Policy Statement

Ardgay Public Hall is committed to ensuring that all food prepared, stored or served within the hall is safe for consumption.

- Comply with relevant food safety legislation.
- Provide clean and hygienic food preparation facilities.
- Maintain suitable temperatures for chilled, frozen and hot food.
- Minimise the risk of contamination.
- Ensure volunteers and hirers understand their responsibilities.
- Keep appropriate food safety records where required.

2. Responsibilities

The Hall Committee will maintain kitchen facilities, provide cleaning materials, maintain refrigeration equipment, provide thermometers and arrange servicing where required.

Hirers must leave the kitchen clean, wash hands regularly, prevent cross-contamination, keep food at safe temperatures, dispose of waste correctly and report equipment faults immediately.

3. Personal Hygiene

- Wash hands before handling food and after using the toilet, handling raw food, cleaning or emptying bins.
- Do not prepare food if suffering from sickness or diarrhoea. Return only after being symptom free for 48 hours.

4. Cleaning

With products provided clean and sanitise all food preparation areas before and after use, including worktops, sinks, taps, chopping boards, utensils, cooker, microwave and fridge handles.

5. Cross Contamination

- Keep raw and ready-to-eat foods separate.
- Store raw meat on the bottom shelf of the fridge.
- Keep food covered.
- Use separate chopping boards where possible.

6. Temperature Control

Fridge: 0°C–5°C (Target 3°C)

Freezer: -18°C or below

Hot Holding: 63°C or above

Reheating: Minimum core temperature 75°C

Cool cooked food quickly and refrigerate within two hours.

7. Buffet Food

Cold buffet food should not remain at room temperature for more than Two hours in total.

Any remaining food must be discarded.

8. Allergens

Anyone providing food must be able to identify the 14 major allergens. Never guess if asked about allergens.

9. Waste & Pest Control

Dispose of waste correctly and report any signs of pests immediately.

10. Equipment Faults

Report any faults with fridges, freezers, cookers, hot water, worktops or kitchen equipment immediately.

Fridge & Freezer Temperature Record

Date	Time	Fridge (0–5°C)	Freezer (-18°C)	Checked By	Corrective Action

Hot Holding Temperature Record

Date	Food Item	Time	Temperature (≥63°C)	Checked By	Action

Buffet Display Record

Date	Event	Food Displayed	Time Out	Time Removed	Discarded After 4 Hours	Checked By

Daily Kitchen Cleaning Checklist

Item	Before Use	After Use
Worktops	☐	☐
Sink	☐	☐
Fridge Handles	☐	☐
Microwave	☐	☐
Cooker	☐	☐
Chopping Boards	☐	☐
Utensils	☐	☐
Floor Swept	☐	☐
Floor Mopped	☐	☐
Bins Emptied	☐	☐

Declaration

I confirm that I have read and understood the Food Safety Policy for Ardgay Public Hall.

Name: _____

Organisation: _____

Signature: _____

Date: _____