

How to provide Safe Food

A guide for Churches and Clubs



Renfrewshire
Council

Environmental Services



Renfrewshire Council

Environmental Services

If you run an organisation/club which is involved in providing food to members or the general public, it is your responsibility to make sure that the food you give them is safe. Your kitchen areas should be clean and pest-free, and food handlers should be trained in food hygiene. In addition, new legislation which came into force in January 2006 means that you will need to have a written Food Safety System suitable to the size of your organisation. This written system should include your policies for making safe food, and some records of food temperatures.

This handbook has been designed to help you produce a simple system, which will allow you to comply with the Law. The handbook contains useful information and parts of it are left blank for you to fill in your policies and procedures. There is also an example of a temperature monitoring form that you can photocopy and fill in. Alternatively, you could keep a record of food temperatures in a diary.

If something goes wrong, e.g. someone claims they have contracted food poisoning from food prepared on your premises, the completed handbook could help you prove that you produce safe food.

Please read through the handbook carefully and decide which sections apply to you. If there are sections which are not relevant to your organisation you can simply ignore them. This document must be kept on your premises at all times, as Enforcement Officers will want to see it when they visit. You should ask your Enforcement Officer how long you should keep your temperature records, but as a rule you should keep them for around three months.

If you need assistance with any aspect of your policies and paperwork, contact your Enforcement Officer at

Renfrewshire Council
Consumer Protection
Environmental Services
Renfrewshire House
Cotton Street
Paisley
PA1 1BR

Tel: 0141 840 3106
Fax: 0141 840 3233
e-mail b-serv.es@renfrewshire.gov.uk

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What is Safe Food?

There are three main hazards found in food.

Bacteria (the most common and serious hazard).

Some bacteria can cause food poisoning. Food poisoning can be a very serious illness with severe vomiting, stomach cramps and diarrhoea. It can kill young and elderly people.

Bacteria can cause food poisoning by:-

- Surviving cooking if foods aren't cooked thoroughly.
- Multiplying in food if it is stored at the wrong temperature.
- Spreading from raw foods to 'ready to eat foods' directly or indirectly.

Beat bacteria by

- Cooking foods thoroughly.
- Storing food at the correct temperature.
- Preventing contamination of ready to eat foods by careful food storage, handling, cleaning and personal hygiene.

Foreign Bodies e.g. drawing pins, paper clips, plasters, hairs, etc. can sometimes get into food.

Prevent this happening by:-

- Thoroughly cleaning all areas before and after use.
- Keep unnecessary items out of the kitchen. e.g. toys, Christmas decorations, stationery etc.
- Proper maintenance of your kitchen and equipment.

Chemicals e.g. cleaning chemicals. These can contaminate food. This can cause immediate illness when the person eats the food. Longer term exposure to harmful chemicals can also cause health problems.

- Store all cleaning chemicals/pesticides/toiletries well away from food, preferably in a locked cupboard.

As you can see, most of the advice regarding safe food is common sense.

Personal Hygiene

All food handlers have a legal and moral responsibility to have high standards of personal hygiene. Simple hygiene mistakes such as not washing hands after touching raw foods, or going to the toilet could cause an outbreak of food poisoning.

New volunteers should be made aware of the importance of personal hygiene before handling food. They should be given suitable protective clothing, which should be kept clean and laundered regularly.

Make sure anyone with symptoms of food poisoning such as diarrhoea and vomiting doesn't handle food. They could easily spread bacteria to food and make people ill. If you have a volunteer with these symptoms they must go home straight away. They must not return to food handling until they have had none of these symptoms for 48hrs.

Volunteers should be given copies of the Personal Hygiene Policy. Signed copies should be kept in your Safe Food folder.

 **Ensure all volunteers read and sign a Personal Hygiene Policy such as the one overleaf.**

Personal Hygiene Policy

Personal Hygiene Rules

1. *Wash and dry your hands often and always after:*
 - *going to the toilet.*
 - *handling raw food.*
 - *handling rubbish.*
 - *cleaning.*
 - *touching your face, especially your nose, mouth and ears.*
 - *on entering and re-entering the kitchen.*
 - *after eating, smoking, coughing, sneezing etc.*

2. *If you are suffering from diarrhoea and/or vomiting, or if you have any infected skin wounds **you must not handle food**. If your symptoms last for more than 24 hours you should visit your GP.*

3. *Do not eat, chew gum or taste food with unwashed spoons or blow into glasses to polish them.*

4. *Wear clean protective clothing when handling food. Outdoor clothing and personal belongings must not be brought into the kitchen.*

5. *Keep nails short and clean. Nail varnish must not be worn.*

6. *Do not wear jewellery or watches apart from plain wedding bands and/or sleeper earrings.*

7. *Keep cuts and grazes covered with waterproof plasters and avoid touching spots.*

8. *Do not cough or sneeze over food.*

9. *Do not wear strong smelling perfume or aftershave.*

I have read and understood the above requirements

Signature:

Date:

Training and Supervision

Depending on the foods involved and level of catering undertaken, food handlers should receive some formal Food Hygiene Training. As a rule, in a group of volunteers there should be at least one person on duty who is trained.

Levels of training

- *The Introduction to Food Hygiene Course is a suitable induction course for staff, or as training for staff who don't handle food as a main part of their job, or volunteers who occasionally prepare food.*
- *Elementary Food Hygiene Courses are suitable for all food handlers handling high risk foods, e.g. preparing hot lunches, buffets and functions.*
- *Intermediate level courses are geared towards supervisors in food businesses or staff who work on their own.*
- *Advanced level courses are suitable for managers of food businesses.*

It is vital that volunteers do not forget what they have learned, and continue to put their training into practice. Refresher training may be needed, and it is recommended that Elementary Food Hygiene Course Certificates are updated every three to five years.

Food Hygiene Courses are run regularly by Renfrewshire Council. For more information call 0141 840 3161/ 3181.

Courses are also available from:

*Reid Kerr College, Renfrew Rd. Paisley
Glasgow Metropolitan College, Glasgow
Cardonald College, Cardonald
John Wheatley College, Glasgow*

*Tel: 0141 581 2396
Tel: 0141 566 6221
Tel: 0141 272 3395
Tel: 0141 778 2426*

Up to date information on all Royal Environmental Health Institute of Scotland approved courses running in Scotland is available from REHIS in Edinburgh. Tel: 0131 225 5444

Keep records of volunteer training on the form overleaf.



Opening and Closing Checks

It is important that certain checks of the kitchen are carried out before and after food preparation, especially if you have to share your kitchen with other groups or outside caterers. It is useful to write these checks down, and you could also display them in the kitchen. Make sure that all volunteers are aware of the opening and closing checks.

Example opening checks

- *All equipment (especially fridges, freezers and cookers) is working correctly.*
- *Volunteers are fit for work, and hands are washed before handling food.*
- *All food preparation areas are clean (surfaces, equipment, utensils, floor, etc.)*
- *Plenty of hand washing and cleaning materials (soap, paper towels, etc.) are available.*
- *All food past its 'Use by' date has been thrown out.*

Example closing checks

- *No food has been left out.*
- *Bins have been emptied.*
- *Food rooms and equipment are clean.*
- *Raw and cooked foods are stored separately.*
- *All appropriate checks have been done and record sheets completed.*

Overleaf write down any Opening and Closing Checks that you carry out.



Our Opening and Closing Checks

Opening Checks

e.g. Fridge and Freezer temperatures are recorded first thing on our food production days and recorded in the Safe Food Diary.

Closing Checks

e.g. Bins are emptied at the end of the day.

Temperature Recording

Why check temperatures?

- To make sure food is cooked properly.
- To make sure food is being stored at temperatures that slow the growth of bacteria.
- To check that fridges and freezers are working correctly.
- The regulations require that certain foods are kept at safe temperatures.
- Temperature control of food is one of the most important ways to prevent food poisoning.



What types of thermometer are available?

Digital probe thermometers

These are the easiest to use and the most accurate. They can be used with lots of foods but they are not suitable to go in the oven.

How to use:-

Insert the probe. Wait a few seconds until the reading stabilises, then take the reading. Clean the probe thoroughly, and disinfect it before you use it again.

Dial Thermometers

These are usually used in fridges or ovens, and some have a probe attachment for testing the temperature of meat. These are less accurate and harder to read.

How to use:-

Insert the probe and leave it in place for two minutes before taking a reading. Clean the probe thoroughly and disinfect it before you use it again.

Taking Temperatures

Anyone carrying out these checks should know how to use the probe thermometer, what foods to check, and what temperatures should be reached.

When taking fridge temperatures, it is useful to have a 'food simulant' in the fridge. You could keep a small container of water or jelly which you can probe instead of food. This should be clearly marked to avoid confusion.

It is very important to keep your probe thermometer clean, otherwise it could spread harmful bacteria to the foods you are testing.

Thermometer Calibration

It is important that the thermometer you are using is accurate. You are relying on it to prove that food you store and prepare reaches safe temperatures, either hot or cold.

 **Check your thermometer monthly and record on the sheet below.**

Use the following procedures to carry out your own checks:

Low temperature check

Place tip of thermometer probe into crushed ice and a little cold water, leave for 5 minutes and then measure the reading. (It should be between -1°C and $+1^{\circ}\text{C}$).

High temperature check

Place tip of thermometer probe into steam being emitted from a boiling kettle and record reading (It should be between 99°C and 101°C).

If you find that your thermometer is faulty, you should return it to the manufacturer or supplier. You should keep a spare thermometer,

Date	Temperatures Low	Temperatures High	Signature	Action
<i>e.g. 1st Jan 06</i>	<i>1°C</i>	<i>99°C</i>	<i>AMB</i>	

Supplies/Deliveries

Ensure that all your food supplies come from reputable sources, and are in good condition. To make sure food is safe to eat you need to make sure that:

- it is within its 'Use by' date.
- it has not gone 'off'.
- the packaging is not damaged.
- it has been kept cold enough.
- it is in a good condition.

In particular 'High Risk' foods require to be carefully handled.

High risk foods are usually high in protein, and can be eaten without further cooking. Bacteria like to grow on them, so they are always stored under refrigerated/frozen conditions.

Examples of 'High Risk' Foods

- cooked meats, cooked fish/shellfish, e.g. prawns, cooked poultry.
- cooked meat products, e.g. sausage rolls, pies, pates, meat or chicken sandwiches.
- mayonnaise based salads, e.g. rice salad, dips, coleslaw.
- cooked egg/egg dishes and products made from eggs, e.g. quiches, egg mayonnaise.
- fresh cream products, e.g. black forest gateaux, pavlova, cream cakes.
- Some dairy produce, e.g. soft cheeses, cream.

The best method of getting your 'high risk' ingredients is to have them delivered to you by refrigerated transport. For these foods you want to ensure they are arriving at your premises cold enough – below 7°C is recommended. For frozen foods you can check to see if they are safe by handling. If it is solid it will be safe.

Self Collection

It is more likely that you will collect your foods from local shops or a Cash n Carry. To ensure the safety of any 'high risk' foods you buy, you will need to keep them safe during transport to your premises, so use of a cool bag and separation of raw and cooked foods is important.

It is essential that chilled or frozen deliveries are put into the fridge or freezer straight away and not allowed to sit out at room temperature.

Use the forms overleaf to list where you get your high risk foods.



Suppliers List

<i>Name, Address and Tel. No. of Supplier</i>	<i>Foods Supplied</i>
<i>e.g. The Pie man 1 Any Street Anytown Tel 6575858</i>	<i>Pies and sausage rolls</i>



Our Safe Self Collection Methods.

If you self collect foods from local shops or a Cash 'n' Carry, describe how you do this safely and hygienically.

Stock Control

All food items in storage should be marked with a shelf life, whether they are stored in the chill or freezer. You should never use food past its 'Use by' date because it might not be safe to eat. It is also illegal to sell food past its 'Use by' date. If other groups use the kitchen to store food make sure that someone is responsible for regularly checking the stores for out of date food.

- Check all incoming foods for general condition and acceptable dates.
- Always use the 'first in, first out' system, so that older stock is used first.
- Transfer the manufacturer's shelf life onto foods which you have removed from their outer packaging.


Storage

Certain foods need to be chilled to keep them safe. It is important that your fridges and freezers are working correctly to keep these foods safe, and slow down bacterial growth.

Recommended temperatures are:

Colder than 5°C for chilled storage.

Colder than -18°C for frozen storage. e.g. -20°C

 **Fridge and freezer temperatures should be checked on the day you are catering, and recorded.**

Cross Contamination

Make sure that raw and ready to eat foods are stored in separate fridges/freezers if possible. If they are in the same fridge, make sure that the raw products are stored below the ready to eat ones. Ensure all foods stored in fridges/freezers are wrapped/covered to prevent contamination.

Storage of Vegetables

Unwashed vegetables, e.g. potatoes, carrots, etc. are also a potential source of bacteria. E.coli and other harmful bacteria are present in soil. Always wash vegetables thoroughly before use, and store well away from any ready to eat foods.

Storage of Cans

Avoid storing open cans of food in the fridge. Always decant food into a lidded container.

Dry Goods

Cupboards should be clean, dry and pest free and all foods should be stored in lidded containers.

Storage of Eggs

It is recommended that eggs are stored in the fridge. As they are a raw food, keep them away from ready to eat foods.

Cross Contamination

Raw foods i.e. raw meat, poultry, raw eggs and unwashed vegetables can carry harmful bacteria. These bacteria can spread to cooked/ready to eat foods by direct contact or via hands, utensils, cloths, etc. This is called Cross Contamination.

Cross Contamination is one of the most common causes of food poisoning and must be controlled. Safe food handling will reduce the chance of transferring harmful bacteria from raw food to other foods.

Raw foods we handle

e.g. raw mince

If you handle raw foods, overleaf list what you do to prevent cross contamination.

e.g.

- *Raw foods should be kept away from other foods in both fridges and freezers, (even if wrapped).*
- *Disposable cloths should be used throughout the kitchen.*
- *There should be separate preparation areas for raw and cooked food.*
- *Colour coded chopping boards can be used for raw and cooked foods.*
- *Hands must be washed after handling raw foods, including eggs.*
- *Surfaces/equipment in contact with raw foods must be disinfected after use with a suitable bactericide.*



Cross Contamination House Rules

List the rules you have made to ensure that ready to eat foods are not contaminated by raw foods at any stage.

<i>Stage</i>	<i>House Rules</i>	<i>What we do if things go wrong</i>
<p><i>How do you keep raw and cooked foods separate during delivery or self collection?</i></p> <p><i>How do you keep raw and cooked foods separate in fridges & freezers?</i></p> <p><i>What you do during food preparation to avoid cross contamination?</i></p>		

Preparation

Cold foods

You may prepare ready to eat foods like sandwiches, filled rolls, salads, cold cooked meat dishes, some desserts. Many people think that these foods are low risk as they are not cooking them but in fact these foods are classed as 'high risk.' It is vital that these foods do not get contaminated by bacteria as they are not going to be cooked and made safe at a later stage. Keep them away from raw foods at all times.

- Always store high risk foods in the fridge.
- Minimise time at room temperature - once preparation is complete, return foods to the fridge as soon as possible.
- Ensure hands are thoroughly washed before touching all foods.
- Ensure surfaces and utensils which are in contact with food are disinfected before use.

Preparation at home

- Your kitchen at home should not be used for preparation of any food other than that for household use or low risk home baking. High risk foods containing cream, lightly cooked eggs etc. should not be made at home other than for your own use. **If you do use your kitchen to make cakes for fetes and coffee mornings then please follow this guidance.**

Before you start:-

- Ensure the kitchen is being used only for food preparation at the time – no laundering for example.
- Wash your hands thoroughly before preparing any foods.
- Always wear a clean apron or overall during food preparation.
- Ensure all worktops, surfaces and cooking utensils are clean and in good condition.

Ingredients:-

- Buy from reputable retailers, check date codes and make sure that packets are intact.
- Store dry goods in clean, sealed containers.
- Make sure ingredients which should be stored in the fridge are stored at 5°C or below. Buy a fridge thermometer and check this temperature regularly.

Cleaning:-

- Before use, worktops should be cleaned with a suitable disinfectant to get rid of bacteria.
- Keep cleaning materials away from food preparation areas to prevent contamination.
- Keep pets and children out of the kitchen during food preparation.

Storage:-

- *To prevent mould, make sure that cakes are thoroughly cooled down before placing them into a clean, sealed container or wrapping.*
- *Only food grade wrapping material should be used.*
- *Foods must be transported in clean sealed containers.*
- *Keep baked items well away from any raw or unwashed foods.*

Serving:-

- *Cakes must be protected from any risk of contamination at the service/display stage. Cover in clingfilm where possible.*
- *Wash your hands thoroughly before serving foods.*
- *Avoid handling foods where possible use tongs or a cake slice to serve unwrapped cakes.*

Remember if you cannot prepare foods safely at home then don't do it at all!

Buffet Guidance

Buffet food can be involved in outbreaks of food poisoning as it is usually high in protein, ready to eat and may be left for several hours at room temperature. These are ideal conditions for bacteria to multiply.

- *If cold buffet food is left out at room temperature the time should be strictly controlled. As a guide, food should not be left out for more than **two hours**.*
- *Try and bring food out from the fridge at the last minute, or in stages and ensure that leftovers are removed promptly.*

Hire of your premises for functions

You should think carefully about this for the following reasons:-

- *Your Club/Church would be implicated in any potential food poisoning outbreak.*
- *You have no control over the preparation of this food. Food may have been prepared in domestic kitchens by untrained people.*
- *You may not have sufficient equipment to keep food cool.*

If you have decided to allow this practice, follow the buffet guidance above to ensure that your buffets are as safe as possible.

Also

- *Don't allow the food to arrive in your premises too early.*
- *Keep the food in the coolest possible place, covered.*
- *Ensure food is eaten as quickly as possible, and throw away any leftovers.*

Use of Outside Caterers

If you get outside caterers to bring in food you must ensure that your facilities are adequate. i.e. you have:-

- *Hand washing facilities.*
- *Sufficient storage, preparation, cooking, hot holding and wash-up facilities as required.*
- *Ensure that your chills are working correctly and large enough to accommodate all the food required.*

It is also useful to ask the caterer for their credentials e.g. do they have up to date Food Hygiene Training and can they show you their own Safe Food Management System?



Use the sheet overleaf to write down your Buffet House Rules.

Cooking/Reheating/Hot Holding

If you make hot foods, cooking, reheating and hot holding to safe temperatures is vital. Heat kills the harmful bacteria.

You should ensure that soup, gravy, meat and poultry dishes are thoroughly cooked. E coli bacteria can be present in minced beef. If it is not cooked thoroughly then the bacteria can survive. Many checks are common sense e.g. checking for pink meat.

Recommended centre temperature for cooking poultry/stews/burgers/diced meat/ combination dishes/rolled joints/soups sauces and gravies, etc. is above 75°C for 30 seconds or equivalent.


It is vital that pre-cooked foods like sausage rolls, pies or pre-cooked stew are reheated thoroughly. Simply warming them through is not sufficient to kill any bacteria or toxins which may already be in the food.

Foods being held hot must also stay at temperatures which avoid bacteria multiplying.

When reheating or hot holding high risk foods you need to ensure that the minimum temperatures below are met to avoid food poisoning.

***Legal requirement 82°C or above for reheating foods.
Legal requirement above 63°C for hot-holding foods.***

You should have written cooking instructions for all your high risk dishes giving quantities, cooking times and temperatures. If you follow this established safe method each time you cook something, then there is less chance of things going wrong.

 ***Overleaf list the meat, poultry or egg based foods you prepare – even occasionally.***



Foods we prepare:-

Include items such as pies or sausage rolls which you reheat, and any meat, eggs or poultry dishes you cook.

Eggs

Raw shell eggs can carry Salmonella bacteria inside and on the shells. 'Lion Brand' eggs are much less likely to be contaminated with Salmonella. Do not use eggs after their best before date and store eggs in the fridge until you need to use them.

Keep raw eggs away from other foods and be careful not to splash raw egg onto other foods or surfaces. Disinfect surfaces and wash hands thoroughly after handling raw eggs. Always cook eggs thoroughly, until yolk is firm, especially if you are catering for vulnerable groups, i.e. young children or the elderly.

✍ If you serve eggs to vulnerable groups, detail your safe egg policy here.

Cooling

It is best to cook food and serve it straight away, avoiding the need for cooling. Uncontrolled cooling can cause food poisoning: a few types of bacteria can survive cooking and go on to multiply if food is left for some time in the danger zone e.g. between 63°C and 5°C.

If possible, food that is cooling should be in the danger zone for no more than 90 minutes, (but never put warm foods in the fridge). The best method is to use a blast chiller, but there are other methods.

- *Smaller portions and shallow containers can help cool foods more quickly.*
- *Stir hot liquids to help them cool.*
- *Sit foods on trays of ice.*
- *Some foods can be cooled under cold running water, e.g. rice.*
- *Surplus food will need to be cooled safely too.*

Cooked Rice

There can be a problem with **cooked rice**. Rice can contain a type of bacteria that survive boiling. There is no problem if the rice is served immediately or kept hot for a short period, but once the rice cools to room temperature the bacteria can multiply and produce a poison in the rice. This poison is heat resistant and cannot be destroyed even if the rice is reheated thoroughly.

- It is important to cool and refrigerate cooked rice as quickly as possible.
- Never leave cooked rice out overnight.
- Only cook the amount of rice you require.
- If in doubt, throw away any leftover rice and make it fresh.

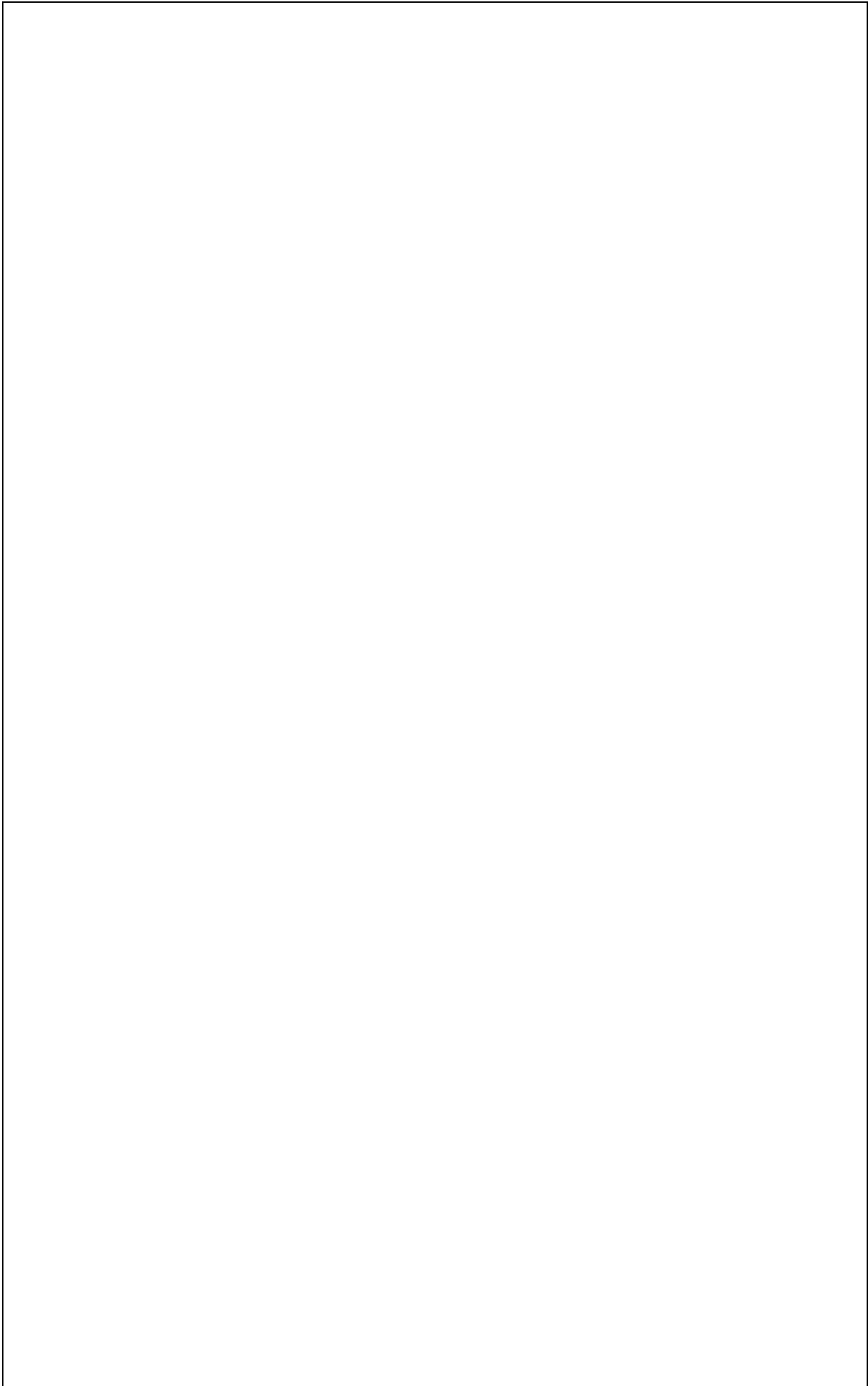
 **On the following sheets outline YOUR Safe Cooking Methods for the foods you cook or reheat.**

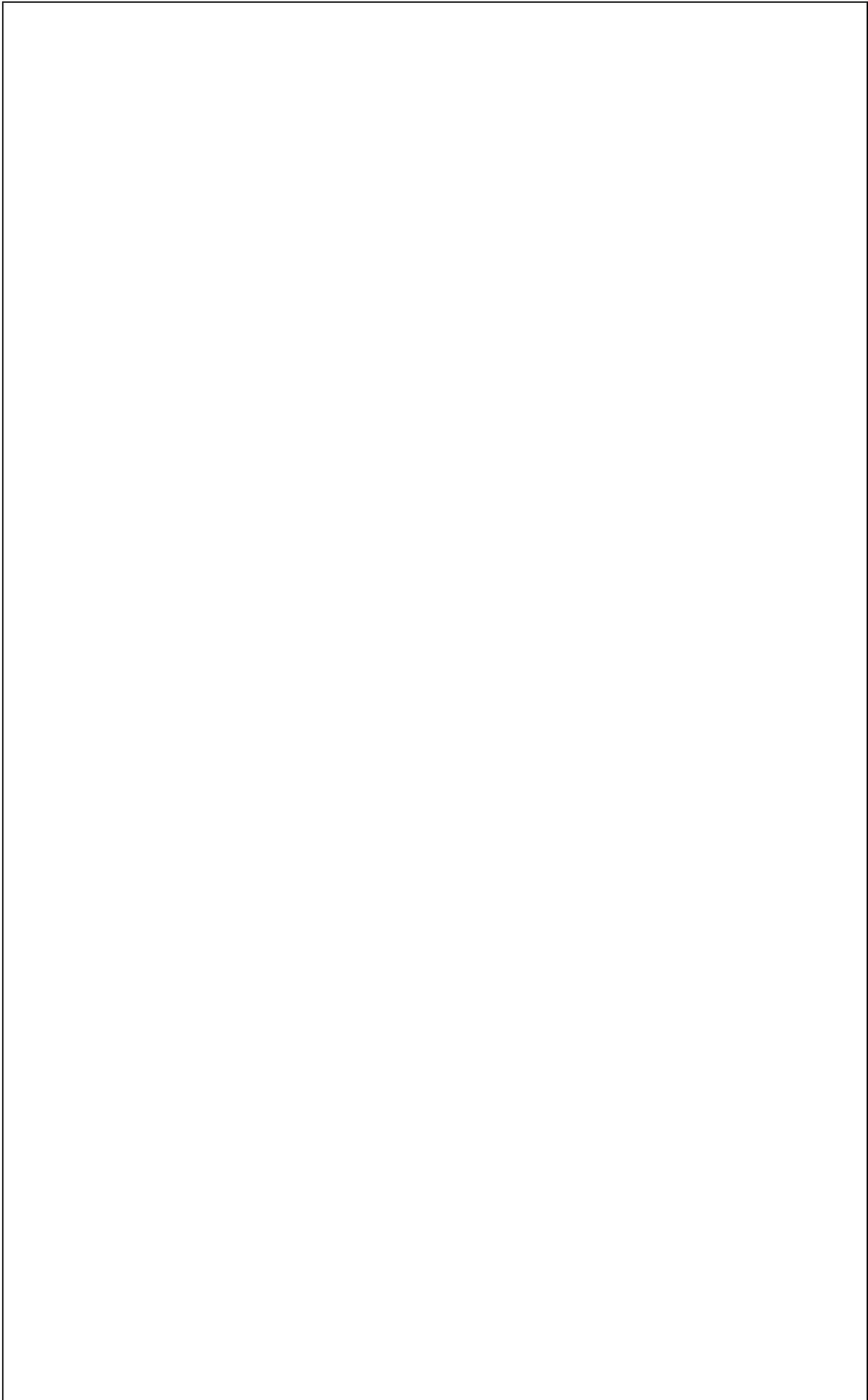



Our Safe Hot Food Methods

e.g. Scotch Pies

Pies are reheated in the oven at 200°C for 20 mins until they are piping hot. Temperature probe check one pie from each batch which is recorded and ensure they are always above 82°C in the centre.





 ***A check of your hot foods using the probe thermometer will show that your food is safe. Record final cooking, reheating and hot holding temperatures on the sheet overleaf or your diary.***

Record Sheet

Date _____

Volunteers present today

--

Incoming foods

Food	Chilled goods (0-7°C higher - reject) Temp. .	Frozen goods Solid?	Use by/best before date

Chills/Freezers Chills should be below 5°C Freezers below -18°C

Unit	Temp.	*Comments
1		
2		
3		

Hot foods we made today

Food	Cooking temps (at least 75°C)	Reheating temps (at least 82°C)	Hot holding temps (above 63°C)	*Comments

Our opening/closing checks were carried out today and the kitchen was thoroughly cleaned.

Signature	*Remember to Review if things go wrong
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Safe Food Temperatures

- Fridge should be below 5°C.
- Freezer should be below -18°C.
- Foods being reheated should reach a minimum of 82°C.
- Foods being held hot should reach a minimum of 63°C.
- Foods should be left out at room temperature for as short a time as possible.
- Keep a record of these temperatures in a diary.

Environmental Services 0141 840 3160



Cleaning

Cleaning is important for a number of reasons:

- To prevent food poisoning - proper cleaning and disinfection will reduce harmful bacteria to a safe level on equipment and surfaces. This will help to reduce the risk of cross contamination.*
- To remove foreign objects which may contaminate food.*

All equipment and areas in the kitchen must be kept clean. However, food contact surfaces, e.g. chopping boards, work surfaces, crockery, food storage containers, pots and cutlery also require to be 'disinfected.'

To efficiently disinfect food contact surfaces or items in a sink, you need to use a 'bactericidal detergent' or 'sanitiser'. Antibacterial products are not effective enough to be used - look instead for the term 'bactericide.'

You should also clean and disinfect sinks, washbasins, taps, door/fridge handles, light switches and other items which are touched regularly.

Always read the instructions carefully and store cleaning chemicals well away from foodstuffs. Bins and waste storage areas should also be kept clean.

Ideally disposable cloths or paper towels should be used. However if you use non-disposable cloths you must ensure that they are not a cross contamination risk.

If you use a dishwasher for cleaning utensils and crockery, it is important to regularly check that it is working correctly. (The clean utensils will feel hot.)

The chemical we use to disinfect food contact surfaces is:-

The dilution used is:-

Contamination

It is very important to prevent foreign objects such as stones or pests or chemicals getting into food.

- Keep unnecessary items out of the kitchen, e.g. toys, Christmas decorations, toiletries etc. Ensure all groups who use the kitchen are aware of this also.
- Never store cleaning chemicals or pesticides near food. Ideally they should be stored in a locked cupboard out with the kitchen.
- Make sure you control pests effectively.
- Keep glass out of food areas.
- Ensure the kitchen and equipment are in good condition.
- 'Clean as you go.'
- Always keep food covered.
- Have good standards of personal hygiene.

If chemicals or foreign objects do get into food you must throw that food away.

To stop it happening again

- Review how you use and store chemicals in your business.
- Review your pest control arrangements.
- Review storage arrangements of food.
- Review use of the kitchen by other groups.

Describe how you prevent contamination food.

e.g. keep unnecessary items out of the kitchen.



What we do if things go wrong.

! Remember to Review

Pest Control

Rodents and insects can contaminate food. Your kitchen must be designed to stop pests entering, e.g. any opening windows should be screened, there should be brush strips on the bottom of doors and all holes and gaps should be sealed. Drain covers should be intact and in place. Food should be stored in lidded containers and waste food should be cleaned up right away. All volunteers should be aware of the signs of pests which could include droppings, holes in bags or live/dead insects

If you find an infestation you must act quickly.

- Contact a Pest Control Company or your local Environmental Health Department.
- Throw out any food that pests may have come into contact with.
- Disinfect any equipment, surfaces or utensils that may have been contaminated.
- Prevent pest control chemicals coming into contact with food or equipment.

Pest Control House Rules

We prevent pests entering the food business by:

e.g. keeping doors and windows closed.

Checking and Inspection occurs every:

And involves:

If you find signs of pests remember to Review!

Maintenance

Maintenance is essential to keep your fridges and cookers working properly, and make cleaning easier.

- *Cooking and chilling equipment must be working efficiently to keep food safe.*
- *Repair structural damage, e.g. chipped plaster, broken tiles and light fittings as soon as it happens.*
- *Throw away any utensils, dishes or tableware that are damaged.*
- *Extractor fans and filters should be checked regularly to make sure they are clean and working properly.*


If you think that equipment might not be working properly, you need to do something about it straight away.

- *Check that you are using your equipment properly, e.g. not overloading the fridge.*
- *Look at the manufacturer's instructions.*
- *Contact the manufacturer or your maintenance contractor.*
- *If possible, use alternative equipment until the problem has been corrected.*

Review

Now that you have a Food Safety Management System, it is important that it is kept up to date.

If anything changes in your organisation you should note it in this section. For example if you have new volunteers, change the foods you are making, increase or decrease the amount of catering or alter your kitchen, you should keep a note of these changes. Also if anything goes wrong e.g. you have a pest infestation or a freezer breakdown, you can note it down, and how you have changed your policies and procedures if appropriate.

 ***Use the next sheet to note down when things change or go wrong, and how you altered your Food Safety System.***

 **Review Sheet**

Date	<i>What has changed or gone wrong?</i>	<i>What changes have you made to your system to ensure safe food?</i>

 **Other House Rules**