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| **Christchurch Hitchin**  **General Principles for use of kitchen**  *(For Use by users and hirers)* |  |
| **Assessment by: Anne Blackman, Vic Evans, Val Higgs Julie Mills, Val Reid**  Reviewed VE/JM/VR 22nd March 2022 | **Date:** 03 August 2021 |

| **What are the hazards?** | **Mitigation**  **(what action will be taken to reduce or eliminate the risk)** | **Trustees’ responsibility** | **Users/Hirer’s responsibility** |
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| Users not being aware of this risk assessment. | All users/hirers to read this risk assessment and follow the guidance.  All users/hirers to produce own risk assessment on pro-forma available on the Christchurch website. Named user/hirer must also sign the declaration stating agreement for their group to adhere to guidance given here | Yes  Yes | Yes  Yes |
| Covid transmission by individual users | No entry to the building by anyone who suspects they may have Covid symptoms or has tested positive  Each user must determine the safe number of people working in the kitchen at any one time  Handwashing and sanitising on arrival and at regular intervals  Users to wash their hands after handling items and before moving onto another task e.g., after collecting used plates for cleaning and before serving food to another user.  Wipe down food prep and serving surfaces and handles with anti-bac before & after use.  Users/hirers to provide own tea towels and take away after use.  All used crockery and utensils to be put away after use |  | Yes  Yes  Yes  Yes  Yes  Yes  Yes |
| Poor ventilation | Outside kitchen door and window may be opened for extra ventilation. These must be closed and locked before leaving |  | Yes |
| Food Safety | When preparing cooked meals, refer to FSA “Safer Food Better Business” (in purple file in cupboard).  If regular service of cooked meals (e.g., Lunch Club) is resumed, inform NHDC Environmental Health Dept to resume registration.  Regular cooks to obtain a Food Safety Level 2 Qualification.  All left over food etc to be removed from kitchen/fridge/freezer unless agreed with the Kitchen Managers:  Anne Blackman [amblackman@btinternet.com](mailto:amblackman@btinternet.com), or  Val Higgs [valh1@ntlworld.com](mailto:valh1@ntlworld.com)  Anything left will be thrown away.  Recyclable waste, food, and general rubbish to be removed from kitchen after use. | Ensure standard of regular cleaning.  Inform users/hirers  Monitor regularly.  Check fridge and freezer temperatures regularly. | Kitchen Users liable for their own food safety  Yes  Yes |

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| Maintenance of appliances | Dishwasher, Lincat water boiler, hot cupboard is serviced twice yearly by contract with Colin Hill (Hitchin). All problems, mishaps, or faults to be reported as soon as possible to Kitchen Managers (contact details above and displayed in the kitchen) | Delegated to F+P | Report problems |
| Kitchen users not being aware of or forgetting the  guidelines | Adequate signage reminding to be aware of Good Practice when handling food | Yes |  |