

USE OF KITCHEN FACILITIES

Introduction

The school kitchen forms an integral part of a school and its activities. Groups who use the school outside of school hours often request use of the kitchen and its facilities. As the kitchen forms part of the school, permission to use the facilities is at the discretion of the school.

As the school meals provider, Church Stretton School must take steps to ensure that the kitchen hygiene and safety is maintained for when our staff are using the kitchen. In order to ensure this, the following instructions must be given to potential users of the kitchen and the form completed and returned to the Catering Manager / Cook on site prior to the kitchen being used.

Use of School Kitchen

Following your request to use the school kitchen in connection with your function, can you please complete this form. It contains several points that you need to be aware of, including the charges applicable.

1. Whilst using the kitchen at the school, you will be responsible for all health and safety and food safety issues which may occur.
2. You shall indemnify Church Stretton School against any claim for damage to property, injury or death arising from the negligence of those persons using the kitchen in connection with your function
3. Equipment within the kitchen should not be used by anyone under the age of 18 or, by anyone who has not received appropriate training.
4. Equipment that is labelled as faulty must not be used. Equipment which does not display a faulty label cannot be assumed to be working correctly, routine daily visual checks must be made prior to use.
5. Should a fault arise with a piece of equipment, or a problem occur with the kitchen facilities, leave a clear notice on equipment stating problem. Do not continue to use equipment which you believe to be faulty.
6. If equipment is used it must be correctly switched off and cleaned after use.

7. The kitchen area should be left in a clean and tidy condition after use to the same standard that the facilities were in prior to your use.
8. A £10 charge is payable to Church Stretton School, in order that the kitchen can be re-sanitised prior to preparing school meals on the next working day. The fee must be given to the Catering Manager along with this form on a pre-arranged visit to the kitchen to discuss requirements prior to the event.
9. If the kitchen is not to the required standard after use, further cleaning will be charged at £10 per hour. A joint inspection can be arranged with the Catering Manager on the next working day to ascertain that the cleanliness is acceptable.
10. Fridges and freezers must not be used.
11. You will be liable for any damages to equipment or breakage within the kitchen and be billed accordingly after the function.

Cathy Thomas
Business Director

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I agree to the conditions stated in this form and enclose the £10 payment (Cheques payable to Church Stretton School).

Name (Print) _____
 Billing Address _____

 School _____
 Function Date _____
 Signed _____

Office Use Only

Date Received _____ Payment Received _____

Return to: Church Stretton School Shrewsbury Road Church Stretton SY6 6EX