

Guidance on Serving Food in Community Buildings

Are you serving food in a community building?

Then you, or your caterer, need to read this leaflet carefully

Food Poisoning is Preventable

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?

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 and operate at a temperature between 0°C and 5°C.

Is there a wash hand basin close by, with constant supplies of hot and cold water, soap, and paper towels or other means to dry hands? Hand washing, especially after handling raw food, is a very important safety precaution, so what facilities will be provided if there is no wash hand basin?



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 below and hot foods at 63°C or above.
- If foods have to be cooked this must be done as quickly as possible.
- Always cook foods thoroughly and re-heat until piping hot.
- 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 aprons/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 further information:

- **Contact:** Food, Health and Safety Team
- **Address:** Environmental Services Section, Eden District Council, Mansion House, Penrith, Cumbria CA11 7YG
- **Email:** env.health@eden.gov.uk
- **Telephone:** 01768 212491