



# Good Practice Guidelines for Village Hall Users

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## Policy statement.

These guidelines should be read in conjunction with the Terms and Conditions of Hire. You are required to comply with the guidelines and standards when using the hall, bar and kitchen.

- i. All users should comply with the legal requirements relating to alcohol consumption, the sale of alcohol, food safety and hygiene standards relating to the storage, preparation and disposal of food.
- ii. Dietary requirements should be requested and noted when providing food to avoid contamination
- iii. Food stored in the fridge and freezer should be in sealed containers, uncooked food below cooked food.
- iv. The fridge temperature should not exceed +5C, Freezer – 18C or below
- v. It is an offence to serve food that has exceeded the use by date
- vi. Surface sanitiser is provided to clean tables and surfaces prior to food preparation
- vii. Hand wash sink in the kitchen should be used in conjunction with the hand-washing guidelines displayed
- viii. Hands should be washed before using blue gloves supplied for food preparation. No nail varnish or jewellery should be worn when preparing food
- ix. The colour coded boards should be used for food preparation
- x. Cooked/reheated food should be checked that the correct temperature has been reached
- xi. Outside caterers should provide evidence of their food hygiene certificate and insurance cover
- xii. All glasses, cutlery, crockery and utensils should be washed in the machines, not hand washed unless they are to be used in the ovens or are too large
- xiii. Any tea towels that are used must have been washed at 60C. **Hirers provide their own tea towels**
- xiv. **All kitchen bins should be emptied after an event. Grey bins are supplied for general rubbish**
- xv. All users should be familiar with the location of fire exits, fire doors, fire extinguishers and the Assembly Point. Fire exits should be kept clear at all times.
- xvi. **Children** (under 16) should not have access to the kitchen or bar.
- xvii. All accidents and incidents should be documented in the books provided in the kitchen and reported to the key holder asap. Any breakage or damage will be charged at cost
- xviii. The First Aid Box is located in the kitchen

## Review

We will review this policy and our approach at Committee Meetings and at least annually at our AGM.

**SIGNED:** *J.Schober*

## Review Log

Date	Reviewer	Actions
01.04.26	J.Schober	Update Committee + Website

## Change Log

Date	Author	Change / Version