

GREAT HOLLANDS BOWLS CLUB



Green: Recreation Ground, South Road, Wokingham, Berkshire, RG40 3DW Tel: 01344 300105

Kitchen Health & Safety Policy

2025



Issued by June Clarke – Food Hygiene Officer 16.07.2025

Important Things to Remember

- When first coming into the kitchen it is important for the Lead to ensure that all the kitchen assistants wash their hands and nails with anti-bacterial soap
- All kitchen assistants must wear an appropriate apron and tie back their hair if it is long
- All work surfaces are to be cleaned with anti-bacterial multi surface cleaner before use
- All chilled food must be kept in the fridge until required
- If handling money or phones etc. you must wash your hands before touching food
- If wearing disposable gloves whilst handling food
DO NOT USE THE SAME GLOVES FOR HANDLING BOTH MEAT AND VEGETABLES. PLEASE DISPOSE OF THE GLOVES AS SOON AS YOU HAVE FINISHED USING THEM
- At the end of a session please ensure that the kitchen is left in the following manner:-
 1. All ovens to be checked – remove any food and wash down the doors of the ovens
 2. All tea towels to be removed from the kitchen and taken home to wash. No used tea towels are to be left on counter top as they harbour germs. Tea towels should be washed at high temperatures to ensure they are germ free
 3. Any j-cloths used **MUST** be thrown away at the end of the session. Please do not leave them in the kitchen as they must not be reused as they harbour germs
 4. Remove any food that remains from the session. All food must be taken off the premises. Exceptions are foods that are frozen or in bottles ie sauces.
 5. All bin bags must be removed at the end of the session and disposed of in rubbish areas accordingly
 6. Floors to be swept and washed at the end of the session using the allocated mop and bucket with bleach added to the hot water.

- Use the correct boards to prepare food. The list of boards to be used for each type of food is listed on the wall by the work surface



Each board should be used for a single purpose although it is not a rule to only use them for the following:-

| | | |
|---------------------|---|--|
| Blue Board | - | Raw fish |
| Brown Board | - | Unwashed root vegetables |
| Green Board | - | Washed fruit and salad vegetables |
| Red Board | - | Raw meat and poultry |
| Yellow Board | - | Cooked meat and poultry |
| Purple Board | - | Free-from products i.e. cutting a loaf |
| White Board | - | Dairy & bakery items |

Cooking

- All hot food should be prepared in the kitchen
- Ensure that any meat reaches the correct temperature before serving. A meat probe is available in the kitchen to test the correct temperature. To check the temperature put the probe into the middle of the cooked meat and leave it there for approximately 15 seconds

Suggested temperatures are as follows:

| | |
|-------------------------------|--------------------|
| Chicken, Turkey & Duck | 74 degrees Celsius |
| Beef, Lamb & Veal (rare) | 52 degrees Celsius |
| Beef, Lamb & Veal (medium) | 60 degrees Celsius |
| Beef, Lamb & Veal (well done) | 71 degrees Celsius |
| Pork Roasts (medium) | 63 degrees Celsius |
| Pork Roasts (well done) | 71 degrees Celsius |
| Fish | 60 degrees Celsius |

Any meat left over after the meal has to be taken home or destroyed.

Food Preparation

- If preparing vegetables or fruit once peeled ensure that all vegetables are thoroughly washed before serving
- Wear food preparation gloves or wash hands thoroughly before serving food to ensure there is no chance of contamination
- Ready washed salad products (i.e. bags of assorted lettuce leaves) require additional washing. They can contain any number of bacteria or dirt and must be washed in cold water prior to serving
- All salad items require washing prior to preparation. Nothing should be unpacked and used without washing. Exceptions are items such as oranges, avocados that are encased in skins

Reporting Problems

If there are any problems that occur during your session, please ensure that these are reported and dealt with. These can be insect/vermin infestations, broken equipment, plumbing problems or kitchen supplies required.

In the event of insect/vermin infestations please contact the Clubhouse Manager and Food Hygiene Officer who will arrange for a pest control company to be employed if required. Check to make sure there is no food left around that could encourage pests into the kitchen area.

In the event of any plumbing problems please contact the Clubhouse Manager.

Broken equipment will need to be reported to the Clubhouse Manager via the maintenance book who will deal with the problem.

Any supplies required should be entered into the maintenance book for the Clubhouse Manager to restock as appropriate.

If there is anything that is urgently required please contact the Clubhouse Manager or the Club Secretary.

Using the Diary

The diary needs to be completed every time the kitchen is used for Club sessions.

It should be a record to show the following:

- Date that the kitchen was used
- Who was the Lead in the kitchen
- Tick to show opening checks were completed
- Ensure all ladies & men using the kitchen have washed their hands and are wearing appropriate protective aprons if needed
- Check temperatures of the fridge and freezer, making a note on the checklist which is kept on the front of the fridge door in a plastic wallet
- Wipe down all work surfaces with anti-bacterial spray

Additional Information

- Write down what dish you cooked that day
- Where the food was bought
- To whom food has been provided to
- Total number of meals provided

The reason for this is if there should be a problem we can find out where the food was bought and how many people could be affected.

Checks to Make Before Leaving the Kitchen

- Check the ovens to ensure all food has been removed and that the oven is wiped down
- Ensure that all ovens are switched off
- Ensure the dishwasher is emptied and cleaned inside
- Make sure that the water heater is turned off
- Make sure the waste bin is empty, cleaned and a new refuse bag placed inside the bin
- Make sure all the tea towels are taken home for washing
- Check the fridges to make sure that all food has been removed
- Make sure all work surfaces have been cleaned and washed down with anti-bacterial spray
- Ensure that the floor is swept and washed/clean before leaving the kitchen
- Complete the entry in the diary

Allergens

It is vital to be aware of the following allergens. If cooking for a party please ask visitors if anyone has any of the following allergens:

1. Celery
2. Cereals containing gluten (such as wheat, barley and oats)
3. Crustaceans (such as prawns, crabs and lobsters)
4. Eggs
5. Fish
6. Lupin (part of the peanut family)
7. Milk
8. Molluscs (such as mussels and oysters)
9. Mustard
10. Peanuts
11. Sesame
12. Soybeans
13. Tree Nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)
14. Sulphur Dioxide – commonly used in food as a preservative to prolong shelf life (if at a concentration of more than 10 parts per million) often found in dried fruits, pickled foods and beverages.

Separating Foods

- Ready to eat food should be at the top of the fridge and raw food on the shelves below
- Make sure that all food is covered when put into the fridge
- If defrosting foods in the fridge make sure that the food is in a container and covered as any liquid could be harmful and contain bacteria which can be transmitted to other food stored in the fridge
- Remove and dispose of appropriately any food that is out of its "Use by Date" from the fridge
- If food does not smell fresh when removed from its packaging do not use/cook it. It may have been stored incorrectly before it was purchased and may be "Off". It may still be in date but if you are uncertain do NOT use it.

Cleaning

- Fridges need to be cleaned regularly
- Turn off the fridge while cleaning is taking place
- Wash the shelves and surrounds. Leave to dry naturally
- Turn the fridge back on and as soon as the fridge is back to its working temperature (4 degrees Celsius) the fridge is ready to be used again
- It is best to use the dishwasher for cleaning cups, plates etc. but if only small quantities of dishes require washing these must be washed in very hot water using a diluted detergent
- If any crockery is chipped or cracked please do not use them – contact the Clubhouse Manager who will ensure that replacements are put into stock.

Food Inspections

Food inspections are carried out on a regular basis. It is important that all the cupboards are kept clean and orderly. Should you be aware of any problems with any equipment please contact the Food Hygiene Officer who will arrange to have any problems remedied.

If you become aware of any insect/vermin infestations it is important that this is reported immediately to the Clubhouse Manager and Food Hygiene Officer who will arrange to have the appropriate remedy undertaken.

Although the Clubhouse is not the direct responsibility of the kitchen staff please ensure that it is kept tidy and free from rubbish or dirty crockery/cutlery/glasses.

The Bar

The Bar Manager has overall responsibility for the bar but it is the responsibility of all members to report any problems to ensure that the bar is kept clean and tidy.

In order to ensure that the Clubhouse is kept clean and tidy it is important that any dirty glasses are washed and put back on the shelves. This will ensure that insects do not accumulate in the bar area.

If empty bottles have not been removed from the bar please arrange to have these removed to the recycle glass crate in the back bar and are taken to the council recycling area as appropriate.

Empty tins to be placed in the large bin provided in the back bar and then regularly emptied into the outside recycling bin for collection by the appropriate company for disposal.

The bar is the responsibility of everyone to ensure that it is kept clean and tidy ready for its next use.

Plastic boxes need to be washed, waste cardboard and plastic wrappers require removal from the bar area at the end of each time the bar has been open/used.