

**HUDAWI Cultural Centre  
Food Hygiene Policy**

**Approved by:** HUDAWI CULTURAL CENTRE (HCC)

**Policy Owner :** Board of Directors

**Responsible Officer** Annette Armstrong

**Status:** Approved

**Date Approved:** 3<sup>rd</sup> March 2026

**Review Date:** 2<sup>nd</sup> March 2027

**STATEMENT**

The Huddersfield African West Indian (HUDAWI) Cultural Centre is a Company Limited by Guarantee. HCC's purpose is to provide community facilities for meetings, learning and collaboration between community organisations. Additionally, we aim to facilitate and promote social inclusion and cohesion through educational programmes and events, without limitation to background. In pursuing these aims, the charity recognises the particular needs of African Caribbean communities and will prioritise initiatives that address those needs, while remaining open and accessible to all who fall within the charity's purposes. Through these initiatives, HCC seeks to build a stronger, more connected community where individuals feel empowered.

**Our Operating Principles and Values**

As a CLG , we take our compliance obligations seriously with duties, responsibilities, and public trust to be upheld accordingly. Our key values are transparency, accountability and operating consistently and fairly. This policy ensures that we operate legally and safely, in line with legislation and best practice, to protect the people, our purpose, our finances, and the reputation of HCC

**1.Purpose of This Policy**

HUDAWI Cultural Centre is committed to ensuring that all food prepared, served, or handled on our premises is safe, hygienic, and compliant with UK food safety legislation. We aim to protect the health of all service users, staff, volunteers, and visitors by maintaining high standards of food safety management.

This policy sets out how HUDAWI Cultural Centre ensures that all food prepared, served, or handled on our premises is safe, hygienic, and compliant with UK food safety legislation. It applies to staff, volunteers, hirers, and partner organisations using our facilities.

Our aim is to protect the health and wellbeing of all community members using our facilities, particularly children, older adults, and vulnerable individuals.

## **2. Scope**

### Scope of Policy

This policy applies to all activities involving the preparation, serving, storage, handling, and transportation of food within the HUDAWI Cultural Centre. It encompasses a range of contexts and users, ensuring that standards are maintained throughout all relevant operations.

a) Food Preparation for Community Meals, Events, and Programmes

All food prepared for community meals, events, and programmes must comply with the safety and hygiene standards set out in this policy. This includes meals intended for large groups as well as food provided at smaller gatherings.

b) Refreshments Served During Activities

Refreshments offered during any activities, including teas, coffees, snacks, and light meals, are subject to the same requirements for safety, hygiene, and compliance with UK food safety legislation.

c) Use of the Community Kitchen

The community kitchen is available for use by staff, volunteers, and external groups. All users must adhere to the policy to ensure that the kitchen remains a safe and hygienic environment for food preparation and handling.

d) Storage, Handling, and Transportation of Food

Correct procedures must be followed for storing, handling, and transporting food to prevent contamination and uphold food safety standards. This applies to all food brought onto or taken from the premises, whether for events or routine activities.

e) Cleaning and Maintenance of Kitchen Areas and Equipment

Regular cleaning and maintenance of kitchen areas and equipment is essential to support the safe and efficient operation of all food-related activities. This policy outlines the expectations for cleanliness and upkeep to ensure compliance and protect all users.

## **3. Legal Framework**

This policy is designed to ensure full compliance with the relevant legislation and guidance governing food safety and hygiene in England. All procedures and standards outlined herein are underpinned by statutory requirements and best practice recommendations.

Specifically, the policy is aligned with the following legal instruments and official guidance:

- **Food Safety Act 1990** (see Appendix A: This Act establishes the fundamental principles for safe food preparation, handling, and distribution, setting criminal offences for the sale or handling of food that is harmful or unfit for human consumption.
- **Food Hygiene (England) Regulations 2013.** These regulations detail statutory requirements for food hygiene, including the standards for premises, equipment, and food handling practices that must be met to safeguard public health.
- **Food Standards Agency (FSA) Guidance.** The FSA provides national guidance to support the interpretation and implementation of food safety law, offering practical advice and best practice procedures for all organisations involved in food provision.
- **Local Authority Environmental Health Requirements:** Compliance with the specific requirements and recommendations of the local Environmental Health department is mandatory. These include inspections, record-keeping, and adherence to locally enforced standards and procedures.

All aspects of food preparation, storage, handling, and service within the organisation must reflect the obligations set out in these statutory instruments and guidance documents.

Go to Appendix A for links to the legislation and guidance.

## 4. Responsibilities

### 4.1 Organisation Responsibilities

HUDAWI Cultural Centre will:

#### 4.1.1 Organisational Duties for Food Safety and Hygiene

- To uphold the highest standards of food safety and hygiene, HUDAWI Cultural Centre is responsible for maintaining kitchen facilities that are consistently clean, safe, and well-equipped. This ensures a suitable environment for the preparation and handling of food, minimising risks to health and safety.
- The organisation must provide appropriate training for all staff and volunteers involved in food-related activities. This training will equip them with the necessary knowledge and skills to implement food safety procedures effectively.
- Clear and accessible hygiene instructions must be prominently displayed in all kitchen areas. These instructions serve as daily reminders for everyone using the facilities, reinforcing the importance of best practice in food handling and cleanliness.
- All equipment used within the kitchen should be subject to regular servicing and Portable Appliance Testing (PAT), ensuring that it remains in safe working order and compliant with relevant safety regulations.
- Comprehensive records must be kept regarding cleaning routines, temperature checks of food storage and preparation areas, and maintenance activities. Proper documentation demonstrates due diligence and supports ongoing compliance with statutory and regulatory requirements.

## **4.2 Staff and Volunteer Responsibilities**

### **4.2.1 Food Handling Responsibilities for Staff and Volunteers**

- All individuals who handle food within the HUDAWI Cultural Centre are required to adhere strictly to the centre's policies and any kitchen guidelines that are clearly displayed. This ensures that best practices in hygiene and food safety are consistently maintained throughout all food-related activities.
- It is mandatory for all food handlers to complete basic food hygiene training, with Level 2 being the recommended standard. This training equips staff and volunteers with the essential knowledge to manage food safely and prevent contamination.
- Any hazards, equipment faults, or concerns regarding food safety or kitchen operations must be reported immediately. Prompt reporting is crucial to address issues quickly and uphold the highest standards of safety and hygiene.
- All individuals must also maintain exemplary personal hygiene at all times when handling food, in line with the standards set out by the organisation. This includes following proper handwashing procedures and other relevant hygiene practices.

## **4.3 External Hirers**

### **4.3.1 Responsibilities of External Hirers**

External groups using the kitchen are required to adhere to the following responsibilities to ensure the safe and hygienic operation of the facility:

- All external hirers must agree to comply fully with this policy, following the established procedures and guidelines for kitchen use.
- If external groups intend to prepare food, they are required to provide evidence of appropriate food hygiene training.
- After using the kitchen, external hirers must ensure that the area is left clean and tidy, maintaining the high standards expected within the facility.

## **5. Food Hygiene Standards**

### **5.1 Personal Hygiene**

To uphold high standards of food safety, all food handlers must demonstrate exemplary personal hygiene. The following requirements must be observed at all times:

- Wash hands thoroughly before handling food, and again after any breaks, using the toilet, or touching the face or hair.
- Wear clean clothing while working in the kitchen and ensure that long hair is securely tied back.
- Refrain from preparing or serving food when unwell, particularly in cases of diarrhoea, vomiting, or other infectious illnesses that may pose a risk of contamination.

- Use gloves where appropriate, but do not rely on gloves as a replacement for proper handwashing practices.

## 5.2 Kitchen Hygiene

Maintaining a clean and hygienic kitchen environment is essential to prevent contamination and ensure food safety. The following procedures must be adhered to at all times:

- All work surfaces must be thoroughly cleaned and sanitised both before and after use to eliminate any risk of cross-contamination.
- Separate chopping boards must be utilised for preparing raw foods and cooked foods, thereby preventing the transfer of bacteria between different food types.
- All kitchen equipment must be washed, dried, and stored correctly to maintain cleanliness and ensure that items are fit for use.
- Waste must be disposed of promptly and using the correct methods to prevent the build-up of rubbish and the potential for contamination.
- Cleaning schedules must be completed and signed off to demonstrate that regular and thorough cleaning procedures have been carried out.

## 5.3 Food Storage

- All food must be stored in sealed and clearly labelled containers to prevent contamination and ensure traceability.
- “Use by” and “best before” dates should be checked on a regular basis to ensure that out-of-date products are not used or consumed.
- Raw meat must always be stored on the bottom shelf of the fridge to prevent juices from contaminating other foods.
- Refrigerators must be maintained at a temperature of 5°C or below to ensure food safety and reduce the risk of spoilage.
- Freezers must be kept at –18°C or below to preserve food and prevent bacterial growth.
- Daily temperature checks must be conducted and recorded to ensure all refrigeration and freezing equipment remains within safe operating limits.

## 5.4 Food Preparation

- Raw and cooked foods must always be kept separate during preparation to prevent cross-contamination.
- All foods must be cooked to appropriate internal temperatures, for example, poultry should reach at least 75°C, to ensure harmful bacteria are destroyed.
- Hot food must be maintained at a temperature above 63°C until it is served to reduce the risk of bacterial growth.
- Food must not be reheated more than once to maintain safety and quality.
- Allergen information regarding food items must be clearly communicated to all staff, volunteers, and service users.

## 5.5 Allergen Management

- We are committed to effective allergen management.
- The list of the 14 recognised allergens will always be followed to ensure compliance and safety for all.
- Food provided at events and activities will be clearly labelled to indicate the presence of any allergens.
- Measures will be put in place to prevent cross-contamination between allergenic and non-allergenic foods.
- All staff and volunteers will respond promptly and appropriately to any allergy disclosures by service users or visitors.

## 5.6 Food Donations

- Where food is donated to the centre, specific procedures must be followed to maintain food safety.
- Only sealed and in-date items will be accepted. Expired or damaged food items will be refused.
- Fresh items must be thoroughly inspected to ensure quality before being distributed or used.
- Any donated cooked food must originate from reputable sources, ensuring it is safe and suitable for consumption.

## 6. Policy Approval

This policy was approved by the Trustee Board on: 3<sup>rd</sup> March 2026

- The Trustee Board reviewed and formally endorsed the policy to ensure it aligns with the Charity's strategic objectives and regulatory requirements.
- The date of approval has been recorded for reference and compliance purposes.
- Any future amendments to the policy will require a subsequent approval by the Trustee Board, following the established review process.

This confirms that the Centre Food Hygiene Policy has been approved and adopted by the HCC Consortium

Date 3<sup>rd</sup> March 2026

Signed

*Dominic Pinnock*

**Dominic Pinnock**

**Chair**

## 7. Evaluation and Review

- This policy will be reviewed annually or sooner if required by changes in law, regulation, or Charity Commission guidance

#### Version Control

Version No	Approved By	Owner	Approval Date	Main Changes	Review Period
1.0	N/A	Board of Trustees	24.02.26	Initial Draft issued for consultation	N/A
2.0	Consortium	Annette Armstrong	03.03.26	Adopted	Annual
3.0	Board of Directors	Annette Armstrong	19.05.26	Correction to the legal status of the org-agreed by the Chair	Pending outcome of CIO app

#### Appendix A legislation and regs

[Food Safety Act 1990](#)

[The Food Safety and Hygiene \(England\) Regulations 2013](#)

[Homepage | Food Standards Agency](#)

[Health, safety and food regulations | Kirklees Council](#)