



The use of the premises for the preparation, storage and service of food shall be the sole responsibility of the hirer.

Are You - Serving anything more than tea, coffee and/or biscuits ?

Or - Asking someone else to do the catering for your function ?

**THEN YOU NEED TO FOLLOW THESE BASIC GUIDELINES CAREFULLY**  
**FOOD POISONING IS PREVENTABLE !!**

Using the Kitchen!

- Have you got all necessary cleaning materials (detergent/cloths/drying towels etc.)?
- Ensure that all surfaces, utensils and equipment are clean and disinfected prior to use.
- Check equipment is working properly & fridges switched on in good time - set to 5°C or below.
- Hot water- you will need enough to keep everything clean.

Organisation!

- Will you need extra equipment of any sort?
- Worktop space /chopping boards - you need to separate 'raw' and 'cooked' foods completely.
- It is 'good practice' to clean/clear up as you go along - wipe up spillages immediately!

Your Helpers!

- Are they suitably trained and/or aware of basic food hygiene principles?
- They should wear clean clothes and aprons/over clothing.
- They MUST wash hands regularly especially after handling raw food or visiting the loo !
- Should try to avoid direct handling of food - use tongs or utensils whenever possible.
- MUST cover cuts / grazes with waterproof dressings. Tie long hair back.
- MUST NEVER handle food if suffering from a stomach upset or skin infection.

The Menu!

- Keep the menu simple. Make use of ready prepared foods to avoid a lot of 'cooking'!
- Avoid preparing foods too far in advance. Any 'Ready-to-Eat' food should be kept refrigerated.
- Transport pre-prepared food in clean containers.
- Any 'high risk foods' will certainly need safe transport and storage at temperature of 5°C or below.

Preparation and Serving!

- Avoid contamination – keep food covered until served.
- If 'cooked food' has to be cooled this must be done as quickly as possible.
- Ensure hot food really is 'piping hot'! Hot foods must be kept above 63°C !
- Any 'left over' cold food that has been 'on display' for more than 4hrs should be thrown away.
- Do not put food out early- no 'high risk' food at room temp. for more than 3hrs !

Your Guests / Customers!

- If you are catering for a 'large' event and/or serving food to groups that include young children, elderly people or people who might be ill then seek further advice from:

**Environmental Health Dept, Stroud District Council,**  
**Ebley Mill, Westward Road, Stroud, Glos. GL5 4UB**  
**Tel. (01452) 754471**

**Remember the Food Temperature Guide**

<p><b>COLD FOOD-</b>                  Keep at 5°C and                  below</p>	<p><b>DANGER ZONE !!!</b>                  Do not store                  food</p>	<p><b>HOT FOOD –</b>                  Keep at 63°                  or above</p>
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