

Notice to all users of the Oxton Village Hall Kitchen

1. Oxton Village Hall Kitchen (OVHK) is registered with Newark and Sherwood District Council as a place where food business may be carried out by users of the hall. The Village Hall Management Committee doesn't directly carry out food preparation. There are a number of conditions when using the OVHK (listed below) and hirers are responsible for their own food safety whilst using the premises.
2. Food prepared on the premises and brought into the OVHK should be done in accordance with food hygiene regulations and good practice and is the entire responsibility of the hirer of the premises and their agent(s) (e.g.) an external catering company. Consumers must have confidence that the food they buy and eat will be what they expect, will do them no harm and that they are protected from fraud.
3. It is the responsibility for the hirer to ensure that people using the kitchen and the appliances do so safely and if preparing food have the appropriate certification if required. Although food safety legislation affects everyone in the country, it is particularly relevant to anyone working in the production, processing, storage, distribution and sale of food, no matter how large or small the business. This includes non-profit making organisations.
4. Your main responsibilities under the Food Safety Act are:
 1. to ensure you do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it;
 2. to ensure that the food you serve or sell is of the nature, substance or quality which consumers would expect;
 3. To ensure that the food is labelled, advertised and presented in a way that is not false or misleading.
5. Food Temperatures. Cold foods must be kept at 8°C or below and a thermometer is available in the fridge. Hot foods must be kept at 63°C or above. When you reheat food, make sure that it is piping hot all the way through to reach at least 82°C. These are legal requirements.

The kitchen including all surfaces, appliances, pots, pans and cutlery should be left in a clean condition and items in the same positions in which they were found on arrival.
6. The instantaneous water heater is designed to deliver a steady stream of hot water continuously but this will not be at a high volume if all the hot taps are in use at the same time.
7. Food waste should be removed from the kitchen to the main outside bin at the end of the session. All bottles, cans and packaging, etc. must be removed from the premises preferably to an appropriate recycling centre. There is a bottle bank at the Bridge Inn and at the recycling centre at Hollingwood Lane, Calverton NG14 6NR.
8. The kitchen floor will be cleaned by our own cleaner after the hire period but this should not include waste food dropped on the floor by the hirer or their guests. Cleaning equipment is available in the cleaner's room for the use of hirers. Please use the correct bucket when cleaning the kitchen floor.
9. Tea towels. If the hire includes the kitchen then a set of 6 tea towels will be provided and laundered by the OVH after the hire is complete. It should be noted that for larger catering events 6 tea towels will not be enough and the hirer should bring additional towels on these occasions. Please put used towels in the bin provided. Towels from the laundry pack removed from the OVHK will be charged at £5 each.
10. I understand the above conditions and my responsibility in complying with relevant food safety legislation.