

Food Safety Management System Policy

Ponsanooth Hall Management Co. no. 07416195 Registered Charity no. 1142542

The procedures below have been prepared by the PHMC to help ensure that food prepared in the Ponsanooth Hall Café is safe to eat. Anyone who wishes to use the kitchen to prepare food should have a Food Hygiene Certificate and read and follow the safety procedures below.

Potential hazards / Safety procedures

Inadequate hygiene

- Ensure high standards of personal hygiene
- Wear clean clothes and aprons for use in the kitchen
- Wash hands in the basin when returning to the kitchen from outside. No eating or drinking while preparing food
- Remove jewellery

Cross contamination between raw meat/poultry/eggs and cooked food

- Store raw and cooked food separately
- Wash hands between handling raw and cooked food
- Use different chopping boards and knives for vegetables, cooked meat, and raw meat

Physical contamination

- Check that all equipment and surfaces are clean
- Use clean or single-use cloths for cleaning work surfaces
- Wash all vegetables in clean, cold water
- Ensure that walls and equipment are clean. Report any structural problems to administrator
- Check that food preparation areas are free of small items that might contaminate food
- Discard any food in any area in which glass has been broken
- Ensure there are no cleaning materials in the immediate area where food is prepared.

Growth of bacteria

- Ensure that food is cooked to a minimum of 75°C, checking core temperature with a probe thermometer which is also checked regularly
- Cooked food for serving to be held at above 63°C
- Cooked food not to be served immediately to be chilled quickly before putting in the fridge
- Chilled food to be stored below 8°C, frozen food below minus 18°C
- Ensure refrigerator is clean and functioning properly.
- Check temperatures regularly.

Reviewed 8 September 2026. Next review September 2028.