AEM
Autism East Midlands

Food Safety & Hygiene Policy and Procedures

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Contents

1. Introduction

It is the objective of AUTISM EAST MIDLANDS (AEM) to ensure that all AEM properties comply with all legislation to ensure that the management of food and catering is carried out safely and that appropriate records are kept.

AUTISM EAST MIDLANDS seeks to pursue this through a number of key objectives which include:

- Identifying and evaluating food safety risks using HACCP principles
- Minimising food safety hazards and effectively controlling the risks
- Complying with all relevant legislation and establishing standards of best practice
- Setting standards, monitoring and auditing compliance with the standards and where appropriate measuring improvement and appraising performance
- Ensuring that responsibilities and accountabilities are clearly defined and effectively communicated to relevant staff
- Taking effective action when there is non-compliance

All of AUTISM EAST MIDLANDS's establishments where food and drink are provided shall take all reasonable precautions and exercise all due diligence to ensure that all catering activities comply with relevant Food Safety legislation.

In order to assist the Senior Management Team with their responsibilities, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of staff, therefore the Senior Management Team will support both managers and staff with a range of measures designed to assist with this duty. These measures will include the provision of adequate training at all levels, the maintenance of an effective monitoring system and the availability of adequate resources.

AUTISM EAST MIDLANDS will strive to achieve the following objectives in relation to food safety and hygiene by:

- Safe food handling, cooking and storage practice will be observed.
- Satisfactory food hygiene standards will be maintained to ensure that no local authority need take formal action against AUTISM EAST MIDLANDS.
- The physical condition of the premises for all locations will be maintained to the correct standards.
- It will be possible to demonstrate at all premises that due diligence is being observed in relation to food safety and hygiene issues.
- Identify and evaluate food safety risks using HACCP principles and implement the necessary controls.

2. Food Safety Management System

Description of Operation/Scope/Intended use

This policy relates to all food operations within AUTISM EAST MIDLANDS and is mainly concerned with the preparation and service of meals to individuals.

Due to the nature of the work carried out within AUTISM EAST MIDLANDS's food areas it is important to use these policies and procedures along with the specific needs of individuals.

Legislation and HACCP

AUTISM EAST MIDLANDS will work within the guidelines of the following legislation:

- Food safety Act 1990 (as amended)
- General food regulations 2004 (as amended)
- Food Safety and Hygiene (England) Regulations 2013

Regulation EC 852/2004 specifies that a food safety management system should be implemented and that this must be based on Hazard Analysis Critical Control Point (HACCP). AUTISM EAST MIDLANDS has based its system of control on HACCP using the principles set out below:

- Identifying hazards
- Identifying Critical Control Points (CCP) at steps where control is essential to prevent or eliminate a hazard or reduce it to acceptable levels.
- Establishing critical limits at CCP's which separate acceptability from unacceptability
- Implementing effective monitoring procedures at CCP's and corrective actions
- Establishing verification procedures
- Ensuring the system is documented and records kept up to date.

Internal audits are carried out as part of the internal Quality Assurance system performance assessment. Bi-annual audits will be undertaken and following this an action plan will be drawn up which prioritises any remedial action that needs to be undertaken.

Managers have a responsibility to make sure that quarterly checks are carried out to ensure all temperature records have been checked and signed off by the kitchen supervisor.

HACCP: The process

HACCP is a food safety management system designed to control hazards at points critical to food safety and it involves systematically looking at each process step from intake, storage and handling, processing, distribution and service to determine any potential risks and identify the necessary controls. The HACCP process is based on:

- Identifying risks (what can go wrong, when and where)
- Controls that can be applied to control the risk (What can be done about it)
- Controls implemented and everyone clear on what to do if something goes wrong i.e. the corrective action necessary.
- Procedures working, documented, up to date and reviewed on a regular basis.

The HACCP plan outlines the controls and monitoring procedures and will form part of the procedures to be followed by AUTISM EAST MIDLANDS staff and those they support.

A HACCP plan has been devised and should be used in conjunction with Safer Food Better Business (copies of which are available from your local authority).

Hazards

The main hazards associated with food are Physical, Chemical and Biological Contamination which can result in food poisoning, allergic reaction, physical injury and chronic disease.

Personal Hygiene and Safety

Always wash your hands using soap provided when entering or re-entering the food production area, before and after handling food, after using the toilet, smoking or blowing your nose.

Bacteria from hands when transferred to food can cause illness.

The hand washing process should take at least 30 seconds, between fingers, wrists, nails and thumbs. Remember to dry your hands thoroughly afterwards. Disposable paper towels must be used (tea towels and cotton towels harbour bacteria).


Wet your hands


Apply soap


Rub your hands together and work the soap in


Palm to palm


Right palm over back of left hand and vice versa


Backs of fingers


Rotational for thumbs


Nails


Rinse

Avoid touching your nose or lips or scratching your head whilst handling food, again bacteria from hands when transferring to food can cause illness. Avoid coughing or sneezing over food, bacteria can be transferred to food

If you are working in food preparation and cooking areas do not come to work and immediately notify your manager if you suspect you or a member of your family may be a carrier, or are suffering from any illness which may be transmitted through food, for example:

Infected wounds Skin infections Open sores Diarrhoea Vomiting

Your manager will advise you about when you can return to work, usually a minimum of 48 hours after symptoms cease. There may be a requirement in some cases for a doctors certificate to return to work following 2 clear stool samples in cases of food poisoning.

Cuts, spots, wounds to be covered with a dark coloured waterproof plaster, preferably blue.

Hair to be kept tied back, clean, neat and a hat or hair net to be worn.

Nails are to be kept clean and trim – bacteria harbours beneath finger nails. Nail varnish or nail extensions must not be worn in food areas.

Do not wear jewellery (except a plain wedding ring or band). Jewellery harbours bacteria within the crevices and stones can fall into food products. A single pair of stud or small sleeper earrings is permitted in food areas, no facial piercings are allowed, and these should be removed or covered before commencing work.

All staff must wear the protective clothing provided. This must be kept clean and in good condition.

All staff / kitchen staff to wear clean light coloured aprons / clothing when entering the kitchen.

Closed toe shoes to be worn for safety and protection.

Only permit authorised staff / individuals to enter the kitchen.

If residents allowed in the kitchen they must adhere to the same rules but must not be allowed to prepare food for others unless risk assessments have been completed and they are deemed as capable of doing so safely with all hygiene principles applied and they must be strictly supervised at all times.

Probe thermometers

Probes and sanitising wipes are provided. Probes must be kept clean, and the probe must be sanitised each time it is used. Batteries must be changed immediately, if necessary, spares should be kept on site. Probe checks should be carried out monthly and recorded by the cook in the relevant documentation.

Cold: agitate the probe in a mixture of melting ice in water until constant reading is obtained. It should be between -1°C and +1°C

Hot: agitate the probe I boiling unsalted water until a constant reading is obtained. It should be between 99°C and 101°C

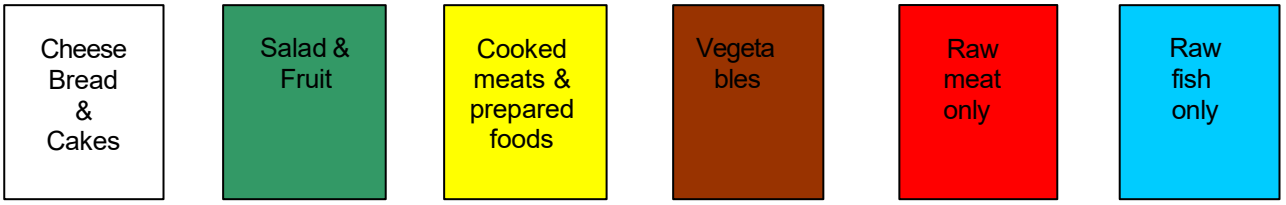
If it is outside the range, check the probe using another probe if you have one.

Arrange for replacement or repair or re-calibration as necessary

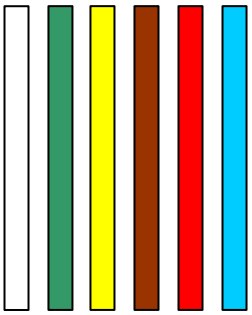
Chopping Boards

These are to be used for the designated foods only as shown in chart, they should be kept in a clean and serviceable condition at all times and new ones requested should they become pitted or they can not be hygienically cleaned.

CHOPPING BOARDS



Store chopping boards upright



3. Food Areas Equipment & Services

The design and layout of premises and equipment should permit good food hygiene practices including protection against contamination between and during operations. In particular:

Floors

Floor surfaces should be durable, non absorbent, anti-slip, without crevices and capable of being effectively cleaned. Common defects in floors include broken / pitted quarry tiles and detachment of jointing material between tiles. Welded vinyl sheeting may become detached or damaged which will prevent effective cleaning.

Walls

All wall coverings should be smooth, impervious, non-flaking, light coloured and generally must be capable of being effectively cleaned and if necessary disinfected.

It is best practice to have more durable impact resistant surfaces around work areas, cookers, sinks and basins which are more likely to become soiled, damaged or affected by heat or chemicals. Pipes passing through walls must be effectively sealed to prevent the ingress of pests and where possible there should be sufficient gaps behind pipework to allow effective cleaning.

Ceilings

Ceilings should be smooth and fire resistant, light coloured and easy to clean.

Cleaning and sanitation

The cleaning schedules should include method statements/cleaning frequencies and cover the following;

- Fixtures and equipment with cleaning procedures
- Cleaning materials and equipment to be used and COSSH precautions
- Frequency of cleaning and disinfection tasks.

Staff should implement 'Clean as you go' principles and ensure that the appropriate cleaning chemicals are used. Chemicals need to be approved for catering use and the formulations should be appropriate for the tasks undertaken. Cleaning chemicals must be stored away from food areas in a designated secure storage area.

It is the responsibility of the Cook / Manager to ensure that cleaning tasks are completed to a high standard and that check sheets are signed off, and spot checks completed.

Doors and windows

Where windows are openable and in constant use a risk assessment should be undertaken and if necessary, cleansable, well fitting fly screens should be fitted.

Window frames and associated structures should be capable of being effectively cleaned.

Doors should have smooth non-absorbent surfaces capable of being thoroughly cleaned; door handles and finger plates should be capable of disinfection.

Ventilation

The ventilation system should effectively remove heat and odours from the kitchen and flow from a clean to a dirty area. It should be capable of ensuring that the temperature and humidity in the kitchen is acceptable (ideally ambient temperatures should be below 26°C). Excessive moisture will cause the build up of condensation and grease, and may allow mould and bacteria to multiply on surfaces. Filters and drainage channels should be cleaned in a regular basis.

Lighting

Lighting should be sufficient to enable food handling / preparation activities to be carried out effectively and safely. Fluorescent tubes should be fitted with diffusers to allow effective cleaning and prevent contamination from a breakage.

Hand wash basins& sinks

A separate hand wash basin must be provided by law. All hand wash basins should be easily accessible and should not be obstructed. They should be sited where food preparation takes place, and where practical, at the main entrance to the kitchen.

Twin sinks should be used to facilitate washing and disinfecting/rinsing equipment, and these should be provided with adequate supplies of hot and cold water. Separate sinks should be used for food washing and preparation.

Fridges & Freezers

Fridges should operate between 1°C and 4°C and monitoring of the temperature should be carried out at the beginning and end of each shift and at intervals during the day.

Corrective action is required if fridge temperature exceeds 8°C. If staff are aware of changes in the temperature prior to this then actions should be implemented sooner i.e. changes to fridge settings on dial in fridge.

Freezer should be kept at -18°C or below and change need to be noted and appropriate action taken. Any spoilt food and unlabelled food should be disposed of as necessary.

Pest control

It is a legal requirement to ensure that food premises are maintained in good condition and designed and constructed to prevent contamination form pests. All buildings should be adequately proofed, doors should be close fitting and gaps where wiring, pipes and girders pass through walls should be adequately sealed. (a mouse can fit through a 6mm gap).

It is good practice to have the name and number of a pest control contractor should the need arises that they are required. A risk assessment in relation to pest control should include a property survey to assess potential entry points and conditions in the premises which could allow harbourage and spread of pests / vermin.

Waste disposal

Designated external refuse areas should be provided and located away from kitchen doors and windows. Bins should be capable of being effectively cleaned and fitted with tight fitting lids to prevent insects, rodents and birds from gaining access.

Bins within the kitchen should be emptied on a regular basis and always at the end of the shift.
All bins should be cleaned on a regular basis.

Planned preventative maintenance

Premises managers have responsibility for ensuring planned preventative maintenance programmes are in place to ensure that premises meet the required standards. In addition, that

there are proactive systems for responding to contraventions of these standards to ensure that food safety risks are effectively controlled.

4. Hazard Analysis Critical Control Points Review

- Is the system working correctly?
- Are there any significant changes to the types of food served?
- Are there any allergens present in the foods?
- Are there any significant changes to the layout of the kitchen?
- Are there any significant changes to the way you prepare food?
- Are there any significant changes to the way your purchase food?
- Are there any significant changes to the way in which food is cooked?
- Are there any significant staff changes?
- Are there any other concerns? Please note these below:

The procedures will be reviewed and updated by the Manager on a 6 monthly basis or whenever significant or legislative changes take place.

5. Kitchen Hygiene and Safety

STRICT PERSONAL HYGIENE IS ESSENTIAL FOR STAFF WHO ENTER THE KITCHEN AREA

HAZARD

- Bacterial contamination.
- Cross contamination.
- Cross contamination of foods from allergens present in some foods.
- Viruses passed on to people/getting on food.

CONTROL

- Hands must be washed in warm/hot water using antibacterial soap. The hand washing process should take at least 30 seconds, between fingers, wrists, nails and thumbs (see posters)
- Disposable paper towels must be used (tea towels and cotton towels harbour bacteria)
- Cuts, spots, wounds to be covered with a dark coloured waterproof plaster, preferably blue.
- Closed toe shoes to be worn for safety and protection.
- Hair to be kept tied back, clean, neat and preferably a hat or hair net to be worn.
- All staff/kitchen staff to wear clean aprons/clothing when entering the kitchen.
- Only permit authorised staff/individuals to enter the kitchen.
- No one allowed in the kitchen area if suffering from diarrhoea and/or sickness.
- If service users are using the kitchen they must adhere to the same rules but must not be allowed to prepare food for others. They must be strictly supervised at all times.
- Students must not enter the main school catering kitchen. Students must only use the training kitchen, this policy applies to the training kitchen.
- Staff training.

MONITORING

- Kitchen staff **MUST BY LAW** report sickness and/or diarrhoea to the manager.
- Kitchen staff are to report any illness to the manager
- Check staff knowledge/regular updates

HAZARD ANALYSIS FOR MADE UP AND RE-HEATED DISHES

e.g. Cottage pie, Home made meat pie, Bubble & Squeak, Corned Beef Hash

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Cooked foods not stored properly. Contaminated food. Out of date products.	Inspect goods prior to reheating. Check dates. Goods stored as per instructions on receipt of delivery	Any unsuitable food items to be disposed of	Manager to review processes with staff
Storage	Incorrect storage conditions could result in growth of bacteria and/or contamination. Food items going out of date	Perishable foods stored in fridge between 0°C & 5°C. Frozen foods stored at -18°C or below. All foods stored correctly and dated	Sample temperatures taken and visual inspections. All items dated and stored correctly immediately after delivery	Dispose of any perishable or defrosted food items that have been stored in the danger temperature zone of 8-63°C
Preparation for cooking	Cross contamination. Non sterile work surfaces	Raw and cooked foods kept separate to prevent risk of cross contamination. All work surfaces clean and sterile	All food is prepared to recognised standards	Any food items not prepared to recognised standards will be disposed of
Cooking	Insufficient cooking temperatures	Food cooked to a minimum of 75°C	Food probe used to ensure cooking temperature has reached 75°C	Food will returned to cook until correct temperature
Cooling	Growth of surviving spores	Cool to below 5°c inside 90 minutes	Check and record cooling times and temperature	Place into cool containers
Storage	Growth of bacteria	Temperature below 5°c. Use by the end of the next day.	Check temperature, mark with date of cooking. Check dates	Adjust / repair fridges. Discard food if out of date
Preparation of made up dishes	Further contamination re-growth of bacteria	Prepare quickly in cool area good cleaning and sanitization	Check room temperature visual checks cleaning schedules	Put food back to chill, stop preparation until clean
Re-heat	Survival of bacteria	Re-heat thoroughly to 82°c	Check temperature with food probe	Return to heat if not hot enough
Serve	Growth of bacteria contamination	Keep at 63°c or hotter clean environment and equipment	Check hot holding temperature cleaning schedules	Repair or adjust temperatures. Clean again

THROW AWAY LEFT OVERS .....NEVER RE-HEAT TWICE!

HAZARD ANALYSIS FOR FOODS COOKED FROM FROZEN

e.g. Frozen Fish, Pastries, Pies, Nuggets, Sausages and Burgers

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Excessive contamination from bacterial, physical or chemical sources. Food not completely frozen.	Use good reputable suppliers. Inspect all deliveries. Ensure delivery is at -18°c. Put immediately into storage freezer.	Check suppliers. Check temperatures on delivery, goods and vehicle. Check packaging and date codes.	Do not accept deliveries of food above -18°c or damaged or out of date foods.
Storage	Growth of bacteria even below freezing point.	Store correctly in deep freezer below -18°c, label and date. Bag or wrap food going into freezer.	Check freezer temperature constantly and record. Check date labels. Check packaging is not split.	Adjust or repair appliance. Use good stock rotation practices. Do not overstock.
Preparation for cooking	Growth of bacteria, physical contaminants.	Remove from freezer at last moment prior to cooking. Do not allow foods to defrost. Clear and clean during process.	Check temperatures of frozen foods. Check for any foreign bodies in food (physical)	Cook immediately from frozen and place on clean trays.
Cooking	Survival of bacteria. Physical contaminants	Food to be cooked to a minimum of 75 °c. Visual checks.	Probe food using calibrated thermometer. Visual checks of foods.	Extend cooking time until temperature achieved. Review cooking times, Time trials for some foods.
Cooling	Survival of bacteria. Physical contaminants.	If food is being eaten cold it must be cooled to below 5°c covered and then refrigerated until eaten. Visual checks.	Check fridge temperature and record. Check temperature of foods before refrigerating.	Discard food if temperature not achieved. Adjust or repair fridge if required.
Portioning	Contamination from bacteria or physical sources.	Critical sanitation points. Portion food quickly and serve immediately. Visual checks of foods.	Visual checks. Clean equipment. Check temperature of food is above 63°c if serving hot. Check food temperature is below 7°c if serving cold.	If food not held above 63 °c for hot service discard food. If above 7 °c for cold food discard food
Service	Growth of bacteria. Physical contaminants	Ensure hot foods kept above 63 °c whilst serving. Minimise handling. Separate staff handling raw and cooked foods. Hand washing between handling soiled and clean cutlery and crockery. Serve within 15 minutes of cooking. Minimise time high risk foods are at room temperature.	Check hot holding temperature is above 63°c if eating hot. Cold foods to be below 7°c.	If hot food not kept above 63 °c then discard contaminated food. If cold food not below 7 °c then discard contaminated foods

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HAZARD ANALYSIS FOR FRESH VEGETABLES

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Excessive contamination. Bacterial, physical or chemical.	Reputable suppliers. Daily deliveries if possible. Visual checks on delivery.	Check suppliers. Check deliveries for freshness and cleanliness. Check any packaging dates. Check general condition of foods & containers.	Avoid bad suppliers. Reject any poor packaged or damaged foods / packages
Storage	Growth of bacteria. The rotting of food leading to the attraction of pests.	Store in a cool dry area – preferred temperature of 1°c -4°c (fridge) for some vegetables. Good ventilation. Good stock rotation along with good pest control / prevention measures.	Visual checks of storage areas and foods. Cleaning schedule for areas and regular disturbance of storage areas.	Discard any foods where freshness is in doubt. Discard out of date products. Contact registered pest control services where required.
Preparation for cooking	Chemical or physical contaminants	Wash all products thoroughly. Clean environment and equipment. Staffs hygiene to be impeccable. Clear and clean during process.	Visual checks prior to preparing of food. Regular checks during process.	Wash again until thoroughly clean. Stop further preparation until clean.
Cooking	Survival of bacteria. Physical contamination.	Watch for foreign bodies in vegetables. Cook to boiling point 100°c.	Carry out visual checks whilst cooking. Ensure cooked fully prior to serving.	Discard any food that may have foreign bodies in it.
Cooling	Growth of surviving spores / bacteria	If required cold cool rapidly by plunging into cold water. Vegetables to be store in refrigerator between 1°c - 5°c once cooled fully.	Check temperature to ensure sufficient cooling.	Place into cool containers and refrigerate below 5°c
Portioning	Physical Contamination. Growth of bacteria.	Critical hygiene. Staff hygiene to be immaculate. Portion quickly and serve if required hot. If cold service serve quickly in a cool area.	Visual checks. Cleaning schedules. Check food and room temperatures. Cleaning schedules. Check food and room temperatures.	Stop preparation until clean. Re-organise work practices.
Re-heat	Survival of bacteria	Reheat quickly by placing into boiling water.	Check temperature of food to be a minimum of 75°c.	Return to heat if not hot enough.
Service	Growth of bacteria.	Keep food hot above 63°c. Ensure a clean environment is kept.	Check hot holding temperatures. Cleaning schedule.	Adjust temperature as necessary. Clean where required.

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HAZARD ANALYSIS FOR HOT LIQUID FOODS

i.e. Stews, Gravies, Soups, Sauces and Custard etc.

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Bacterial, physical, chemical or allergenic contamination.	Use reputable suppliers. Do not over order dry stock goods.	Check packaging and seals on delivery. Check dry goods for moisture.	Reject delivery of damaged packaging foods with short shelf life.
Storage	Bacterial, physical, chemical or allergenic contamination.	Store dry goods in a cool dry area. Keep stored in air tight containers or re-sealable packages. No storage at ground level, good stock rotation. Good pest control measures. Regularly clean and disinfect.	Check storeroom conditions regularly. Check for signs of pest infestation. Regular cleaning of areas.	Clean storeroom. Report any pest sightings and contact registered pest control officer.
Cooking	Growth of bacterial spores. Survival of bacteria.	Bring all liquids to boiling. Cooking temperature should reach 100°c and then simmer no lower than 80°c with constant stirring of liquid.	Check temperature using a correctly calibrated thermometer.	Further heating until required temperature achieved.
Hot holding	Further growth of bacterial spores.	Maintain heat of food above 63 °c once cooked, whether in cooking pot, Bain Marie or on hot plate.	Temperature checks of hot holding food.	Re-heat once to 75°c and maintain above 63°c or discard food.
Serving	Further contamination physical or bacterial.	Service in heated jugs or dishes to maintain heat. Clean dishes.	Check temperatures of receptacle and foods. Visual checks of foods.	Re-clean dishes as necessary. Heat receptacles to required temperature for foods.
Cooling	Re-growth of bacteria and surviving spores.	Cool quickly to a temperature of 5°c or below.	Check and record cooling times and temperatures.	Place in cool sealed containers and refrigerate
Storage	Growth of bacteria.	Refrigerate to a temperature of 5°c. Use by end of next day. Mark with date of cooking.	Check dates. Check temperature.	Adjust fridge unit to suit if required. Discard any out of date foods.
Re-heating	Survival of bacteria.	Re-heat thoroughly to a minimum temperature of 82°c	Check temperature.	Return to heat if not minimum temperature not achieved.
Service	Further growth of bacterial spores. Physical contamination.	Keep hot above 63°c. Serve in heated jugs or dishes. Keep equipment clean.	Check temperatures. Visual checks.	Re-clean dishes as necessary. Heat receptacles to required temperature for foods.

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HAZARD ANALYSIS FOR ROAST JOINTS OF MEAT

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Excessive bacterial, contamination. Physical or chemical contaminates.	Use reputable suppliers. Store delivery at 3°c (fresh) -18°c frozen)	Check date, check temperatures, check packaging, check quality of fresh meat	Ensure suppliers are reputable. Do not accept delivery if in poor state, return to suppliers. If defrosted ensure it can be re-frozen if not return.
Storage	Bacteria growth, physical and chemical contamination.	Store at the correct temperature (as for delivery) Cover foods for storage. Separate raw from cooked foods. Regular stock rotation. Date all foods when storing.	Check storage temperatures. Visual checks. Date mark checks.	Discard foods that are out of date. Discard if food looks or smells unfit for consumption and record.
Preparation for Cooking	Bacterial growth. Further contamination physical or chemical.	Defrost correctly under refrigeration, and ensure complete defrosting. Minimise time at room temperature prior to cooking. Use clean equipment. Good personal hygiene.	Visual checks. Cleaning schedule.	Stop preparation until clean. Keep food chilled until cleaning complete.
Cooking	Survival of bacteria i.e. Salmonella, Campylobacter	Food to be cooked fully, core temp must be a minimum of 75°c.	Check temperature with probe. Check oven temperatures are accurate.	Keep cooking until required temperature has been reached/
Cooling	Growth of spores i.e. Clostridia	Cool to below 5°c within 90 minutes and refrigerate.	Check and record cooling time and temperature.	If cooling can not be achieved in given time cut meat into smaller portions to assist with cooling.
Portioning and serving	Contamination. Growth of bacteria.	Critical sanitation point. Staffs hygiene to be impeccable. Portion quickly in cool area.	Visual checks of food. Cleaning schedules.	Stop work until clean. Chill again if necessary before continuing. Re-organise work practices.
Storage	Growth of bacteria. Cross contamination.	Store at temperature below 5°c. Label, cover and date foods. Use within 48 hours. Ensure separation of raw and cooked foods.	Check temperatures. Ensure date marking and covering of foods.	Adjust or repair storage item if temperature incorrect. Dispose of out of date foods.
Re-heating	Survival of bacteria.	Re-heat thoroughly to a minimum of 82°c.	Check temperatures with probe.	Return to heat until correct heat achieved.
Service	Growth of bacteria. Physical / cross contamination.	Keep food at 63°c. Cold food to be 1°c -4°c	Check hot and cold temperatures	Repair or adjust. Clean again.

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HAZARD ANALYSIS FOR COLD DISHES

i.e. Cold sweets, Salad dishes, Quiches, Cream cakes etc.

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Receipt of goods	Excessive contamination. Bacterial, physical, chemical or allergenic contamination.	Good supplier. Store and delivery at 6°c or below. Visual checks of deliveries. Check date marks.	Check suppliers reputation. Check deliveries for temperature and dates and condition of packaging.	Avoid bad suppliers. Reject bad deliveries.
Storage	Growth of bacteria. Physical chemical contamination.	Store below 5°c. Clean fridge and storage areas. Separate from raw foods.	Check fridge temperatures. Visual checks of dates and foods. Food to be kept covered. Cleaning schedules.	Adjust or repair fridges. Clean again where necessary. Keep foods apart.
Preparation	Growth of bacteria if too long at room temperature. Physical chemical contamination.	Prepare quickly in a cool area. Separate from raw foods. Wash all salads and fruit. Good cleaning and sanitization. Good personal hygiene.	Check cooling times and temperatures.	Place surplus foods into refrigeration. Stop preparation until all areas are cleaned.
Cooling	Growth of bacteria and spores.	After preparation return immediately to fridge. Cool any hot foods quickly to below 5°c.	Check cooling times and temperatures. Store in fridge below 7°c when cooled	Place prepared dishes into clean cold containers.
Storage	Growth of bacteria. Physical chemical contamination.	Store below 5°c. Use within 48. hours of opening / cooking. Keep away from raw foods. Keep covered.	Check temperatures. Date with date of cooking. Keep food covered.	Adjust or repair fridge. Discard if out of date.
Portioning	Physical contamination. Bacterial growth.	Critical sanitization points. Staff hygiene. Portion quickly in cool area. Clean equipment.	Visual checks. Cleaning schedules. Check temperatures. Staff training.	Stop preparation until area clean. Chill before continuing. Re-organise work practices.
Service	Survival of bacteria. Physical contamination.	Serve directly from the fridge or chill cabinet. Temperature to be kept at 5°c. Clean utensils. Personal hygiene.	Check temperatures of food and fridge / chillers. Visual checks. Training.	Adjust or repair fridge. Clean all work surfaces and utensils before continuing.

REMEMBER:

WHEN SERVING OR DISPLAYING CHILLED FOODS YOU MUST NOT KEEP IT BOVE 7°c FOR ANY LONGER THEN 4 HOURS. YOU CAN ONLY DO THIS ONCE; THE FOOD MUST THEN BE DISPOSED OF.

IT IS GOOD PRACTICE NOT TO DISLAY LARGE AMOUNTS OF FOOD AT ANY TIME AS THIS WILL ELEVIATE THE WASTING OF FOOD.

HAZARD ANALYSIS FOR MICROWAVE USE

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Before microwaving place in a suitable container and cover appropriately	Containers melting or overheating. Damage to microwave unit.	Check all containers are microwaveable. Do not use metal containers.	Read description on containers to determine suitability. Visual checks for signs of melting.	Do not use again any melted items and discard damaged ones. Switch off microwave and remove container.
Cooking	Uneven cooking. Under / Over cooking	Check and use correct power settings. Stir during cooking.	Visual checks. Use probe to check temperatures. Food to reach 75°c	Cook for correct length of time and at correct power level. Cook for longer / shorter times as required.
Standing time	Contamination form airborne bacteria.	Allow dishes to stand for a minimum of 2 minutes to complete cooking. Keep food covered.	Visual checks/probe checks to determine if food is still cooking and has reached required temperature of a minimum of 75°c.	Keep food covered during standing time.
Removal of food from microwave	Burns or scalds to person.	Leave to stand before removing. Use gloves or oven cloth to handle dishes. Remove any coverings away from face to prevent splashing.	Visual checks.	Be wary of containers, they may be hotter than you think. Always use oven gloves to protect against burns.
Re-heating large quantities.	Uneven re-heating.	Use large enough containers. Stir regularly throughout cooking time. Re-heat to 82°c.	Visual / temperature probe checks.	Stir well and return to microwave until heated evenly.
Re-heating plated meals.	Uneven re-heating.	Rotate plates if possible during cooking time. Cover plates. Heat on high power to 82°c.	Temperature probe checks. Check power levels. Check timings.	Re-heat longer. Cover plate.
Defrosting using microwave.	Food cooking before defrosted completely. Uneven defrosting of large items (joints etc), still frozen in middle.	Break up food during defrosting time. Defrosting large joints or poultry naturally under refrigeration where possible.	Visual checks. Probe temperature checks.	Put to defrost at a lower temperature for a longer period of time.

REMEMBER: FOOD COOKED IN A MICROWAVE COOKS FROM THE OUTSIDE IN – ENSURE THAT FOOD IS COOKED THOROUGHLY THROUGH TO THE CENTRE.

BARBECUES

When barbecuing, the most important things to remember are to make sure that **RAW** meat is handled carefully and cooked properly. Remember, even if meat is charred on the outside, it doesn't mean that it is cooked in the middle.

It is very important to cook **POULTRY, PORK, BURGERS, SAUSAGES** and **KEBABS** until they are piping hot all the way through, with no pinkness left.

Meat temperatures (cooking): the centre of the meat should reach a temperature of at least 70°c for at least 2 minutes, or an equivalent time/combination.

The best rule to work to is to cook to the highest temperature (80°c).
This will then eliminate the need for timing the temperature. It is far easier to time just for 6 seconds.

MINIMUM COOKING REQUIREMENTS FOR MEAT:

The centre of the meat should reach one of the following temperatures for at least the time given below:

60°c –	45 mins	65°c –	10 mins	70°c –	2 mins
75°c –	30 secs	80°c –	6 secs		

When using a probe thermometer, make sure you always clean it thoroughly every time you use it. It must be cleaned before and after each use.

Barbecue tips:

Light the barbecue well in advance, making sure you use enough charcoal. Wait until it is glowing red with a powdery grey surface before starting to cook. Move food around the barbecue and turn it regularly to ensure even cooking.

If you are cooking large amounts, you could start to cook raw meat on one barbecue and then transfer it to another one when it is partially cooked, to help reduce the risk of cross contamination.

To ensure thorough cooking, you could cook meat indoors and finish it off on the barbecue for added flavour but this must be done straight away to avoid the bacteria multiplication if the food is allowed to stand in the danger zone (5°c-63°c).

Avoiding Cross Contamination

When you are cooking or serving outdoors and working out of your usual routine, you should be especially careful to avoid **cross-contamination**.

- Always wash hands thoroughly before any food preparation or cooking
- Always wash you hands thoroughly after handing raw meat
- Use separate tongs for raw and cooked meats
- Never put cooked food on a plate that has been used for raw meat
- Keep raw meat away from ready to eat foods such as salads, sandwiches and desserts
- Don't put raw meat products next to cooked or partially cooked meat on the barbecue
- Don't add sauce or marinade to cooked food if it has already been used with raw meat

CLEANING

It is vital that surfaces where food is prepared are kept clean & tidy and bacteria free for each new task.

"CLEAR AND CLEAN AS YOU GO"

Clean as you go applies but there is also a scheduled requirement to clean on a regular basis i.e. cooking equipment, walls, floors, doors etc. It is also a requirement to record, date and sign on the appropriate form. (see cleaning rota form Annex G).

STAGES OF CLEANING

1. **PRE-CLEAN:** removal of lose waste by sweeping, wiping or pre-rinsing.

2. **MAIN CLEANER:** loosening of the surface grease and dirt using hot water and a detergent.

3. **RINSE:** removal of loose dirt and detergent using clean water.

4. **DISINFECTION:** destroying bacteria using heat or a chemical disinfectant and allowing sufficient contact time.

5. **FINAL RINSE:** removal of disinfectant using clean hot water (often unnecessary)

6. **DRYING:** preferably natural by evaporating dry. If the soiling is very light you may be able to omit stages 2 and 3, but **DO NOT DO SO** if the surface has been in contact with raw meat, poultry, shellfish or eggs.

"REMEMBER CLEAR & CLEAN AS YOU GO"

ALL CLEANING SHOULD BE UNDERTAKEN ON A REGULAR BASIS AND RECORDED ON THE APPROPRIATE FORMS.

HAZARD ANALYSIS FOR KITCHEN CLEANING

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Equipment Cleaning	Accidents. Build up of food residues and dirt attracting pests and providing ideal situations for bacterial growth. Damaged equipment. Loose pieces causing physical/chemical contamination of food. Inadequate time for solution to work effectively. Dirty cloths.	Staff training on equipment, how to clean and take safely apart. Personal protective equipment. Visual checks. All food to be stored or covered. Sanitise all cloths and equipment. Use disposable cloths if possible. Make sure that only cleaning and sanitisation products are used that are specific for kitchen use. Make sure that they are made up to manufacturers instructions	Record all cleaning on the appropriate forms. Check knowledge and understanding. Visual checks.	Throw away any food which may have been contaminated **(DO NOT LEAVE FOOD UNCOVERED ALWAYS STORE FOOD BEFORE CLEANING)** Report damaged equipment/do not use. Repair or adjust. Discard cloths. Product safety data sheets. Report any signs of pest activities and record. Contact approved reliable pest controller.
Floor, Wall, Door handles, Ceiling	Accidents. Wet floor. Physical and chemical contamination of food, inadequate time for solution to work effectively. Build up of food residue leading to attracting pests and build up of bacterial growth.	Use appropriate signs, do not allow anyone into area until cleaning is completed, cover or store all food. Read instructions on all cleaning products used. Make sure that only cleaning and sanitisation products are used that are specific for kitchen use. Make sure that they are made up to manufacturer's instructions. Sanitise all mops and buckets and make sure that they are kept for kitchen use only, Colour code cleaning items for kitchen use only. Staff training.	Visual checks. Record on appropriate forms. Check knowledge and understanding.	Throw away any food that may have been contaminated (**DO NOT LEAVE FOOD UNCOVERED ALWAYS STORE FOOD AWAY BEFORE CLEANING).** Report any signs of pest activities and record. Contact approved reliable pest controller.
Work surface cleaning	Build up of food leading to attracting pests and bacterial build up. Physical and chemical contamination. Inadequate time for solution to work effectively.	Cover or store all food (store away from cleaning area). Make sure that detergents and sanitiser for kitchen surface use only. Must be made up to manufacturer's instructions. All cleaning cloths to be sanitised (disposable is better). Read instructions. Ensure all stages of cleaning are carried out (see separate sheet in folder). Staff training	Record all cleaning on the appropriate forms. Check knowledge and understanding. Visual checks.	Throw away any food that may have been contaminated (**DO NOT LEAVE FOOD UNCOVERED ALWAYS STORE FOOD BEFORE CLEANING)**. Report any signs of pest activities and record. Contact approved reliable pest controller.

HAZARD ANALYSIS FOR CLEANING

STEP	HAZARDS	CONTROL	MONITORING	CORRECTIVE ACTION
Waste bin (inside) Waste area (outside)	Build up of food particles, odour, and bacterial build up leading to pest infestation. Cross contamination. Accidents with chemicals.	Empty regularly. Reliable refuse service to remove and dispose of waste regularly. Clean bins, use bin liners, disinfect bins and all waste areas inside of the building and outside. Make sure bins have close fitting lids and internal bins are foot operated. Staff training. (COSHH) product safety data sheets.	Visual checks. Cleaning schedules. Check knowledge and understanding.	Seek medical attention with any chemical reactions. Lean all areas. Report any signs of pest infestation and record. Contact approved pest controller.
Dusting and Sweeping	Air becoming contaminated with dust particles and bacteria.	Use a damp cloth wrapped around a brush for sweeping. Use damp cloth for windows and sills.	Visual checks. Cleaning schedule. Record on appropriate sheets.	Close all food operations. Clean all areas. Do not prepare food until absolutely sure there is no risk of contamination.

PLEASE ENSURE THAT ALL CLEANING IS DONE THOROUGHLY

CLEANING DONE BADLY SIMPLY SPREADS THE BACTERIA

Appendix A

FOOD SUPPLIERS

FOOD TYPE	SUPPLIED BY
FRESH FOODS	
Cooked meats / meat products	
Raw meat	
Raw fish	
Shellfish	
Cooked fish	
Dairy products	
Eggs	
Vegetables	
FROZEN FOODS	
Cooked meat	
Raw meat	
Raw fish	
Shellfish	
Cooked fish	
DRIED FOODS	
Rice	
Pulses/Beans	
Flour bread	
Confectionery	
Fruit	
Herbs/spices	
TINNED & BOTTLED FOODS	
Tinned foods	
Bottled foods	
Mayonnaise/sauces	
DRINKS	
Alcoholic & non alcoholic	
Fruit juices	

Appendix B

PURCHASE AND DELIVERY OF CHILLED / FROZEN AND DRIED FOODS

DATE	DESCRIPTION	TEMP	SIGNED	ACTION REQUIRED

Appendix C

TEMPERATURE MONITORING OF HOT AND CHILLED FOODS

DATE	MEAT / FOOD	TEMPERATURE	SIGNATURE	ACTION REQUIRED IF ANY

Appendix D

REFRIGERATION TEMPERATURE RECORD

The ideal refrigerator temperature is 1°c - 4°c though it must never be above 7°c

Please check refrigerator temperature and record a minimum of two times a day. First thing in the morning and then afternoon/evening.

ALL TEMPERATUES MUST BE RECORDED

	DATE / TIME	TEMP	SIGN	DATE / TIME	TEMP	SIGN	DATE / TIME	TEMP	SIGN
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

FREEZER TEMPERATURE

Please check and record twice a day

	DATE/ TIME	TEMP	SIGN	DATE/ TIME	TEMP	SIGN
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

Appendix E

DAILY KITCHEN CLEANING ROTA

	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
AREA	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**
All work surface														
Sinks														
Sweep and mop														
Microwave oven														
Baine Marie														
External areas of refrigerators														
Hand basin														
Waste bins														
Trays														
Outside bin areas														
Equipment														
Top and sides of oven and grill														
Door handles														

Occasional Supervisory checks:

Signed: ..... Dated: .....

Appendix F

WEEKLY KITCHEN CLEANING ROTA

	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
AREA	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**
Inside Ovens														
Empty fryers / clean filters														
Kitchen shelves														
Pan racks														
Inside refrigerators														
Behind cookers														
Kitchen tiles / walls														
Hot food cupboard														
Extractor fans														
Insectocutor unit (Electric Fly Killer)														
Skirting areas and doors														
Tray / drinks trolley														
Check cleaning equipment														

Supervisory checks:

Signed: ……..…. Dated: ……..

Appendix G

MONTHLY KITCHEN CLEANING ROTA

	Mon		Tue		Wed		Thurs		Fri		Sat		Sun	
AREA	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**	**Date**	**Sig**
Extractor canopy														
Defrost refrigerators														
Ceiling light covers														
Dry food store														
Vegetable store														
Crockery Store														
Cupboards														
Check all cleaning equipment														

Supervisory checks:

Signed: ..... Dated: .....