

Whitefriars Sailing Club Kitchen redevelopment Plan

Update to Membership July 2012

At the committee meeting in June, it was agreed to investigate, detail and cost a new kitchen layout to replace the existing Teabar. This document is to provide background information and an update to members.

Tim Hopes is undertaking the project lead for this, working with a core team that includes Pete Bone, Al Baird, Steve Marlow, Andrew MacArthur, Natalie Kenyon.

Why now and for what reasons

A kitchen redevelopment was being investigated as one of many strands in the Club Development Group, following feedback from club members. Meanwhile Wiltshire Council Food Standards team are moving from the regional 'Scores on the Doors' scheme to adopting the national Food Hygiene Standards scheme. You may have seen ratings similar to this on various establishments that sell food. It has become clear that we need to update both our facilities and our procedures so that we meet the latest legal requirements for establishments that provide food. This will require some new procedures and interim updates be put in place for the existing Teabar in addition to this project to implement a new kitchen facility.



An example to follow

A useful visit was made to Hollowell Sailing Club in Northamptonshire www.hollowellsc.org.uk to discuss with their committee members how they have implemented a new kitchen (2008) and Food Safety procedures which have enabled them to achieve a Food Hygiene rating maximum score of 5. Hollowell are the 2012 RYA Club of the Year and are cited by the RYA as a model for implementing Food Safety procedures.

There are some clear lessons from Hollowell that we can emulate

- 1) Clearly defined opening/closing Teabar task lists
 - a) Task lists vary depending on what is being provided on which day
- 2) Monitor log sheets completed per session when kitchen used
 - a) Self-assessment of health and food hygiene training self-assessment
- 3) Detailed Food Safety Management System, mostly not visible to members
- 4) Minimal number of Food Safety qualified members required to run kitchen
 - a) Food Safety manager and Food Safety advisor roles
- 5) Kitchen area access limited to duty staff
 - a) Self-serve "peninsula" drinks 'bar'
- 6) Minimal 'must do' notices in kitchen, due to high level of food hygiene awareness
- 7) Simple meals available @ £2.50 Thursday evenings, Sunday lunchtimes, Open Meetings
 - a) £6,000 profit per annum, kitchen paid for within 2 years
- 8) Food often prepared in advance at home
 - a) List of guidelines for home preparation



Hollowell Sailing Club self-service 'peninsula' tea bar

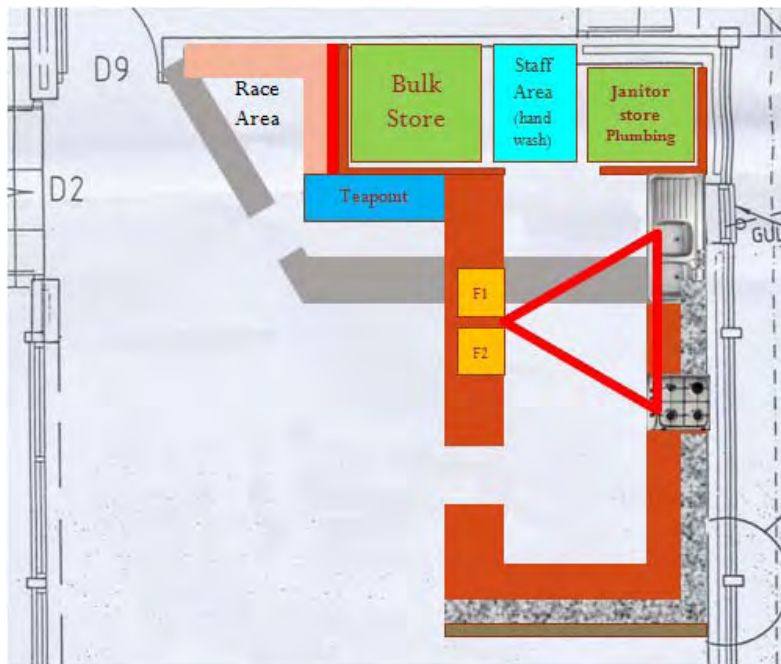
WSC Layout Options

There are four possible layout options for a kitchen in the wet room due to location of utilities (water supply and drainage); two in the current orientation and two along the back wall, the option being to retain the built-in cupboard or remove it. We have a requirement to have lockable storage for the bulk food supplies so that if the built-in cupboard is removed, then we then have to provide additional storage.

The existing layout has two significant problems – proximity to the doorways which creates food hygiene issues unless partitioned off and the built-in cupboard which takes a large section out of the floor area and results in a very disjointed layout (kitchen work flow issue) as those who have tried to cook in the current Teabar will be familiar with..Removing the built-in cupboard helps with the latter but we would then need to add additional storage units back in.

As a result, we are now concentrating on the design and costing of refitting the kitchen along the back wall, retaining the use of the built-in cupboard (with some changes).

From the diagram below you will see that we can utilise the built-in cupboard to provide a 'staff' area with hand wash facilities, move the bulk store to the other end and use what is currently the bulk store as a cupboard to house all the necessary water treatment and pipe work and for storing janitorial supplies. This will require some changes to the entrance to the built-in cupboard. The aim is to keep the main under-sink cupboard in the kitchen area as useful storage rather than a mass of pipe work that is difficult to keep clean. The double sink is also a food hygiene requirement.



Diagrammatic representation of the proposed layout

At the north end of the kitchen, a new wall will be created to help partition off the kitchen, but also to provide more wall space for cupboards.

The layout also has a replica of the Hollowell self-service 'peninsula' tea bar (marked as "Teapoint") for self service drinks, though of course Teabar staff can still provide a hot drink as necessary.

You will also notice in the layout, a new position for the 'Race Centre' so that the course map and results wall will move closer to the room entrance, to avoid those members taking part in races having to walk across the room to sign-on and view the course.

Work is underway to produce estimates for the new layout so that we can get an idea of overall cost for discussion and budget approval before detailed costing. We would expect to publish detailed layout plans at that point. We would however not expect to actually implement the rebuild until late in the year so as not to interrupt the summer sailing.

Food Hygiene Procedures

Very much a part of this work is also implementing a number of food hygiene procedures which are a legal requirement for anywhere that serves food, even on an irregular basis (includes serving homemade cakes).

Like at Hollowell sailing Club, the aim is keep the food hygiene procedures as simple as possible to operate, with the results recorded, by the people on Teabar duty whilst still being effective. These procedures will be monitored by a number of volunteer Food Safety advisors from within the club.

To that end, we will shortly publish opening-up and closing-down action checklists for the current Teabar which duty staff will be required to record as having been completed, these are not all related to food safety. They will however include a self-declaration of good health of the Teabar staff. The recording is important in that it proves the processes are being implemented and allows

for a 4-weekly review of any problems. The interim set of food hygiene procedures will be put in place for use with the current Teabar and then be updated when the new kitchen is in place.

All of the Food Safety procedures are being developed under guidelines from the Safer Foods, Better Business initiative.

www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/

Interim changes

You may also have noticed that a number of small changes have been made already in the current Teabar, most noticeably the electronic 'Insect-o-cuter', additional cleaning items, hand antiseptic soap dispenser by the sink, colour-coded knives and chopping boards to avoid food cross-contamination, new cake covers etc., which when linked to the interim Food Hygiene procedures will ensure that we are operating in the most hygienic way within the current infrastructure.

More information on the Food Hygiene Procedures will be provided in the next update.

Please do feel free to ask any of the core team if you have any questions or comments on any of the above.

Tim Hopes

10th July 2012