



The Dalgarno Trust

DT Kitchen Users Policy v1.0

The Dalgarno Trust prides itself on having a kitchen facility that is hygienic, safe and complies with the Safer Food Better Business guidelines.

For this reason there are a series of checks and requirements in place that must be adhered before access to the kitchen to prepare food for the public is granted:

1. Food Hygiene Certificate

The basic requirement for the Trust is evidence of a Level 2 certificate. The original must be provided to be scanned and filed.

2. DBS Checks

While you may not be working in direct contact with young people or vulnerable adults, the Trust delivers many services to both and therefore requires a DBS check to be conducted. You will not be permitted access to the kitchen unsupervised until the certificate is provided to HR.

3. PPE (Personal Protective Equipment)

All users will be expected to wear appropriate attire to work in the kitchen. This included gloves, Dalgarno Trust aprons, hair nets and all jewellery is removed

4. Colour Coding

There are two colour coding systems that apply to the kitchen.

- a) All cleaning materials used must be yellow
- b) Chopping boards are colour coded according to food type and displayed throughout the kitchen

5. Safe Food Better Business

All documentation must be completed accordingly. There is a green file in the kitchen which contains the opening and closing requirements and must be completed by the person in charge for that session.

6. Capacity

The maximum capacity for the kitchen is 8 people. Due to the impact of COVID-19 this has now been restricted to 2 people.

7. Checklist



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A checklist in the folder provided for users to complete at the end of every session.

8. Communication

Any issues experienced in the kitchen should be communicated via email to joy@dalgarnotrust.org.uk

Signed: Joy Brown

Executive Director

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