**SECTION 4**

**PRACTICES**

**PRACTICES**

**Listed below are the main requirements relating to Food Delivery, Storage, Cleaning, Preparation etc in any food business.**

**1 FOOD DELIVERY**

delivery times must be such that suitably trained staff are available to receive and check deliveries in the presence of the

delivery driver.

should deliveries be left on site at unscheduled times, contact the delivery company, discuss the situation and if necessary refuse to accept the consignment.

The following checks must be carried out at the time of delivery and any faulty or otherwise unsatisfactory food must be rejected:

1. all delivery personnel must wear hygienic protective clothing suitable for the purpose of handling food, a hat, with long hair tied back.
2. vehicles must be in good working order, must be clean, hygienic and the temperature in the transit storage area must be suitably regulated.
3. all produce must be supplied in hygienic containers and be suitably packaged.

The following product specific checks should be carried out:

**(a) Canned Food**

- check for rust on the surface of the can.

- check for severe dents in sides or any dents to the seam

or rim.

- press lid to check for swelling (blown cans).

- check ‘best before’/’use by’ dates.

**(b) Dry Goods**

- reject any torn or broken packaging.

- check ‘use by’ dates.

- check for insect infestation.

**(c) Frozen Food**

- ensure food is hard.

- check for signs of defrosting (e.g. excessive ice)

- ensure food is wrapped or sealed.

**PRACTICES**

**(c) Frozen Food Cont’d**

- check ‘use by’ dates.

- check temperature between packs - REJECT food over MINUS15°C

- check thermograph or driver temperature records.

- REJECT if the records indicate food has risen to above MINUS 15°C FOR MORE THAN ONE HOUR

- record temperature checks in Goods In Temperature Record Book (between pack), or in an alternative authorised record system.

**(d) Chilled Food**

- check cooked products are not contaminated with blood or soil.

- check ‘best before’/’use by’ dates.

- ensure food is wrapped or sealed.

- REJECT if the food is over 8oC for meat, dairy and other chilled

produce, over 2oC for fresh fish covered with ice.

- check thermograph or driver temperature records.

- REJECT if the records indicate food has risen to above

8oC for MORE THAN ONE HOUR.

- record temperature checks.

**(e) Fruit & Vegetables**

- reject if skin is wrinkled, spotted, discoloured or show

signs of

mould.

- reject if food looks dehydrated.

- accept produce only that is in prime condition.

All deliveries must be checked and recorded in the Goods In Delivery

booklet or some alternative authorised monitoring system.

**SUPPLIER RECORD** (This page should be photocopied)

**THESE ARE THE DETAILS OF HIGH RISK FOOD SUPPLIERS’ REPORTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Food Purchased:** | **Supplier:** | **Address & Tel no:** | **Date of last audit:** |
| **Patisserie/Cakes**  **Dairy** |  |  |  |
| **Cooked Meats** |  |  |  |
| **Fish Produce** |  |  |  |
| **Butchery** |  |  |  |

**CHILLED/FROZEN - GOODS IN TEMPERATURE RECORD (BETWEEN PACK)**

(This page should be photocopied)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Supplier** | **Product** | **‘Use by’**  **‘Best**  **Before’**  **date** | **Batch code** | **TEMPERATURE FROZEN**  All frozen foods with a between pack temperature warmer than  -15oC must be rejected | | **TEMPERATURE CHILLED**  All chilled foods with a between pack temperature more than +8°C must be rejected | | **Operator** | **Action**  **accept/reject** |
|  |  |  |  |  |  | **Packaging** | **Freshness** | **Packaging** | **Freshness** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**2** **FOOD STORAGE**

**PRACTICES**

After delivery foods must be taken **IMMEDIATELY** to the storage area.

**(a) Canned Foods/Dry Store**

- this area must be clean, dry and free from pests.

- adequate shelving must be available so that foods can be stored off the floor.

- ensure correct stock rotation.

- open packs must be decanted to lidded food grade containers

Clearly labelled with ‘use by’ dates from the original container. Open cans must be decanted to lidded food grade containers clearly labelled and refrigerated.

**(b) Freezers**

- check the temperature of the freezer to be loaded - if air

temperatures above -15oC follow the temperature control

procedure.

only the food which is delivered in the frozen state is to be

transferred to storage freezers.

- where possible remove outer cardboard boxes.

- all food in freezers must be date coded.

- ensure raw meat and poultry are separated from other foods,

as well as ice cream, to prevent risk of cross contamination.

- separate low risk and high risk products.

- ensure all food is wrapped to prevent ‘freezer burn’.

**(c) Refrigerators**

- check temperature from external or internal dial before loading

- if air temperature is above 5oC action the temperature control

procedure before loading food.

- remove outer cardboard boxes before storage as often as it is

reasonably practical and report date coding to individual

packaging.

- ensure quick loading to avoid leaving the refrigeration unit door

open for too long.

- do not overload units - allow full circulation of the internal air.

- store all food off floor in walk in units and never on the base of the

refrigerator.

- ensure that all food is covered and date coded.

- **ALWAYS** store cooked foods above raw foods, washed fruit and vegetables above unwashed to avoid risk of cross contamination.

- separate dairy produce, meat, poultry, fish and store raw eggs

separately to avoid the risk of cross contamination.

- check ‘use by’/’best before’ date on bought in prepared and packed foods to monitor the shelf life.

* date code food delivered fresh, with delivery date and ‘use by’

date accordingly to chart shelf life.

* decant food from open packs to lidded food grade containers

and date code.

- observe first in/first out policy - check date coding on all foods

regularly.

**3 DATE CODING**

The Food Labelling Regulations require most pre-packed foodstuffs to carry a date of *minimum durability*. This will normally be a ***best before*** date, which is the date up to and including which the foodstuff will retain its optimum condition (e.g. it will not be stale). The legislation also requires that a ***use by*** date should be used on those pre-packed foods “which from a microbiological point of view, are highly perishable and are therefore likely, after a short period, to constitute an immediate danger to human health”. The following outlines the categories of date coding applicable under these regulations:

**“Use by date”**

A ***use by*** date is the date up to **and including** (i.e. up to midnight/or by the time specified) which the food may be used safely, if it has been stored correctly. This is a legal requirement and it is an offence for anyone to sell food beyond its ***use by*** date, or to tamper with it. Products that will generally require a ***use by*** date are:

**Dairy products:** Soft or semi-hard cheese and dairy based desserts.

**Cooked products:** Including sandwiches containing cooked meat, poultry, fish, eggs, milk, hard and soft cheese, cereals (including rice), pulses and vegetables whether or not they are intended to be eaten without further reheating.

**Smoked or cured fish.**

**Smoked or cured ready to eat meat.**

**Prepared ready to eat foods.** Including prepared vegetables, vegetable salads containing fruit, or prepared salads (e.g. coleslaw) containing other products and prepared products such as mayonnaise.

**Uncooked or partly cooked pastry and dough products.**

**Uncooked products.** Comprising or containing either meat, poultry or fish and foods packed in a vacuum pack and held at chill temperatures to keep them safe.

**Company Policy**

It is essential that strict adherence is paid to date coding disciplines and that **on no account** is food offered for sale or consumption (i.e. in chill/frozen storage) that has gone beyond its ***use by*** *d*ate. In the event of needing to write off or destroy food that has gone beyond its ***use by*** date, the entire stock of that particular batch is to be removed from storage and kept segregated in a sealed bag and clearly labelled **“NOT FOR CONSUMPTION”** until recorded in the Wastage Book. Once recorded and authorised for disposal the food is to be deposited in the waste disposal bin.

**“Best Before**

This is a legal requirement for most other foods.

Products with a shelf life of 3 months or less will be denoted by a ***best before*** date giving the day and the month.

Products with a shelf life of between 3 - 18 months the ***best before*** ***end*** date will apply, giving the month and year. This date coding will also apply to products with a shelf life of more than 18 months.

The Company policy for use of ***best before*** products is that they are to be used by midnight, or the time specified, **of the day preceding the best before date.**

Disposal procedure is to be as for ***use by*** date products.

**Note:**

Care must be taken to ensure that date codes are transferred from outer packaging to unit records so that full traceability can be maintained. This can be critical in investigating an alleged foreign body/unfit food or alleged food poisoning incident.

**Failure to comply with Date Coding Legislation could result in the company taking disciplinary action.**

**4 Stock Rotation/ Out of date foods**

- observe first in/first out policy.

- store food from front to back of the shelf in calendar order.

- action immediately any mistake.

- ensure products are correctly labelled for accurate identification and

shelf life parameters.

**PRACTICES**

**4.1 Shelf Life Guidelines**

**The following shelf life must be observed when labelling such foods and storing certain raw fresh foods:**

(They include the production day and the last day of consumption).

|  |  |  |
| --- | --- | --- |
| **Type of Food** | **Shelf Life** | **Notes** |
| Fresh raw meat | 3 days | Remove wrapping unless vacuum packed |
| Vacuum packed raw meat | 5 days | Ensure packaging is intact, reject blown packs |
| Cooked meat/poultry & products | 3 days | Store away from raw foods |
| Fresh poultry | 2 days | Remove giblets, wash then drain |
| Fresh sea food | 1 day | Store away from other foods |
| Cooked rice/vegetables | 2 days | Rapidly cool and refrigerate |
| Opened canned foods | 2 days | Decant and refrigerate |
| Cold starters prepared on site (sandwiches) | 1 day |  |
| Bought in prepared food | 2 days | Quiche, coleslaw etc |
| Hard cheese | 5 days | From date of opening packet |
| Soft cheese | 2 days | From date of opening packet |
| Thawed food | 1 day | Keep refrigerated |
| Cream cakes (gateaux with cream) | 1 day | Keep refrigerated |

(This page should be photocopied, laminated and used as a wall chart)

**5 LOW TEMPERATURE CONTROL**

- All equipment should be operating at the correct temperatures

**PRACTICES**

suitable for the storage of foods contained therein.

- Ensure that service contract arrangements are up to date and the

equipment is maintained regularly.

- Records of all low temperature equipment must be kept and

Equipment monitored routinely. Any action relating to specified pieces of equipment must be clearly detailed in the record.

**6** **CHILLED STORAGE**

- REFRIGERATED UNITS **MUST** BE OPERATING between 1°C and

4°C check internal air temperature 3 times a day and record in the

appropriate temperature record booklet.

- to provide an accurate indication of the temperature of the food, keep

a small lidded plastic container filled with water on one of the middle

shelves. Record temperature from this water container placed in each

unit.

IF THE TEMPERATURE RECORDED IS **ABOVE 5oC** take whatever action is necessary to reduce the temperature to the required level:

- turn up the regulator

- close the door

- replace broken door

- clean heat exchange plates

If this action does not reduce the temperature to within the required range, contact an engineer to service the unit. During all this procedure, TEMPERATURE READINGS **MUST** BE RECORDED HOURLY and an action plan dated and documented.

IF THE TEMPERATURE RECORDED IS **ABOVE 5oC** FOR MORE THAN 1 HOUR, remove the food to a refrigerated unit achieving the correct temperature.

REFRIGERATOR BREAKDOWN

- transfer food immediately to a refrigerated unit, achieving a temperature below 5oC for 4 hours or more.

- discard any food which has been stored above 5oC for 4

hours or more

The air temperature of the refrigerator will correlate to the food temperature only as long as the following are implemented:

**PRACTICES**

- Site refrigerators away from direct sunlight and never next

to ovens, fryers or griddles

- ensure the motors and cooling mechanism are well ventilated

and not up tight against walls or ceilings

- pack refrigerators loosely to allow air circulation between foods

- ensure adequate shelving is available

**KEEP THE DOOR SHUT!**

- do not cool hot food in conventional refrigerators/cold stores as:

(a) they are not designed to chill foods rapidly

(b) temperature rises/fluctuations could jeopardise the

safety of all stored food items in the units

- the provision of suitable chilling equipment is critical to ensure safe

cooling of cooking foods

- damp conditions in cooling units could cause mould growth problems, therefore regular, thorough cleaning is essential

- meat joints should be below 2.5K (5 - 6lb) to facilitate rapid cooling

- hot liquids should be transferred to smaller, shallow containers to

reduce cooling times

- cool air should be circulated around and beneath cooked food to

ensure rapid cooling

- ensure that packaging does not hamper cooling

- implement HACCP evaluation, identify risks and possible causes of

cross contamination, specify procedures and controls

- define all processes in recipes with specific instructions regarding

cooling and shelf life details of the product

- monitor food temperatures/times and retain records for reference

- refer to Cook/Chill Guidelines, and Food Hygiene Regulations. Liaise

with Local Authority EHO’s or Enforcement Officers regarding specific requirements.

**6.1 Chilled Storage Procedures Checklist**

\* Check temperatures regularly throughout the day and keep

documented records

\* Check all incoming deliveries are clearly date coded.

\* Remove transit packaging including cardboard boxes before storage.

\* Transfer foods into lidded, food grade units once opened.

\* Remember - good stock rotation at all times . . “First in - First out”.

\* Always store foods ready to eat and cooked **above** raw items.

**PRACTICES**

\* Always keep dairy produce (cheese, cream, cakes) separate from

raw and cooked meat/fish.

NB. Remember, eggs are a raw product.

\* Remove utensils from food before storage.

\* Keep foods covered.

\* Do not stack foods high to shelving.

\* Store food in clean food grade containers.

\* Always store foods in an orderly fashion. Clearly label storage zones

for segregation to promote food hygiene.

\* Clean up spillages immediately.

\* Keep the door closed when not in use.

* Regularly clean door seal, handle, internal surfaces and shelving

using a sanitiser.

\* Never store opened tins in refrigerator.

\* Never store foods on the floor of a refrigerator.

The Refrigeration and Freezer Air Temperature Records overleaf can be

copied for ongoing use.

A Blast Chill Temperature Record sheet follows.

**RECORD SYSTEMS**

**REFRIGERATION - AIR TEMPERATURE RECORD**

**MAKE/MODEL NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Use separate record for each fridge**

**Target air temperature: \_\_\_\_ oC**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE:** | **TIME:** | **TEMPERATURE RANGE oC**  0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | | | | | | | | | | | | | | | | | **OPERATOR:**  **(signed)** | **COMMENTS/**  **ACTION** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**(**This form should be photocopied)

**RECORD SYSTEMS**

**FREEZER - AIR TEMPERATURE RECORD**

**MAKE/MODEL NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Use separate record for each freezer**

**Target air temperature: \_\_\_\_ oC**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **TEMPERATURE RANGE -oC**  25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 | | | | | | | | | | | | | | | | | | | | | | | | | **OPERATOR** | **COMMENTS/**  **ACTION** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PRACTICES**

**7** **FREEZER STORAGE**

- FREEZERS **MUST** BE OPERATING AT BETWEEN -18oC and -22oC

(exception for a scooping ice cream cabinet, between -12oC and –

15oC).

- check temperature between packs 3 times a day and record in

appropriate temperature record booklet.

- defrost units on a regular basis to prevent build up of ice and sanitise accordingly.

IF TEMPERATURE RISES **ABOVE -15oC**, check temperature

between packs every hour over 4 hours.

IF TEMPERATURE **RISES ABOVE -12oC** BETWEEN PACKS, (except for defrost cycle) remove all food to a separate back up unit

and get the unit serviced immediately.

**Freezer Breakdown**

- If food has been above -12oC for more than 1 hour, the partially

defrosted food should be treated as fresh and defrosted fully,

then used within 24 hours or discarded

- any food which has defrosted in an uncontrolled manner should not

be used. t should be separated and itemised and a voluntary

surrender note obtained from the local environmental health

department or HSQC

- ice cream which has partially defrosted must be discarded

- defrost units on a regular basis to prevent build up of ice

The following Chilled & Frozen Storage Temperature Guidelines should be

copied for display information:

**RECOMMENDED CHILLED AND FROZEN STORAGE TEMPERATURE GUIDELINES**

Fish ..(Chill)........................................................................ between 0 - 1°C

Raw meat ..(Chill)............................................................... between 0 - 2°C

Dairy ..(Chill)...................................................................... below 4°C

Fresh Vegetables ..(Cool).................................................... below 10°C

Deep Freezers ..(Freeze)...................................................... below -18°C

Salad and Display Counters ..(Open Chill).......................... below 4°C

**PRACTICES**

**8. BLAST CHILL GUIDELINES**

a) Always follow manufacturer’s guidelines for blast chiller equipment

application, volumes of food to be chilled and containers to use.

b) All food used in the blast chiller must be purchased from nominated suppliers.

c) Ensure the relevant food operators have undergone hygiene training

covering basic principles of good food handling disciplines and

temperature control procedures.

1. Where large volumes of food are prepared, ensure they are kept cold

(below 5oC) or keep hot (above 63oC). The heating time from cold to

hot and cooling time from hot to cold should be as rapid as possible.

e) Monitor temperatures at hot and cold stages of the process and keep

these records. (See chart to be used for hot foods.)

1. Once the initial heat has dissipated, decant into shallow containers to

assist in cooling and reduce temperature using the blast chiller. If

this equipment is not available, leave the food in a cool area - away

from hot appliances. Cover with fine gauze screen to prevent foreign

body contamination.

g) Only leave for a maximum of 60 minutes at room temperature.

h) Clearly indicate preparation date code on the food container after

blast chilling.

i) Transfer food into a refrigerator unit operating below 4°C after blast

chilling.

j) Aim to keep chilled food for 2 days (maximum 3 days).

k) Discard on 3rd day if not consumed.

**FOOD TEMPERATURE RECORDS FOR BLAST CHILL** (This page should be photocopied)

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Prep Date** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Food** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Temperature in** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Time in** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Temperature out** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Time out** |  |  |  |  |  |  |  |  |  |  |  |  |
| **To be stored in** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Action/Comment** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Signature** |  |  |  |  |  |  |  |  |  |  |  |  |

**9 FOOD PREPARATION**

**PRACTICES**

There is a risk that food may become unfit as a result of contamination

during preparation. The source of the contamination could be unprocessed

foodstuffs, dirty equipment, work surfaces or the food handlers themselves.

To minimise the risk of contamination, the following precautions must be

taken:

**(a) General Precautions**

* where possible prepare raw high risk and low risk foods in separate

areas and designate these areas with signage

- action zoning in the kitchen i.e. raw, cooked and wash-up areas Sinks should be clearly designated for ‘Food Preparation Only’

- Ensure that preparation areas are not a source of contamination for cooked or ready to serve food. good work-flow systems and logical planning should minimise cross-contamination risks

- store as you go, do not leave food at room temperature

- avoid long delays in preparation stages and prepare food as

close to cooking/serving period as possible

- prepared food should be covered and chilled until required. If

not for immediate service, food should be labelled and date-

code accordingly

- wash hands between each task and after handling raw foods

and foods which will not be subject to more cooking. Keep

handling to minimum

- regulations pertaining to temperature control of relevant foods

during preparation, cooking and service must be adhered to ie

chilled at 5oC or hot at 63oC - see temperature regulations,

and relevant Food Hygiene Regulations

- animals and plants are not permitted in kitchen areas

- do NOT re-freeze partially or completely thawed items

- do NOT thaw raw and cooked items together

- vegetables, salad items and fruit to be washed thoroughly in

cold running water in a food preparation sink - **chlorine**

**dipping (obtain details from HSQC)using specially**

**formulated chlorine tablets for food use only**

is recommended

- use separate utensils, work surfaces and cutting boards for raw

high risk and low risk foods unless they have been thoroughly

cleaned and dried between change of use

- ideally, colour coded equipment should be used and racks

should be used to store clean chopping boards

- a ‘clean as you go’ policy must be strictly observed

* any machine used for food preparation must be dismantled and cleaned thoroughly each day and between the use of raw and other foods

**PRACTICES**

- avoid any spillages or seepage of fluid from defrosting foods on

to other foods and clean away spillage and waste food romptly

- all waste food to be placed immediately into a lidded bin which

must be emptied as often as necessary and cleaned after each

session

- implement specific disciplines regarding the use of raw eggs. Pasteurised egg is recommended for use in products which do

not undergo a cooking process

- document procedures for food preparation processes

- implement quality assurance systems such as HACCP to

support high risk processes i.e. pate, patisserie, soup,

preparation etc

- precautions must be taken to reduce the risk of cross-

Contamination by food handlers, ideally different staff should

be used for various activities

**(b) Preparation of Frozen Food**

If not cooked straight from the frozen state, frozen food must be

processed as follows:

- transfer the product from the freezer to the fridge

- date code the container with the defrosting date and the ‘use

by’ date (1-2 days shelf life according to the size of the

product)

- decant food to adequate container or tray to avoid thawed

liquid contaminating other food

- keep food covered and date coded

**(c) Poultry**

* remove giblets as soon as possible and wash the cavity with fresh running cold water

- avoid fluid from meat contaminating surrounding surfaces

- wash utensils and hands after handling the product

- thaw thoroughly, taking special care to ensure that the centre

of the product is thawed. Check the core temperature with a

temperature probe and sanitise the probe before and after

use with a sanitation wipe. The reading should be between

0oC and 3oC

* keep thawed food in a refrigerator and use within 24 hours

**UNDER NO CIRCUMSTANCES ARE MEAT, POULTRY, FISH OR OTHER PRODUCTS TO BE DEFROSTED IN STANDING WATER.**

**PRACTICES**

**10 COOKING OF FOOD**

- cooking makes food more palatable and safer to eat by destroying

vegetative bacterial cells

- a core temperature of 72oC (meat) or 82oC (poultry) for a minimum of

2 minutes should be achieved to reduce the bacterial load to safe

levels

- the method of cooking should also be considered when assessing

potential food safety hazards

- frequent stirring is necessary when boiling liquids to avoid localised

‘cold spots’

- deep fat frying (165oC - 195oC) is suitable for cooking small frozen

items

- shallow frying only heats the lower surface of the food, inadequately

thawed items may not cook thoroughly and present food poisoning

risks

- grilling and griddling is only suitable for thin items

- ensure that food is thawed thoroughly before cooking to prevent the

survival of food poisoning bacteria

- Limit sizes of joints to a maximum of 2.5k (5 - 6lb) as large joints are

slow to heat through

- forcemeats and stuffing’s should be cooked separately

- ideally food should be prepared/cooked/served on the same day

- avoid delays between preparation, cooking and cooling

- standardise kitchen production manuals to include information on preparation methods, cooking and cooling times and temperatures

and portion sizes

- ensure that measures have been implemented to prevent food safety

risks ref: HACCP, ASP(Assured Safe Processing)

- record details of food temperatures, times and quality, retain records

for reference

- use tongs or disposable plastic gloves when handling cooked foods

ready for service

- do not re-cycle food unless approved procedures are adopted

- food should be held at 5oC for cold service or 63oC or above for hot

service

- some dried legumes i.e. kidney beans contain haemagglutinin toxins

which can cause food poisoning if they are not cooked at 100oC for

at least 10 minutes

- undercooked products should not be served if they present a risk to

food safety e.g. rare roast meat

- to ensure food safety, cooking times and equipment settings should

be specified and monitored regularly. Review if necessary

- equipment should be properly maintained to ensure that the required specifications are met

**PRACTICES**

**Microwave Cooking**

Microwaves do not generate a uniform, high surface temperature. Food is heated internally to a depth of 25 - 50mm and the remaining food is heated by conduction and convection. This can result in uneven heating with cold spots where bacteria survive

Only small items should be heated from frozen. Thaw larger items first. Core temperatures, setting and times should be monitored/recorded

Where customers have access to microwave cookers clear bold compelling and concise guidelines should be given to ensure that food is suitably cooked. Risk of scald and preventative measures should be clearly stated.

**Heating Large Volumes of Liquid**

- uneven heat distribution can create cool spots therefore:

(a) stir frequently during cooking

(b) use a wide based pan and heat source equal to its base to

improve heat distribution

(c) replace lid

- check temperature during and at the end of cooking

- prepare only the amount required for one service period

- do not add fresh product to older batches

**Cooling of Hot Foods**

- ensure rapid, safe and adequate cooling of cooked foods to prevent

the germination/multiplication of spores of food poisoning bacteria

which may have survived the cooking process

- avoid cross contamination risks after cooking

- cooling should commence within 30 minutes of cooking.

Ideally a blast chiller should be used to cool foods to below 5oC within

a further 90 minutes

i.e. pre - chill time = 30 minutes maximum

blast chill time = 90 minutes maximum

**ENSURE TEMPERATURE CHECKS OF HOT FOOD ARE RECORDED AND RETAINED AS DUE DILIGENCE RECORDS (sample record forms for copying follow).**

**FOOD TEMPERATURE RECORDS FOR HOT FOOD**

(This page should be photocopied)

**Bain Marie**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FOOD** | **LOCATION** | **TIME** | **CORETEMP** | **DIAL READ-ING** | **SIGNATURE** | **COMMENT/ACTION** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**FOOD TEMPERATURE RECORDS FOR HOT FOOD**

(This page should be photocopied)

**Oven**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FOOD** | **LOCATION** | **TIME** | **CORETEMP** | **DIAL READ-ING** | **SIGNATURE** | **COMMENT/ACTION** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**FOOD TEMPERATURE RECORDS FOR HOT FOOD**

(This page should be photocopied)

**Restaurant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FOOD** | **LOCATION** | **TIME** | **CORETEMP** | **DIAL READ-INGS** | **SIGNATURE** | **COMMENT/ACTION** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**INSERT HERE HOLDING, SERVICE AND RE-HEATING PROCEDURES**

**(or indicate location of these documents)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSERT HERE COOLING PROCEDURES/CONTROLS/RECORDS**

**(or indicate location of records).**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11 HOLDING TEMPERATURES**

**PRACTICES**

**Hot Holding**

- minimise holding times as far as possible

- implement production planning and use small batch cooking

techniques to reduce holding times

- ensure that the techniques used prevent bacterial growth and

preserve food quality as excessive hot holding can result in

degeneration of nutritional and eating qualities

- food must be held at or above 63oC to prevent bacterial growth

- ensure that hot holding equipment is capable of achieving and

Maintaining the required temperature

- containers in bain-marie units should be kept lidded to prevent heat

loss and possible contamination

- liquids should be stirred frequently to prevent the formation of cold

spots to ensure thorough heat distribution, containers should not be

overfilled.

- food temperatures should be monitored/recorded at regular intervals

- on carveries and self service displays use small quantities

replenished regularly to reduce the risk of contamination and heat

loss

- hot holding equipment must always be pre-heated prior to use and temperature routines checked

- ensure that the equipment is efficient, maintains even heat distribution

and is serviced regularly

- all food for hot service should be heated thoroughly before

transferring to hot display

- ensure that rotation of hot food is strictly controlled. Operate ‘first in

- first out’ policy

- food should not be held above 63oC for more than 2 hours

- food for hot service which has been stored out of refrigeration or hot

holdingfor more than 2 hours after preparation MUST be discarded

**Cold Holding**

- ensure that food is chilled thoroughly prior to display

- cold food must be held below 5oC

- all equipment used must be capable of holding the food at the

required temperature i.e. 5oC or below

- avoid the use of any additional decorative items which may prevent

efficient chill distribution ref: serviettes, upturned dishes, “Lawn” fabric

- avoid plate on plate stacking which prevents even chill distribution and presents contamination risks

- food and air temperatures should be monitored at regular intervals

- ensure that equipment used is suitable to meet requirements

Cold Holding equipment falls generally into the following categories:

* closed, forced convection units maintain even temperature distribution and recover quickly i.e. sandwiches etc. closed cabinets with natural convection have poorer temperature control - doors should be kept closed

**PRACTICES**

* **open display units** - good temperature is control difficult to maintain

as temperature rises as distance from base increases

* **direct contact chilling** i.e. crushed ice etc, is only suitable for

thin/shallow foods as chill efficiency decreases as distance from

contact surface increases.

- ensure that good circulation of air and even chill distribution is

achieved.

- equipment should be well maintained, serviced regularly and

monitored routinely to ensure that the required temperature control

levels are achieved. Wide fluctuations and uneven chill distribution are

unacceptable.

- checking food temperature with a good quality thermometer is the

only effective method of monitoring performance

- Use antiseptic wipes for probe disinfection

- chilled food displayed/stored above 5oC for more than 4 hours **MUST**

be discarded.

- ensure good stock rotation, adopting a ‘**first in - first out’** policy

**Display and Service of Food**

- food displayed for service must be protected from contamination

* food should be covered or the equipment should be fitted with an

effective sneeze guard

* food should be served as soon as possible after preparation and

service periods should be short and well within the legal time limit

TIME LIMITS:-

* FOOD TO BE SERVED HOT may be stored out of

refrigeration or hot holding for up to 2 hours after preparation

* FOOD TO BE SERVED COLD may be stored out of

refrigeration for up to 4 hours after preparation

* FOOD ON DISPLAY - is exempt provided that no more food

than is reasonably necessary is displayed and that the

maximum period is 4 hours and after this period is not to be

used for consumption.

* written procedures should detail service methods and staff should be

trained accordingly

* ensure that hygienic handling, portioning and service techniques are implemented and utilise suitable utensils
* monitor temperature control at regular intervals
* ensure that all equipment is regularly checked/maintained to ensure operations within the required range
* pre-heat all hot holding equipment well in advance

**PRACTICES**

- monitoring equipment should be disinfected between measurements

to prevent cross-contamination

- food on display should be monitored to prevent interference and contamination by customers

- ensure that hot food is maintained above 63oC and cold food below

5oC

- specific disposal procedures for out of time/temperature foods and

left-overs

- minimise the size of multi-portion dishes on display and discard

remaining items at the end of the service period

- do not re-cycle foods left over from service periods

- do not over-load display units

- ensure that radiant heat from sunlight or artificial lighting does not

affect temperature control and that there is adequate insulation

between hot and cold displays

**12 RE-HEATING FOODS**

- ensure that a core temperature of 70oC is achieved for at least 2

minutes (82°C in Scotland)

- food should not be re-heated on an unplanned basis, but only as part

of a formal system i.e. cook/chill, cook/freeze or sous vide

- re-heating should commence as soon as possible after removing

product from chill (within 30 minutes)

- do not re-heat too far in advance i.e. service period should be within

15 minutes of re-heating. Specified procedures should be clearly

documented. specified procedures should be clearly documented.

These should be determined by HACCP evaluation and re-heating

checks

- ensure that staff follow specified procedures and are trained

accordingly

- suitable equipment should be used which is capable of achieving

temperature control requirements

- discard product which has fallen below 63oC as well as food not

consumed at the end of the service period

- food should never be re-heated more than once

- food which was originally cooked, held hot for service and then

cooled, should not be re-heated

- only food which has been chilled as in 4.17 should be re-heated time/temperature control should be routinely monitored and recorded

- liquids should be stirred frequently during re-heating to ensure

thorough heat distribution and to eliminate cold spots

- after re-heating ensure that food is piping hot throughout

- disinfect monitoring equipment thoroughly between measurements

**PRACTICES**

**13 COOK CHILL GUIDELINES**

**Introduction**

- This is a specialised catering system requiring the full application of HACCP. The concept of the system is that prolonged storage (up to 5

days including the day of production and final service) can be

undertaken without affecting the bacteriological and organoleptic

quality of the food

- ensure that the highest standards of hygiene are maintained at each

stage of the operation and that the systems comply with the

requirements of the Food Hygiene Regulations and Food Safety Act

- specific training on all food hygiene aspects of the operation must be

given to all staff working with these systems. Signed records of

training must be maintained

- all records of temperature/time monitoring and equipment servicing

must be maintained for at least 6 months

it may be advantageous to include the environmental health

department at the planning stage

**Key Factors**

- raw materials should be of good microbiological quality. Incorporate appropriate specifications into contracts and carry out supplier

audits

- cooking should destroy the vegetative stages of micro-organisms

- the growth of micro-organisms should be controlled by rapid post

cooking chilling or freezing

- avoid cross contamination at all stages

- the quality of the cooked product is dependent on good storage and distribution conditions

- monitor regeneration and service procedures to ensure food

safety/quality

- in order to minimise the growth of surviving micro-organisms (spores) “danger zone” temperatures (i.e. 5oC - 63oC) must be spanned as

quickly as possible during cooling and re-heating

a chill temperature of <3oC is required to minimise the growth of

micro- organisms and to achieve the required storage shelf life

**Equipment**

- all equipment used for temperature controlled storage of food must be provided with accurate (to +/- 0.5oC) thermometers to measure air temperature

- electronic (probe) thermometers must be sanitised before and after

use

- the accuracy of temperature measuring equipment should be certified

every 3 months

- all refrigerated equipment must be alarmed

- Kitchen zoning and separate equipment should be identified for raw

and cooked products

- all equipment used should be easily cleanable and easy to sanitise

- specially designed rapid chilling apparatus, capable of reducing the temperature of a 50mm layer of food from 70oC to 3oC or below in 90 minutes when fully loaded, is required. This equipment must have an indicating thermometer (accurate to +/- 0.5oC) and a temperature

recorder wired separately

- suitable regeneration equipment must be used

- equipment must be serviced regularly and maintenance records

maintained

**Delivery**

- the quality of the product condition of packaging and the date Codes

Should be checked/recorded. Reject if specifications are not met

- the temperature of chilled products must be monitored/recorded above 5oC - not acceptable. The temperature of frozen product

should be

-18oC (minimum)

- products should be batch coded when received

- chilled products should be stored in refrigeration units capable of maintaining food at 5oC, frozen products -18oC

- “raw materials” refers to all ingredients in meals including those which

have been pre-cooked

**Preparation**

- minimise cross-contamination by:

\* using separate equipment for raw and cooked production

**Cooking**

- a minimum product core temperature of 70oC must be achieved for at

least 2 minutes

- monitor/record core temperatures using a suitably sanitised

temperature probe

- monitor/record cooking times

- cooking should be automatically controlled

- hot holding of product after cooking should be strictly controlled

**Portioning of Cooked product Prior to Chilling**

- minimise cross-contamination risks by:

\* restricting handling of produce to a minimum

\* applying strict personal hygiene controls - ref: protective clothing

including disposable plastic gloves and adequate headgear, frequent

handwashing, no bad habits etc

- portioning to be completed as soon as possible (within 30 minutes maximum) after cooking. Record portioning times

- containers used for portioned products should allow good hygiene

Practices and be easily cleaned/sanitised

- disposable containers should be stored under good, hygienic

conditions and discarded if dirty or damaged

- the product should be evenly spread in the container to a depth of

50mm depending on the density

- lidding containers reduces contamination risks and dehydration.

Lidding will add to chilling times but limits must not be exceeded

**Chilling**

- chilling should commence as soon as possible after completion of

cooking (within 30 minutes maximum)

- product should be chilled to between 0oC and 3oC within a further

period of 90 minutes.

- joints/poultry may be chilled by these methods:

slice hot immediately after cooking then transfer slices into a rapid

chiller within 30 minutes of completion of cooking.

Dehydration may result

immediately following cooking chill joints to 10oC (maximum) within

2.5 hours of completion of cooking. Joints should then be

sliced immediately in a temperature controlled room and transferred

to the rapid chiller without delay

**Storage**

- the product must be clearly identified and date coded with production

and“use by” dates

- store the products at a temperature between 0oC and 3oC.

Monitor/record temperatures

- to reduce cross contamination risks and unacceptable temperature fluctuations, a separate refrigerated store should be used solely for

the use of cook/chill products

- where temperature requirements are achieved the maximum, life of

the cooked products should not exceed 5 days - including the day of

production and the day of consumption

- if the temperature of the product during storage should exceed 5oC

but not 10oC, the product should be consumed as soon as possible

(within 4 hours maximum) after the temperature abuse. If not, the

product should be destroyed

- should the temperature of the cooked product exceed 10oC during

storage, the product should be destroyed

**Distribution**

- the temperature of cook/chill products must be maintained at/or below

3oC throughout storage and distribution

- monitor/record cook/chill food temperatures during distribution

- ensure the equipment utilised during distribution is capable of

Maintaining the “cold chain”

**Re-heating and Service**

- re-heating of food should take place at or near to the point of

consumption

- re-heating of chilled food should take place as soon as possible - no

longer than 30 minutes after the food is removed from chill

- the core temperature of the food should achieve a minimum of 70oC

for a least 2 minutes

- monitor/record the core temperature of the re-heated product

- service should commence as soon as possible and within 15 minutes

of re- heating.

* The temperature of the product should not be allowed to fall below

63oC

- food that has been re-heated & allowed to cool must not be served.

- foods intended to be eaten cold should be consumed as soon as

possible, preferably within 30 minutes of removal from chiller

any product not consumed should be destroyed. It must NOT be re-

heated or returned to chilled storage

**COOK CHILL RECORDS**

**INSERT HERE THE FOLLOWING:**

**1 DELIVERY QUALITY/TEMPERATURE RECORDS/BATCH CODE (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2 CHILLED/FROZEN STORAGE TEMPERATURES PRIOR TO**

**PREPARATION (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3 CORE TEMPERATURE ACHIEVED DURING COOKING AND COOKING TIMES (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOK CHILL RECORDS**

**INSERT HERE THE FOLLOWING**

**4 PORTIONING AND PRE-CHILL TIMES**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5 CHILLING TIMES AND CORE TEMPERATURE AT THE**

**COMPLETION OF THE CHILLING PROCESS. BATCH CODE**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6 TEMPERATURE OF CHILLED PRODUCT DURING STORAGE**

**AND AIR TEMPERATURE OF CHILLED STORAGE UNIT**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOK CHILL RECORDS**

**INSERT HERE THE FOLLOWING:**

**7 PRODUCT TEMPERATURE AT COMPLETION OF**

**DISTRIBUTION**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8 CORE TEMPERATURE ACHIEVED DURING RE-HEATING**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOK CHILL CONTROL RECORD** (This page should be photocopied)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Delivery date |  | |  |  |  | |  |  | |  |  |  |  |
| Product (define portion) |  | |  |  |  | |  |  | |  |  |  |  |
| Batch code/prod. date |  | |  |  |  | |  |  | |  |  |  |  |
| Delivery temperature |  |  | |  |  |  | |  |  | |  |  |  |
| Holding temperature |  |  | |  |  |  | |  |  | |  |  |  |
| Process date |  |  | |  |  |  | |  |  | |  |  |  |
| Cooking times start |  |  | |  |  |  | |  |  | |  |  |  |
| finish |  |  | |  |  |  | |  |  | |  |  |  |
| Temperature (core) |  |  | |  |  |  | |  |  | |  |  |  |
| Portioning times start |  |  | |  |  |  | |  |  | |  |  |  |
| finish |  |  | |  |  |  | |  |  | |  |  |  |
| Blast Chill times start |  |  | |  |  |  | |  |  | |  |  |  |
| finish |  |  | |  |  |  | |  |  | |  |  |  |
| Temperature |  |  | |  |  |  | |  |  | |  |  |  |
| Holding temperature start |  |  | |  |  |  | |  |  | |  |  |  |
| finish |  |  | |  |  |  | |  |  | |  |  |  |
| Distribution temperature start |  |  | |  |  |  | |  |  | |  |  |  |
| finish |  |  | |  |  |  | |  |  | |  |  |  |
| Holding temperature |  |  | |  |  |  | |  |  | |  |  |  |
| Regeneration date |  |  | |  |  |  | |  |  | |  |  |  |
| Regeneration temperature |  |  | |  |  |  | |  |  | |  |  |  |

**PRACTICES**

**14. GUIDELINES ON COOK FREEZE**

**(for delivery, storage, preparation, cooking and portioning see cook/chill guidelines)**

**The Freezing Process**

- freezing should commence as soon as possible after completion of cooking within 30 minutes (maximum)

- product should achieve a core temperature of at least -5oC within 90

minutes of entering a freezer and subsequently should reach a storage

temperature of -18oC

- partially or completely thawed product should NOT be re-frozen. Food thawed at unknown temperatures is not fit for human consumption

- automatic monitoring controls are required and an accurate external

indicator should show the internal air temperature of the freezer

**Storage**

- product should be stored at -18oC or below

- shelf life varies accordingly to product type. Generally up to 8 weeks there is no significant loss of nutrients or palatability. Rancidity may develop in high fat content foods after that time

- to ensure good stock rotation and traceability, batch coding is required with product ID, production date and expiry date

**Distribution**

- further frozen storage after distribution should only be permitted if no part of the frozen product has thawed. If the product is to be further stored the temperature must be returned rapidly to -18oC or below

**Re-heating and Service**

- thawing should be kept separate from other operations under chilled conditions or using specialised equipment. Microwaves are not suitable

- some products such as desserts, need only be thawed to chill temperature, others may need to be thawed prior to re-heating

- temperature rise during thawing should be carefully controlled, preferably automatically, to achieve the required temperature in the minimum possible time

- thawed product should be held at 3oC until re-heated. Food thawed in rapid thaw cabinets should be consumed within 24 hours

**PRACTICES**

- a minimum core temperature of 70oC should be achieved for at least

2 minutes when re-heating (82°C in Scotland)

- service should commence as soon as possible after re-heating (within 15 minutes)

- food to be served cold should be consumed as soon as possible and

preferably within 30 minutes of removal from chilled storage

- any product not consumed should be destroyed and NOT re-heated

or returned to chilled storage

**Verification of Process - Quality Assurance/Quality Control**

- apply HACCP to the production schedule and enforce at all times

- if during monitoring of the Critical Control Points (CCPs) deviations

from established criteria are identified, corrective action should be taken and unsafe product condemned

- microbiological surveillance may be used as a quality control measure

and to verify that established procedures are satisfactory

- strict control of the operation and monitoring of CCPs is the most

reliable means of achieving product safety

**COLD FREEZE RECORDS**

**INSERT HERE THE FOLLOWING:**

**1 DELIVERY QUALITY/TEMPERATURE RECORDINGS. BATCH CODE (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2 CHILLED/FROZEN STORAGE TEMPERATURES PRIOR TO PREPARATION (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3 CORE TEMPERATURE ACHIEVED DURING COOKING AND**

**COOLING TIMES (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOK FREEZE RECORDS**

**INSERT HERE THE FOLLOWING:**

**4 PORTIONING AND PRE-CHILL TIMES**

**(or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5 FREEZING TIMES AND TEMPERATURES AT THE**

**COMPLETION OF THE FREEZING PROCESS.**

**BATCH CODE (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6 TEMPERATURE OF THE FROZEN PRODUCT DURING**

**STORAGE AND AIR TEMPERATURE OF THE FREEZER**

**UNIT (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COOK FREEZE RECORDS**

**INSERT HERE THE FOLLOWING:**

**7 PRODUCT TEMPERATURE AT COMPLETION OF DISTRIBUTION AND STORAGE TEMPERATURE**

**(or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8 THAWING TIMES/TEMPERATURES**

**(indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9 CORE TEMPERATURE ACHIEVED DURING RE-HEATING**

**(or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRACTICES**

**15 REFUSE & WASTE CONTROL**

- refuse should not be allowed to accumulate in food rooms and should not be left overnight

- waste generated should be stored in polythene bags which are removed

when full and at the end of the day

- when identical routes are used for waste removal and food deliveries, schedule must be implemented to avoid both operations at the same time

- all waste receptacles to be lidded at all times. Ideally, pedal operated,

Stand type with bags should be provided

- stands for bags must be maintained in a clean condition

- sacks should not be over filled and should be tied when full to prevent pest problems

- refuse collectors should not enter food rooms or dining areas

- waste food should be kept separate from paper and cardboard packaging prior to removal from premises

- ensure that refuse is collected at least 2 x per week. All waste disposal to meet regulatory requirements ref: Duty of Care - Environmental Protection Act 1990

- a suitable external storage area must be provided at a recommended

distance from the food preparation and the food delivery area

- the refuse area must have a well drained, impervious surface, capable of being cleaned. Stand pipes, hoses or high pressure sprayers should be provided for cleaning purposes

- all receptacles used should comply with the British Standard specification for dustbins and should be lidded to prevent pest access. They must be readily cleansable

- the refuse area should be thoroughly cleaned after each collection. Ensure that no debris build up to floor area occurs and clean up all spillages immediately

- cleaning checks should be monitored by a responsible person

- define procedures to prevent left-overs, out of date stock or unfit food being used

**16 FOOD CONTACT SURFACES/UTENSILS/CROCKERY**

- a “clean as you go” policy should be adopted by all members of staff

- all food contact surfaces must be kept clean and free from contamination

- guidelines to clean food contact/work surfaces are:

\* PRE CLEAN - remove loose debris with a clean disposable cloth

\* MAIN CLEAN - wash with hot detergent solution using a disposable cloth, an abrasive nylon pad may also be used

**PRACTICES**

\* INTERMEDIATE RINSE - rinse with hot water and a clean disposable cloth

\* APPLY - a suitable disinfectant and allow sufficient contact time. Alternatively a suitable detergent/sanitiser may be used

\* RINSE OFF - with fresh water

\* DRY SURFACE - with clean absorbent, disposable paper towels, or

allow to evaporate dry.

* use the ‘PRE-CLEAN, HOT WASH, HOT RINSE, DRIP DRY’

inspection routine for washing crockery, cutlery and utensils. Ideally

a dishwasher should be used to clean crockery and utensils:

\* remove excess food into suitable waste bin. Pre-soak spray if necessary

\* pack items so that they do not overlap

\* operate the wash cycle of hot detergent solution at 49oC - 60oC

operate the rinse cycle at 82oC - 88oC with an injection of rinse aid

\* remove racks, allow cleaned items to drain and evaporate dry

\* ensure all items are clean and free from grease before packing away

\* alternatively, if a dishwasher is not available, a double sink unit may

be used:

\* protective rubber gloves should be used

\* remove excess soiling by scraping and rinsing

\* use hot detergent solution (55oC)

\* scrub with a nylon brush or use a clean disposable cloth

\* clean lightly soiled item first

\* replace water frequently as it becomes cool and greasy

\* rinse off chemical residues in second sink in very hot water

\* allow to air dry or use disposable paper towels

\* ensure that all crockery, cutlery and utensils are clean, free from grease and dry before packing away

\* all chemicals must be compatible with the local water supply and

correct amount used in accordance with manufacturers instructions

\* cutlery holders must be cleaned regularly to prevent debris build-up

\* all cloths should be disposable and discarded daily, or more

frequently, if soiled

\* nylon brushes must be cleaned and disinfected frequently. Discard if soiled/worn

Dishwasher/Glasswasher - Rinse Temperature Record sheets are at the end of this section.

**PRACTICES**

**17 EQUIPMENT CLEANING**

- a cleaning programme must be prepared and for each piece of equipment in accordance with the relevant risk assessment. In the case of dangerous or electrical equipment, preliminary safety precautions and final safety checks will be required

- areas like seals, hinges, external and internal surfaces, shelves, must be cleaned on a regular basis - handle points must be cleaned daily

- laminated cleaning schedules should be displayed in a prominent location

- cleaning/dismantling should be in accordance with the manufacturers instructions. Several types of equipment will need partial or complete dismantling to ensure effective cleaning

- no person may clean any dangerous machines unless they are 18 and have been properly trained. Training should be clearly documented and signed by trainer and trainee

- use the ‘PRE-CLEAN , HOT WASH, HOT RINSE, DRIP DRY’ inspection

cleaning routine for equipment

- ensure the following when cleaning a slicing machine

\* switch off power and remove plug

\* dismantle and pass parts through dishwasher

\* where the blade is removable, fit a blade guard before the blade is removed commence cleaning and then, post clean:

\* re-assemble the machine

\* re-disinfect the parts handles

\* check that the guards are fitted correctly

\* re-connect power and switch on

\* test run to check safe working

\* switch off, disconnect plug and cover with suitable covering

- specific items of equipment i.e. ovens, fryers etc, will require additional regular cleaning - deep clean/degrease

- ensure that wash hand basins are kept clean and are not used for any other purpose

- appoint a responsible person to monitor cleaning standards and use of equipment. An up-dated inventory of all equipment should be maintained and relevant training in use of the equipment given

**DISHWASHER - RINSE TEMPERATURE RECORD** (This page should be photocopied)

|  |  |
| --- | --- |
| **MAKE/MODEL NO:** |  |
| **LOCATION:** |  |
| **TARGET RINSE TEMPERATURE:** | **oC** |

**OPERATOR MUST INFORM SUPERVISOR IMMEDIATELY IF TEMPERATURE REMAINS 5oC BELOW TARGET TEMPERATURE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Time:** | **Temperature range: oC** | | | | | | | | | | | | **Operator**  **(signed)** | **Comments/Action** |
|  |  | 40 45 50 55 60 65 70 75 80 85 90 95 | | | | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**GLASSWASHER - RINSE TEMPERATURE RECORD**  (This page should be photocopied)

|  |  |
| --- | --- |
| **MAKE/MODEL NO:** |  |
| **LOCATION:** |  |
| **TARGET RINSE TEMPERATURE:** | **oC** |

**OPERATOR MUST INFORM SUPERVISOR IMMEDIATELY IF TEMPERATURE REMAINS 5oC BELOW TARGET TEMPERATURE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Time:** | **Temperature range: oC** | | | | | | | | | | | | **Operator:**  **(signed)** | **Comments/Action** |
|  |  | 40 45 50 55 60 65 70 75 80 85 90 95 | | | | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**INSERT HERE A COPY OF THE CLEANING PROGRAMME (or indicate location)**

**(The programme should detail all food areas/equipment to be cleaned, with the frequency and indicate who is responsible for cleaning)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRACTICES**

**18 STRUCTURE CLEANING**

- clean up any spillages immediately

- ensure regular cleaning of walls, ventilation fans and fan guards to prevent dirt/dust build-up. Do not forget wall/floor junctions behind equipment or doors

- clean light diffuser covers regularly to remove any dust/debris build-up

- some areas will require additional regular cleaning ref: deep cleaning to ceiling/walls to remove grease build-up

- floor surfaces should be kept free of waste/soiling

- drains must be covered and kept free of waste and offensive odours

- all windows, ledges, shelves, table bases/legs/castors to be cleaned

regularly

- clean/sanitise all hand contact points regularly

- implement regular high level cleaning to remove dust/cobwebs

- wipe ceiling and floor with a clean, damp cloth using a suitable detergent. Use a brush to remove build-up of dirt from seals (walls and floors). Label these brushes for their purposes

**19 CLEANING PROGRAMME**

- maintain good housekeeping standards throughout the premises and immediate external areas

- define daily and periodic cleaning/disinfection schedules by prioritising cleaning activities based on hazards identified

- select cleaning equipment and chemicals according to identified requirements

- cleanable cleaning equipment should be used ref: brooms, mops, brushes

etc

- disposable cloths should be used

- a cleaning programme must be prepared, documented and displayed in a prominent position

- implement daily/weekly checklists and appoint responsible staff to monitor cleaning standards

Sample cleaning checklist and standards formats are at the end of this section.

**20 NOMINATED SUPPLIER OF CHEMICALS**

- all cleaning chemicals should be selected for their specific cleaning function and purchased from a reputable supplier. Soap powder or perfumed liquids should not be used in food zones

- the number of different chemicals used should be minimised

- a list of chemicals used and names, addresses and contact numbers to be available (record on form at end of this section)

**PREMISES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (This page should be photocopied)

**CLEANING CHECKLIST**

**To highlight key food areas requiring controlled focus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/Location:** | **Date:** | **Name:** | **Signature:** | **Action/Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CLEANING STANDARD - DAILY Date: Week commencing \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | Sun  Name: Sign: | | Mon  Name: Sign: | | Tue  Name: Sign: | | Wed  Name: Sign: | | Thu  Name: Sign: | | Fri  Name: Sign: | | Sat  Name Sign: | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comments/Action  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | |

(This page should be photocopied)

**CLEANING STANDARD - DAILY Date: Week commencing \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Premises** | Sun  Name: Sign: | | Mon  Name: Sign: | | Tue  Name: Sign: | | Wed  Name: Sign: | | Thu  Name: Sign: | | Fri  Name: Sign: | | Sat  Name Sign: | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comments/Action  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | |

(This page should be photocopied)

**CLEANING STANDARD - WEEKLY Date: \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Comments/Action  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | |

(This page should be photocopied)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLEANING STANDARD - WEEKLY Date: \_\_\_\_\_\_\_\_\_\_\_\_**  **Premises** | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | | Week \_\_\_\_\_  Name: Sign: | |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Comments/Action  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ | |

(This page should be photocopied)

SCHEDULE OF COMPANY NOMINATED CLEANING CHEMICAL SUPPLIERS AND PRODUCTS USED (Note: Ensure up to date COSHH Data Sheets are available for all products in use and that where applicable sub contractors have correct COSHH documentation and procedures

SUPPLIER ADDRESS CONTACT NAME PRODUCTS SUPPLIED

USE FOR TELEPHONE NO.

**THE CLEANING CHEMICAL STORE IS LOCATED IN:**

**PRACTICES**

**21 CHEMICAL STORE**

- cleaning chemical should not be stored in contact with food

- cleaning equipment in use should be stored in a clearly designated

area away from food preparation and storage areas. Appropriate

hazard signage must be provided for storage of chemicals

- this area should be secure and kept locked at all times with access

restricted to authorised personnel only

- this store should be dry, well lit and ventilated and away from direct

sunlight

- adequate space with sufficient racking to allow for systematic storage

of stocks should be provided

- chemicals should be stored in their original containers and used

before their expiry date

- where bulk containers of potentially harmful chemicals are

broken down, a sink, water supply and working surfaces should

be provided, together with the required protective equipment ref:

to your COSHH Manual care must be taken when making up

cleaning solutions and manufacturers instructions must be

followed

- ensure stock rotation, inventory control and delivery checking.

Authorisation to order should be restricted to named personnel

**NOTE:** Due diligence record information should be inserted on following

forms:

**CHEMICAL AND CLEANING RECORDS**

**INSERT HERE SAMPLES OF THE FOLLOWING:**

**(or indicate location)**

**1 TRAINING RECORDS FOR USE OF CHEMICALS**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **SAFETY PRECAUTIONS AND CLEANING PROCEDURES**

**FOR RELEVANT EQUIPMENT (or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **CLEANING SYSTEMS AND PROCEDURES TO BE ADOPTED**

**(or indicate location)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4 DETAILS OF DEEP CLEANING SPECIFICATION**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHEMICAL CLEANING RECORDS (continued)**

**INSERT HERE THE FOLLOWING:**

**(or indicate location)**

**1 SAFETY CLOTHING REQUIREMENTS**

**(eg: for specific tasks)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2 SAFETY CLOTHING TRAINING DETAILS**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3 COSHH DOCUMENTATION (eg: Product Data Sheets)**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4 COSHH TRAINING RECORDS**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**22 PEST CONTROL SYSTEM**

**PRACTICES**

It is a requirement of the Food Hygiene (General) Regulations 1990 that all

food premises are kept in such condition and repair to prevent the risk of

infestation by pests.

**ANY FOOD CONTAMINATED BY PESTS IS UNFIT FOR**

**HUMAN CONSUMPTION**

The following guidelines should be adopted:

- implement a pest control contract with a reputable contractor

- documented records of all visits, pest control activities and corrective

actions taken to remedy problems should be kept

- ensure that the premises area is adequately proofed against birds,

insects and rodents

- fit and regularly maintain fly screens to openable windows and doors

and electrical UV “Insect Killer” devices

- all staff must be aware of their duty to report observed pest

infestations to site management

- all staff are to be made aware of signs of infestation

- maintain clean and tidy premises at all times

- infill wall/ceiling/door voids to prevent pest access

- all fixtures and fittings should be 250mm above the floor to permit

thorough cleaning of floor below

- spillages are to be cleaned immediately

- pest control bait boxes which are positioned around the premises

must not be tampered with and must be dated at each pest control

company inspection

- avoid upsetting or flooding bait boxes while cleaning floors

- check all in-coming goods and operate strict stock rotation

- refuse areas to be hosed down daily

- waste containers to be constructed of easily cleansable material

- waste, old equipment, rubbish and other possible pest harbourage to

be removed from site immediately

- all storage areas must remain accessible for cleaning/inspection

- all goods, racks and pallets to be kept at least 200mm clear of

premise walls, windows and ventilators

- keep gangways and passages clear

- all storage areas must be cleaned before new stock is introduced

- raw materials, packaging and finished produces to be stored

separately

- remove redundant equipment from the kitchen and storage areas

- store opened dry product in lidded, labelled foodgrade containers

- carry out regular inspections

The following form should be used to record details of the unit Pest Control Contract

**PEST CONTROL RECORD**

**INDICATE THE LOCATION OF THE PEST CONTROL CONTRACT AND INSPECTION DETAILS:**

**CONTRACT:**

**PEST CONTROL CONTRACTOR**

**ADDRESS:**

**CONTACT: TEL: NO.**

**FREQUENCY OF VISIT**

**NOTES: (eg: particular hazards at or near this unit)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRACTICES**

**23 DANGEROUS MACHINERY**

Many items of machinery in food processing environments are classified as Dangerous, the following guidelines apply:

- all potentially dangerous parts of machinery should be guarded in

some way to prevent employees from being injured

- machines should only be operated in clean, tidy, well lit and

uncramped conditions

- no person under 18 can work on a dangerous machine unless they

are fully trained or supervised (see also Section 3.12)

- “Dangerous Machinery” signage should be displayed to designated equipment

- implement adequate supervision and training to improve worker

safety. Signed records should be maintained

- a safe system of work and cleaning should be devised and enforced

for every machine. This should be documented

- protective clothing should be provided as required

- the maintenance and repair of machines should be undertaken by fully trained people

- always follow manufacturers instructions

**24 FIRST AID**

- First Aid Boxes must be adequately stocked and should include high visibility plasters (blue), dressings and antiseptic wipes. Medicines,

creams, tablets etc should NOT be included in the box

- all first aid kits should be checked frequently and their stocks

replenished as necessary

- first aid boxes should be clearly marked (a white cross on green background). If employees are spread over a large area then more than one kit should be provided and correctly designated

- employers must inform staff of the first aid cover that is available and

where it can be found. First aid notices should be displayed and

visible

- a trained first aider or appointed person should be on site at all times

to deal with any emergencies which may arise

- the dates that any first aiders qualify and when they are due for re-

training should be recorded. Details of first aid cases treated and

materials used should also be recorded

- designated personnel should be appointed to take charge in the event

of an emergency (this will normally be the qualified first aider or appointed person)

**PRACTICES**

**25 ACCIDENT REPORTING**

**Reference: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).**

Reporting accidents and ill health is a legal requirement in accordance with

the above reference. This enables local authorities to identify, advise and

investigate serious accidents.

The following are required to be reported on Form F2508 or F2508(A). You

must first notify the enforcing authority without delay (e.g. telephone or fax)

and submit a completed accident report form (F2508) within 10 days.

Reporting concerns incidents to both employees and self employed persons

on the premises and includes injuries sustained as a result of physical

violence. Incidents must be reported if they include:

(a) **Death or Major Injury**

Any person who is killed or suffers a major injury (for a summary of

such injuries see below)

If a member of the public is killed or taken to hospital.

(b) **Over 3 Day Injury**

Any accident which is not a major injury but results in absence from

work for more than 3 days (including non work days).

(c) **Disease**

If a doctor notifies of a reportable work related disease (for a summary

of such diseases see below)

(d) **Dangerous Occurrence**

If an incident occurs which does not result in a reportable injury, but

clearly could have done, it may be a dangerous occurrence and must

be reported.

**A. DEFINITIONS OF MAJOR INJURIES, DANGEROUS**

**OCCURRENCES AND DISEASE**

- Fracture other than fingers, thumbs or toes

- Amputation

- Dislocation of shoulder, hip, leg or spine

- Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the

eye

- Injury resulting from electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital

for more than 24 hours

- Any other injury: leading to hypothermia, heat-induced illness or

unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent

- Acute illness requiring medical treatment, or loss of consciousness

arising from absorption of any substance by inhalation, ingestion or

through the skin.

- Acute illness requiring medical treatment where there is reason to

believe that this resulted from exposure to a biological agent or its toxins or infected material.

**B. REPORTABLE DANGEROUS OCCURRENCES**

This list summarises each of the dangerous occurrences

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

- Explosion, collapse or bursting of any closed vessel or associated

pipework

- Failure of any freight container in any of its load-bearing parts

- Plant or equipment coming into contact with overhead power lines

- Electrical short circuit or overload causing fire or explosion

- Any unintentional explosion, misfire, failure of demolition to

cause the intended collapse, projection of material beyond a site

boundary, injury caused by an explosion

- Accidental release of a biological agent likely to cause severe

human illness

- Failure of industrial radiography or irradiation equipment to de-

energies or return to its safe position after the intended

exposure period

- Malfunction of breathing apparatus while in use or during testing immediately before use

- Failure or endangering of diving equipment, the trapping of a

diver, an explosion near a diver, or an uncontrolled ascent

- Collapse or partial collapse of a scaffold over five metres high,

or erected near water where there could be a risk of drowning

after a fall

- Unintended collision of a train with any vehicle

- Dangerous occurrence at a well (other than a water well)

- Dangerous occurrence at a pipeline

- Failure of any load-bearing fairground equipment, or derailment

or unintended collision of cars or trains

- A road tanker carrying a dangerous substance overturns, suffers

serious damage, catches fire or the substance is released

- A dangerous substance being conveyed by road is involved in a

fire or released

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of: any building or structure under

construction, alteration or demolition where over five tonnes of

material falls, a wall or floor in a place of work, any false-work

- Explosion or fire causing suspension of normal work for over 24

hours

- Sudden, uncontrolled release in a building of: 100kg or more of

flammable liquid, 10 kg of flammable liquid above its boiling

point, 10 kg or more of flammable gas, or of 500 kg of these

substances if the release is in the open air

- Accidental release of any substance which may damage health**C. REPORTABLE DISEASES INCLUDE**

- Certain poisonings

- Some skin diseases such as occupational dermatitis, skin

cancer, chrome ulcer, oil folliculitis/acne

- Lung diseases including: occupational asthma, farmer’s lung, pneumoconiosis, asbestosis, mesothelioma

- Infections such as: leptospirosis, tuberculosis, anthrax,

legionellosis and tetanus

- Other conditions such as: occupational cancer, certain

musculoskeletal disorders, decompression illness and hand-arm

vibration syndrome

For further advice or guidance contact HSQC or the Health & Safety Executive (HSE) info line: Tel: 0541 545500

**26 SAFETY CLOTHING**

- includes overall, safety footwear, goggles, headgear, face

masks, waterproof aprons and gloves

- assess risks and conditions, take account of workers’ needs and

ensure that safety clothing issued affords adequate protection

- ensure that sufficient, appropriate safety clothing is provided for

the number of staff employed and that size requirements are

taken into account.

- a clearly designated storage area should be provided

- maintain, clean and replace safety clothing as required

- give training, information and instruction to employees and ensure that safety clothing is used correctly

- refer to Personal Protective Equipment at Work Regulations

1992.

- document recommendations for the use of safety clothing

- maintain records of training and instruction

**27 COSHH**

- assess the risk of any substance that is used, identify and gather

information on it

- introduce appropriate measures to control the risk

- employees must be given appropriate training and information

on risks involved and the precautions which are required to

control these risks

- employers must prevent the exposure of their employees to

substances hazardous to health and provide adequate controls.

Specified exposure times must not be exceeded

- assessment records of all substances hazardous to health must

be maintained.

Chemicals should be listed on standard safety sheets

- Employers may need to monitor exposure and carry out health

surveillance exercises

- ensure that correct chemicals are listed and in use

- training records must be maintained and up-dated regularly

- these should be dated and signed by the trainer, trainee and

should detail the training carried out

- copies of COSHH documentation should be held at relevant

locations in each department

**28** **GLASS CONTROL POLICY**

In the event of a glass breakage in the food preparation area:

- notify the manager immediately

- do not continue with any further food preparation until the area is

thoroughly cleaned

- wear protective clothing, including gloves, when cleaning the

area

- clean up glass with a vacuum or brush and pan

- glass should be disposed of in a designated metal container and

safely conveyed to the refuse disposal area immediately

- brush and mop the floor (possibly the whole food prep area)

- discard all food products in the vicinity without question

- wash all equipment e.g. crockery, plates, knives, storage

containers and carefully examine to ensure that all glass

fragments have been removed

- ensure the area is then wiped down with a disposable, clean

cloth and sanitise. Dispose of the used cloths afterwards

The Glass Incident Report at the end of this section should be used to

record glass or crockery breakage incidents for due diligence

purposes.

**GLASS INCIDENT REPORT**

The following form must be completed when a glass or crockery breakage occurs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | | **Location:** | |
| **Time:** | |  | |
| **Names of those present:** | | | |
| **Reason for breakage:** | | | |
| **Action taken to prevent contamination:** | | | |
| **Procedure for clean-up followed:** | | | **Signed:** |
| **List areas/items cleaned:** | | | **Signed:** |
| **Areas inspected:** | | | **Signed:** |
| **Products disposed of:** | **Food: | Crockery:**  |  |  |  |  |  | | | |
| **Comments:** | | | |
| **Signed:** | **Positions:** | | **Date:** |

(This page should be photocopied)

**PRACTICES**

**29 STAFF APPEARANCE**

- staff must present themselves at all times as being tidy with

clean hair covered with relevant protective head wear when

necessary.

- full protective clothing must be worn by all food handlers. All

protective clothing must be clean and in a good state of repair.

- jewellery and nail varnish must be restricted. (Ref: See 6.0

Personal Hygiene)

**30 UTENSILS & CROCKERY CLEANLINESS**

- ensure that all glasses, utensils and crockery are free from

smears, lipstick and splash marks.

- do not leave food utensils in food.

- should crockery become scratched, scored or chipped a

replacement programme must be established.

- where items are not cleaned to a required standard they must be

returned for repeat cleaning and carefully monitored.

- storage of cutlery and glassware must be restricted to areas

where foreign bodies cannot contaminate the items.

- utensils, crockery and glasses must not be stored on the same

shelving as food items.

**31 HYGIENE TRAINING STATUS OF STAFF**

- select staff on the basis of relevant ability, training and

experience.

- carry out induction training with all new staff, including the

hygiene and Food Safety Policy and the key food handling

practices

- carry out food hygiene training to the appropriate standard, a

recognised course of basic food hygiene training should be

carried out within 3 months of joining the organisation

- carry out other training to meet the identified food safety requirements of the operations

- train all staff in the correct use of probes, disinfectant wipes and measurement/recording procedures

- action staff awareness of hygiene related issues and ensure that

a positive attitude to food hygiene is maintained

- supervisors and managers should be trained to higher levels to

enable them to:

\* train other staff

\* identify hazards

\* implement controls

\* review/plan changes

- ensure up-dating training sessions are carried out every 12

months

**PRACTICES**

**32 TRAINING RECORDS**

- develop and use job descriptions to define areas of

accountability

- ensure that descriptions include catering quality, purchasing

activities and responsibilities for food control

- maintain records of all training received by staff and ensure that

these records are updated regularly. A responsible person

should review training needs and monitor training records

- these records should be available for inspection purposes

A suggested Record of Food Hygiene Training follows.

**RECORD OF FOOD HYGIENE TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | **Department:** | **Course:** | **Date:** | **Pass/**  **Fail** | **Comments/**  **Review date:** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(This page should be photocopied)

**PRACTICES**

**33 MANAGEMENT RESPONSIBILITY AND AWARENESS**

Hygiene standards are controlled by management who must accept responsibility for

any problems created by poor hygiene and in particular they must:

1. communicate the Company policy to staff and demonstrate management support of the policy
2. lead by example by wearing correct protective clothing, washing hands on entering food zone and following correct procedure
3. recognise the relationship between food safety and profit

Manager in high risk operations must themselves be adequately trained and

1. prepare and implement a food safety policy
2. know the statutory requirements

have a basic understanding of microbiology hazard analysis and how to minimise risk of food contamination, food spoilage and food poisoning prevention.

1. be capable of selecting staff who have the required attributes to become competent food handlers
2. be capable of implementing effective control and monitoring procedures in the food business critical to food safety

**34. VACUUM PACKING**

Vacuum or controlled atmosphere packing is used for short term preservation for a variety of foods and in particular fresh meat, poultry, cooked meat and cheese. It is sometimes referred to as Cryovac as it was first introduced by the Cryovac Division of W R Grace Ltd in the USA. It involves the partial removal of air from the storage environment of the product by means of a vacuum machine.

1. Packaging materials such as nylon/polyethylene laminate are used to prevent the re-entry of oxygen and moisture thus reducing spoilage of food by anaerobic bacteria, moulds and chemical oxidation. The food is also protected against contamination, excessive drip and weight loss due to dehydration. The storage life of the food is prolonged and often doubled or more. Temperature control is critical during storage to ensure the integrity of the product.
2. Immediately after opening the vacuum pack, the contents should be removed and the slightly darker colour of the meat and acid odour will disappear shortly after being removed.
3. Vacuum packing does not improve the quality of a poor product and there must be strict observance of hygiene and temperature control throughout the operation. After air exclusion closure may be affected by heat sealing or the application of a metal clip
4. Vacuum packs may permit the growth of anaerobic food poisoning organisms and if not stored under refrigeration there is a risk of consuming unspoiled but unsafe products. Cooked meats contaminated with food poisoning organisms just prior to vacuum packing are particularly hazardous. The absence of competition from other organisations will, if temperature permits, enable the rapid growth of these pathogens
5. Vacuum packing of fish, especially smoked salmon and trout is a concern as conditions are ideal for the proliferation of Clostridium botulinum which may be present in the intestines of these fish. Storage should always be below 3°C.
6. Care must be taken to avoid puncturing packs (e.g. from bones penetration or rough handling). Defective seams result in loss of pack integrity.
7. Air tight packaging may blow due to the production of gas from the presence of fermentation lactobacilli
8. Semi-permeable films may favour the growth of aeobic bacteria which can produce slime and off flavours
9. Unmarked vacuum packs without ‘use by’ dates should be regarded with suspicion and rejected on receipt

**35. SOUS VIDE**

Sous Vide cook-chill is also known as cuisine Sous Vide and is an interrupted catering system in which raw or par cooked food is sealed in vacuumised pouches or containers; heat treated by controlled cooking; rapidly chilled and then reheated for service after a period of chilled storage.

PERCEIVED ADVANTAGES:

1. Extended shelf life
2. Enhanced sensory quality
3. Improved nutritional quality

DISADVANTAGES:

1. Significant capital and operating costs required for manufacturer of product
2. Limited number of food products suitable for the operation
3. Poorly designed systems/badly controlled systems may result in serious microbiological problems such as growth of pathogens e.g. Clostridium botulinum

- Vacuum packing - after removal of the air and heat sealing it should mould to the contours of the food. All pouches to be checked and any with defects (e.g. air or product movement) repacked

PASTEURISATION:

- Prime cooking/pasteurisation is undertaken with atmosphere steamers; combination ovens on ‘steaming’ mode or water baths. Food to be

heated as soon as possible after preparation and always within 2

hours. Pouches of different thickness to be processed separately and

not stacked on top of each other. Using the following

time/temperature.

**Core Temperature Minimum Holding (minutes)**

80 26

85 11

90 4.5

95 2

- Chilling to be achieved by blast immersion or cryogenic chillers and

commence within 30 minutes of pasteurisation and chilled to be at

least 3°C within 2 hours of cooking.

- Products to be labelled with name; date of production; use by date and

reheating

procedure. in UK the maximum shelf life is usually 8 days including

days of production and consumption

- Storage and distribution to be between 0°C and 3°C. If temperature

rises to between 5°C and 10°C the food is to be consumed within

12 hours. If over 10°C the food is to be destroyed

REGENERATION:

- Any defective pouches should be destroyed. Reheating should commence immediately after removal from chilled storage and always within 15 minutes and never more than 15 minutes prior to service. A minimum core temperature of 71°C is to be achieved for two minutes and the food temperature must not fall below 65°C before serving. Unconsumed reheated products must be destroyed.

N.B. ‘Home Freezing’ to extend shelf life is both hazardous and bad practice.