

# CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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## Food Hygiene Policy

### 1. Policy Statement

The Canolfan Ceiriog CYF Trustees are committed to ensuring that all food prepared, served, or consumed on the premises is done so in a safe and hygienic manner. The hall complies with current food safety laws and expects all hirers and users to do the same.

This policy applies to all individuals and organisations using the hall for activities involving food, whether preparing refreshments, serving cooked meals, or hosting events with food.

### 2. Objectives

- To ensure compliance with UK food hygiene legislation and best practice.
- To prevent food contamination and foodborne illness.
- To promote safe food handling by all users of the hall.
- To maintain a clean and hygienic kitchen environment.

### 3. Responsibilities

#### Trustees are responsible for:

- Maintaining the kitchen facilities in a hygienic condition.
- Providing cleaning materials and hand washing facilities.
- Displaying this policy and basic hygiene guidance.

#### Hirers and Users are responsible for:

- Following safe food hygiene practices.
- Leaving the kitchen clean and tidy.
- Bringing any concerns or damage to the attention of the committee.

#### 4. Kitchen Facilities

The kitchens at Canolfan Ceiriog include the following:

- Hand washing sink with hot water and soap.
- Separate sink for washing up.
- Refrigerator for temporary use
- Basic cooking facilities and utensils (list provided in kitchen).

All hirers are expected to clean surfaces and equipment **before and after use**.

#### 5. Food Handling Guidelines

All users must:

- Wash hands before handling food and after using the toilet.
- Tie back long hair and wear clean clothing.
- Keep raw and cooked food separate to avoid cross-contamination.
- Check food is cooked and reheated to the correct temperature (above 75°C).
- Store chilled food below 8°C and minimise time food is left unrefrigerated.
- Label and date any food stored in the fridge (temporary use only).
- Dispose of waste properly in the bins provided.

#### 6. Allergens and Labelling

Where food is provided to the public (e.g., at events or sales), users must:

- Display information on **any of the 14 main allergens** present (see Appendix 1).
- Avoid misleading labelling or claims.
- Keep records of ingredients if providing pre-packed or baked items.

Resources and templates are available from the **Food Standards Agency**.

#### 7. Cleaning and Waste Disposal

- All work surfaces must be cleaned and sanitised before and after use.
- Crockery and utensils must be thoroughly washed and dried.
- Cleaning materials are provided and must be used appropriately.

- All rubbish must be bagged and placed in the external bins.
- Leftover food must not be left in the fridge or kitchen.

## **8. Registration and Training**

- Regular hirers serving food to the public may be legally required to register as a food business with the local authority.
- It is recommended that at least one person involved in food preparation has completed a **Level 2 Food Hygiene Certificate**.
- One-off events (e.g., coffee mornings, bake sales) still require adherence to safe food handling standards.

## **9. Monitoring and Review**

This policy will be reviewed annually, or in response to:

- A reported incident involving food safety.
- Updates in food hygiene regulations.
- Feedback from users or local authority guidance.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025

## Appendix 1

The 14 main allergens that must be declared by law (under UK Food Information Regulations and EU Food Information for Consumers Regulation) are:

1. Celery – includes stalks, leaves, seeds, and celeriac.
2. Cereals containing gluten – such as wheat (including spelt and Khorasan), barley, rye, and oats.
3. Crustaceans – e.g. crabs, prawns, lobsters, and shrimp.
4. Eggs – from all birds, commonly hen's eggs.
5. Fish – all species of fish and products containing fish.
6. Lupin – includes lupin seeds and flour (often found in gluten-free or vegan products).
7. Milk – includes cow's milk and products like cheese, butter, and yoghurt.
8. Molluscs – e.g. mussels, snails, squid, oysters.
9. Mustard – includes mustard seeds, powder, and sauces.
10. Nuts – tree nuts including almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, and macadamia nuts (but not peanuts).
11. Peanuts – groundnuts and products like peanut butter.
12. Sesame seeds – includes whole seeds or products like tahini.
13. Soya – includes soya flour, tofu, soy sauce, and lecithin (E322).
14. Sulphur dioxide / Sulphites – often used as preservatives in dried fruit, wine, and some meats.

### Important Notes:

- These allergens must be clearly declared if they are used as ingredients in pre-packed or non pre-packed food.
- Allergen information should be available in writing for consumers, especially at events, cafés, and halls.
- Even trace amounts can cause severe reactions in some individuals.