

## **Minimum Standards of Good Practice for using the Kitchen**

Hirers must satisfy themselves that they comply with all legal obligations and Health and Safety procedures when using the Kitchen. The following are recommendations only:-

1. IT IS RECOMMENDED that an anti-bacterial sanitizer, such as Dettol, is used to wipe the sinks and surfaces before and after use.
2. Please note that this Kitchen is not suitable for food preparation.
3. DO NOT SMOKE IN THE KITCHEN
4. WASH your hands thoroughly BEFORE TOUCHING and BEFORE SERVING FOOD
5. If you have any skin, nose, throat or bowel trouble – YOU MUST NOT HANDLE FOOD.
6. DO NOT cough or sneeze over food.
7. Please wear clean clothes and a protective apron or overall.
8. Always use clean utensils. Use a clean utensil in preference to your hands.
- 9 Always use clean cloths for washing, wiping and drying.
10. DO NOT use chipped or cracked crockery; put it on one side to be destroyed or replaced.
11. Clean up as you go and wipe up spillages as they occur.
12. Keep prepared foods covered until they are to be served.
13. Keep fish, meat or dairy products and foods containing them either below 8 degrees or, if they are cooked and waiting to be eaten hot, about 63 deg C.
14. Keep the waste bin properly covered at all times
15. When you have finished your preparations, please wash and dry everything you have used and put it away; also clean the sink, work surfaces, and any spills on the floor.
- 16 PLEASE DO NOT FORGET to bring appropriate Cleaning Materials and plastic bags with you.
17. PLEASE LEAVE THE KITCHEN AS YOU WOULD WISH TO FIND IT.
18. IF YOU HAVE USED THE URN, PLEASE ENSURE IT IS EMPTIED AFTER USE.
19. ANY RUBBISH WHICH CANNOT BE ACCOMMODATED IN THE BINS PROVIDED, INSIDE AND OUTSIDE THE PREMISES, MUST BE REMOVED BY THE HIRER AT THE TIME OF VACATING THE PREMISES.

### **ADVICE ON ALCOHOL LICENSING REGULATIONS: Hirer must make own enquiries**

1. There is no need for a licence if there is no money involved and the alcohol is being given away. If money is involved (e.g. if tickets sold in advance include food and alcohol) you must have a licence even if the money is for a good cause
2. We recommend that you contact the Licensing Authority at South Bucks District Council for their guidance and the relevant Application Form. **Telephone Number 01895 837200, email: [sbdc@southbucks.gov.uk](mailto:sbdc@southbucks.gov.uk) or visit their website at [www.sbdc@southbucks.gov.uk](http://www.sbdc@southbucks.gov.uk)**