



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

1.02 Kitchen

General safety

- Doors to the kitchen are kept always closed.
- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when snack preparation is taking place.
- Staff hot drinks are only allowed when in the Kitchen.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned regularly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker top is wiped down if used
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once and are laundered regularly.
- Cleaning cloths used for surfaces are thrown away and replaced with new daily.
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the village hall Management Committee.

Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business