

School Food Safety Document (Hazard Analysis)



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HAZARD ANALYSIS & CRITICAL CONTROL POINTS

In order to comply with the Food Hygiene (England) Regulations 2006.

This document goes through the various processes within a kitchen:

- Flow chart
- List the hazards
- The control measures
- The checks
- Actions to be taken

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A PATH THROUGH THE JUNGLE OF DEFINITION

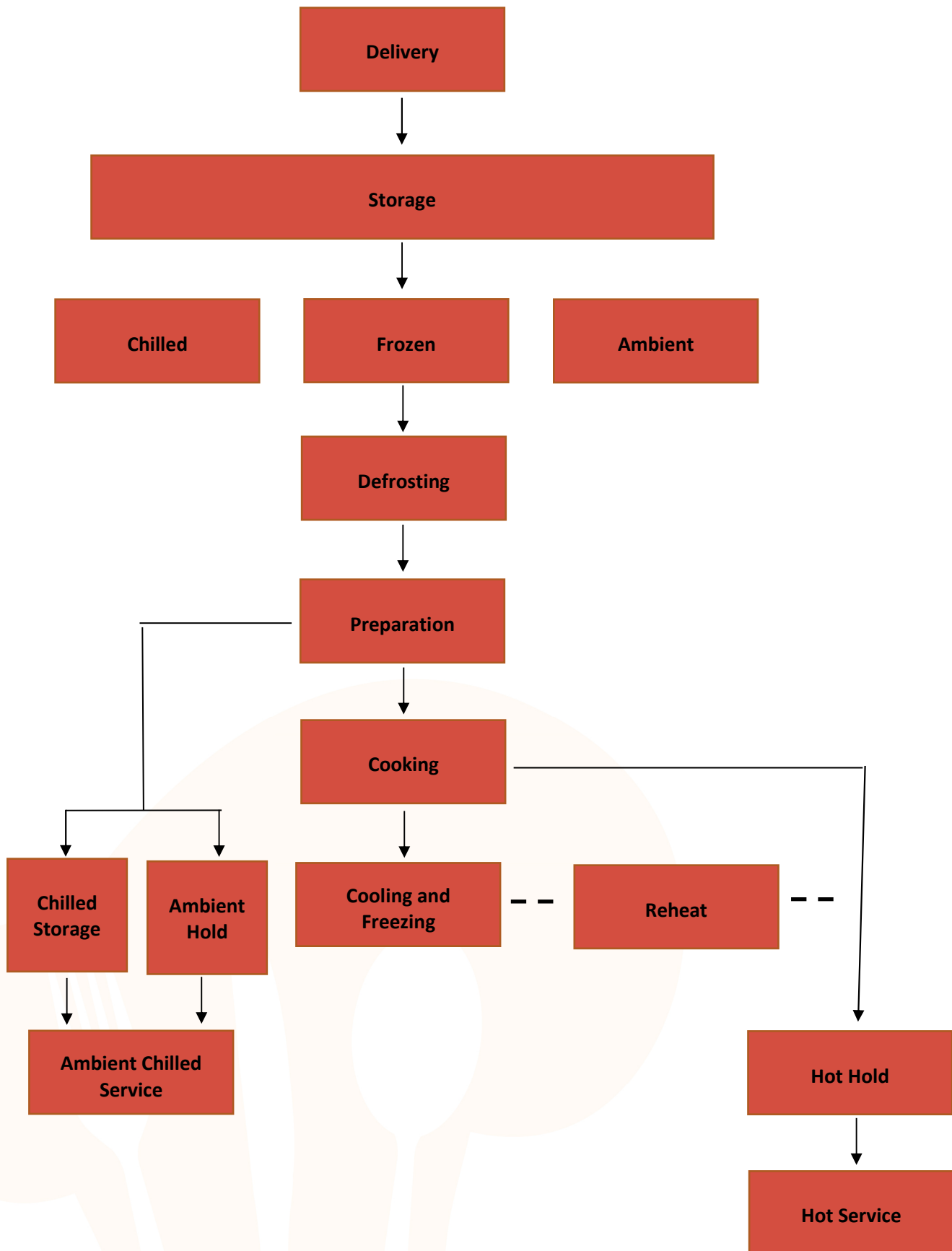
<u>HACCP:</u>	Hazard Analysis Critical Control Points
<u>HAZARD:</u>	A hazard is anything microbiological, chemical or physical that might cause harm to the customer/consumer
<u>STEP:</u>	The various stages of the food production process
<u>CRITICAL POINT:</u>	An important point at which the hazard must be controlled to eliminate the risk. An example of a critical point is by cooking poultry properly you will not get Salmonella food poisoning. Cooking is the critical point in this process
<u>FLOW CHARTS:</u>	Details the different STEPS in the food production process
<u>CORRECTIVE ACTION:</u>	Actions we must take if critical points are not met

MEANS OF COMMUNICATION AND ASSESSMENT

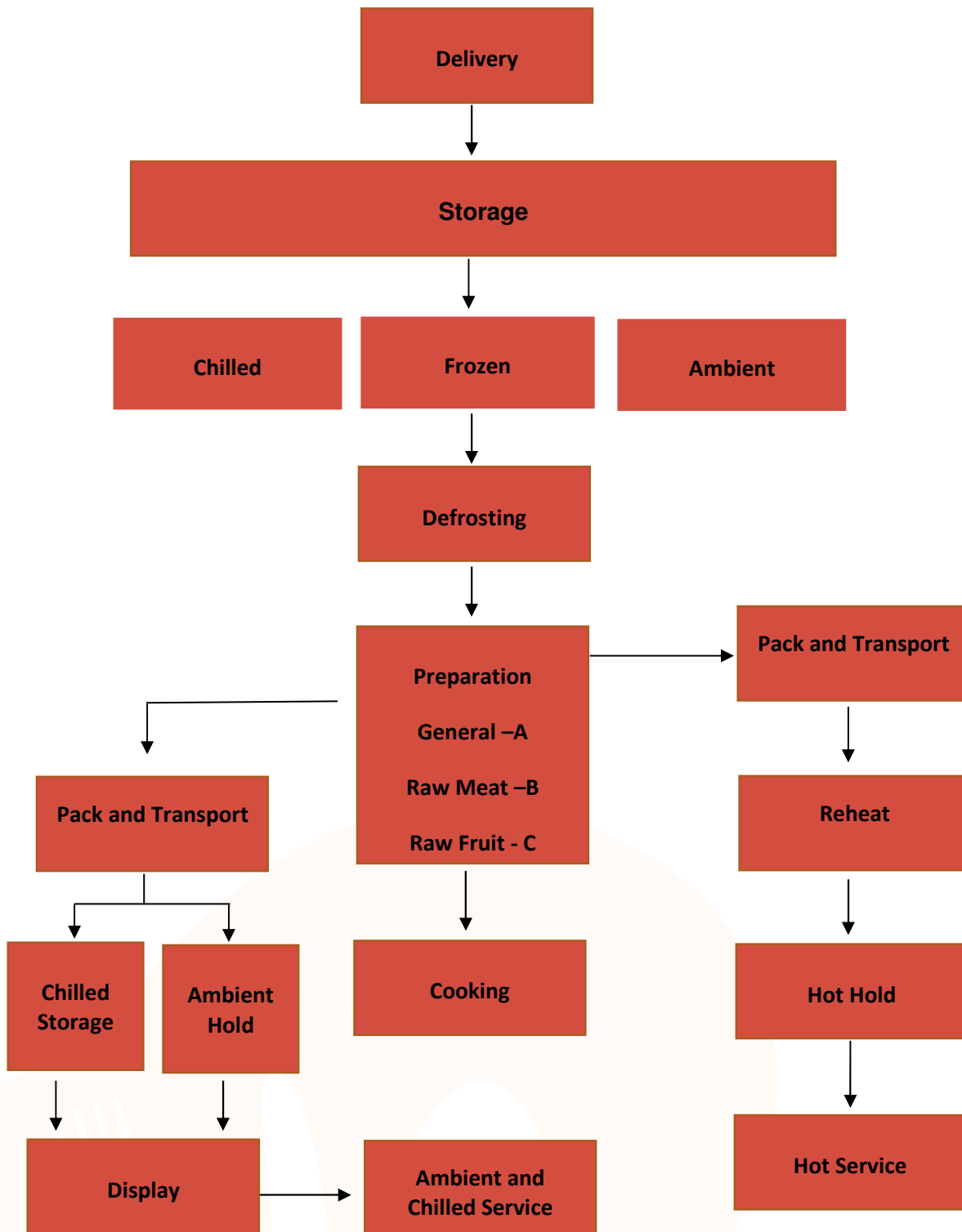
Effective communication lies at the heart of the organisation. The following methods are currently used:

- Catering Team Communication
- Monthly kitchen management meetings
- Internal audit reports (Lunch Service and Quality Audits)
- Monthly performance mentoring
- Site visits
- Memo's
- Telephone calls
- Email
- Electronic Kitchen Management System
- Staff appraisals

STANDARD HAZARD ANALYSIS FLOW CHART



FOOD SAFETY - HAZARD ANALYSIS FLOW CHART FOR TRANSPORTING FOOD



Pack, Transport and Hold activities are initiated in the event of:

- Pack lunch requirements to facilitate school trips
- Breakdown of on-site cooking equipment
- Staff shortages

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

DELIVERY – STEP 1

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross Contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Specify delivery requirements
- Staff training

MONITORING

- Check food condition and temperature on arrival
- Check delivery vehicles condition and vehicle temperature

STEP 1 - DELIVERY

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross Contamination

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

Infestation

CONTROL MEASURES

1. Check delivery vehicle to ensure cleanliness and if refrigerated (1 to 5° Centigrade. Tolerance to 8°C) **or** frozen (- 18° Centigrade for example - 19°C or -20°C) at correct temperature (vehicle temperature indicator)
2. Check products for damage, and signs of pests, rodents and insects
3. When delivered, check temperatures of chilled and frozen foods with thermometer (see – Use of Probe Thermometers)
4. Inspect products visually
5. Ensure products are date coded. Date coded products must be in date
6. Ensure all packing is dry and free from damage
7. Ensure tinned products are not dented or blown
8. Ensure all foods are in a clean condition
9. Ensure product, quality and quantity comply with purchase order
10. Place frozen food into freezer/fridge
11. Place chilled food into fridge

MONITORING

- Vehicle delivery checks – Form KS7 (minimum – once per term)
- Goods delivered on day required during kitchen hours
- Check products are clean, date coded, and in date dry and free from damage
- Check tins are not dented or blown
- Check frozen product for signs of defrosting
- Member of kitchen staff to sign delivery note and comment if unsatisfactory

CORRECTIVE ACTION

- **If products are damaged, delivered out of kitchen hours, out of date, chilled/frozen at an unacceptable temperature range, contaminated by pests, rodents, insects, *you must* isolate goods, contact supplier arrange for a credit note and return damaged goods – complete an ‘Incident’ Form.**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

STORAGE – STEP 2

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross Contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Cover food
- Good housekeeping
- Stock rotation
- Pest control
- Store at correct temperature
- Staff training

MONITORING

- Audits and visual checks

STEP 2 – STORAGE

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross Contamination

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

Infestation

CONTROL MEASURES

Chilled

1. Store perishable food in range 1 to 5° Centigrade. Tolerance to 8°C
2. Food stored in the refrigerator, not in its original packaging, must be wrapped and labelled with contents, date of storage, best before date and use by date. E.g. Sliced Ham must be used within 2 days.
3. Raw meat and fish must be covered and stored at the bottom of the fridge in a high sided container
4. All stock must be rotated, use oldest stock first ensuring usage by specified date
5. Refrigerators must be regularly defrosted if not on an automatic defrosting cycle. Refrigerators must be maintained in a clean state

6. Raw fruit and vegetables must be removed from delivery boxes and stored in containers. Below ready to eat foods but above raw meat.

Frozen

1. Store frozen foods colder than - 18° Centigrade for example - 19°C or -20°C
2. Food stored in the deep freeze (not in its original packaging) must be wrapped and labelled with contents, date of storage, best before date and use by date. Follow manufacturer's instructions for best before and use by date
3. Freezers must be regularly defrosted if not on an automatic defrosting cycle. Freezers must be maintained in a clean state

Ambient

1. Dry goods store rooms should be clean, cool, ventilated and free from pests
2. All stock must be rotated, use oldest stock first ensuring usage by specified date
3. Opened dry goods must be kept in lidded containers labelled with the product and date of opening
4. Raw fruit, vegetables and salad items must be removed from delivery boxes and stored in containers
5. Unwashed raw fruit and vegetables must be stored in the dry stores area

MONITORING

- Daily refrigeration and freezer temperature checks, record on – 'Daily Temperature' form
- Check best before and use by dates on all products, prior to use
- Signs of pest/rodent/insects, e.g. droppings, gnawed packaging, live/dead animals insects
- Stock take, when instructed to check quantities and condition

CORRECTIVE ACTION

- **If temperature in refrigerator rises above 8°C (maximum legal limit) or freezer above -18°C for example - 12°C telephone your fridge maintenance provider.**
- **If signs of infestation of pests contact Control Officer. Isolate any stock affected. Record on the 'Incident' form.**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

DEFROSTING – STEP 3

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross Contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria

CONTROL

- Good personal hygiene
- Staff training
- Separate raw and high-risk food
- Effective cleaning/disinfection (Cleaning Schedules)
- Minimise time at room temperature

MONITORING

- Audits and visual checks

STEP 3 - DEFROSTING

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross Contamination

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

CONTROL MEASURES

1. Immediately on removal from the freezer frozen meat should be labelled with the use by date according to the suppliers label e.g. once defrosted use within 24 hours. As per supplier recommendations
2. Packs of frozen meat should be placed in a deep sided container to prevent liquid from the defrosted meat coming into contact with other food.
3. The container holding the packs of frozen meat should be placed on the bottom of the fridge.
4. The container holding the meat should not be placed on top of any other items.
5. Other products should not be placed inside the container with the meat.
6. Meat must be left in the container for 24 to 48 hours until it is fully defrosted and no ice particles can be seen or felt.
7. Meat should not be cooked until it is fully defrosted.
8. Meat should remain in the container until it is to be cooked.

9. Defrosted meat should be used within use by date stated on the packaging.
10. Defrosted meat should not be re-frozen

MONITORING

- Visual checks to ensure clean and hygienic condition
- Cleaning schedule monitored – ‘Weekly Cleaning’ form.
- Visual checks to ensure date labelling is correct

CORRECTIVE ACTION

- **If food exceeds the 'use by date' it should be discarded and entered onto 'Incident' form**
- **Frozen food should not be used until it is fully defrosted**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

GENERAL PREPARATION – STEP 4A

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross Contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Good personal hygiene
- Staff training
- Separate raw and high-risk food
- Effective cleaning/disinfection (Cleaning Schedules)
- Minimise time at room temperature
- Separate equipment and preparation area

MONITORING

- Audits and visual checks

STEP 4 - A General

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross Contamination

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

Infestation

CONTROL MEASURES

1. Ensure kitchen is clean and in a hygienic condition before preparation work commences
2. Use a separate area to prepare raw foods and ready to eat foods.
3. Sanitise preparation/work surfaces/cutting boards before starting work and after completion
4. Kitchen equipment to be used must be clean and in good repair.
5. Staff must be instructed in how to use equipment correctly
6. Wash hands before and after handling food
7. All chilled prepared foods must be refrigerated until required

8. Use colour coded chopping boards and knives –White for sandwiches, Red for raw meat & poultry, Yellow for unwashed fruit, vegetables & salad, Green for washed fruit, vegetables and salads

MONITORING

- Visual checks to ensure clean and hygienic condition
- Cleaning schedule monitored – Daily’ or Weekly Cleaning Schedule
- Visual checks to ensure date labelling is correct

CORRECTIVE ACTION

- **If food is suspected of being contaminated it should be disposed of immediately and recorded on ‘Incident’ form. The Wilburton Primary School Leadership member responsible for school catering should be informed.**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

PREPARATION AND HANDLING RAW MEAT, FISH AND POULTRY – STEP 4B

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria

CONTROL

- Good personal hygiene
- Staff training
- Cover and separate raw and high-risk food
- Effective cleaning/disinfection (Cleaning Schedules)
- Minimise time at room temperature

MONITORING

- Audits and visual checks

STEP 4a - PREPARATION AND HANDLING RAW MEAT AND POULTRY

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

CONTROL MEASURES

1. Wash hands before and after handling raw meat and poultry
2. To prevent cross contamination **do not** wash raw meat and poultry
3. Use RED colour coded chopping boards and knives when handling raw meat and poultry
4. Limit the time that raw meat and poultry are left at room temperature
5. Clean and sanitise all equipment and surfaces that have come into contact with raw meat and poultry immediately after use
6. Cloths which come into contact with raw meat and poultry must be thoroughly washed in a washing machine immediately after use. The hot wash cycle must be used.

MONITORING

- Visual checks to ensure clean and hygienic condition
- Visual checks of equipment to ensure in good condition

CORRECTIVE ACTION

- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form.**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

PREPARATION AND HANDLING RAW FRUIT, VEGETABLES AND SALAD – STEP 4C

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross Contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Spoilage
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Good personal hygiene
- Staff training
- Cover and separate raw and high-risk food
- Effective cleaning/disinfection (Cleaning Schedules)

MONITORING

- Audits and visual checks

STEP 4b - PREPARATION AND HANDLING RAW FRUIT AND VEGETABLES

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross Contamination

Chemical contamination

Physical Damage – Foreign Bodies

Spoilage

Growth of food poisoning bacteria

Infestation

CONTROL MEASURES

1. Wash hands before and after handling raw fruit and vegetables.
2. Peel, trim or remove outer parts if appropriate, as peeling and washing helps to remove dirt and bacteria
3. Wash raw fruit and vegetables thoroughly by rubbing vigorously in a bowl of clean water
4. Wash the cleanest fruit and vegetables first, changing the water frequently
5. Use YELLOW colour coded chopping boards when handling unwashed raw fruit, vegetables and Salad
6. Use GREEN colour chopping boards when preparing washed fruit, vegetables and salad
7. Clean and sanitise all equipment and surfaces that have come into contact with raw fruit and vegetables after use

MONITORING

- Visual checks to ensure clean and hygienic conditions
- Cleaning schedule monitored – ‘Daily Cleaning’ or ‘Weekly Cleaning’ form.

CORRECTIVE ACTION

If food is suspected of being contaminated it should be disposed of immediately and recorded on the ‘Incident’ form.

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

COOKING – STEP 5

HAZARD

- Survival of food poisoning / bacteria or toxins
- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria

CONTROL

- Centre temperature at least 75°C
- Staff training
- Check time/temperature of cooking
- Equipment maintenance
- Correct cleaning of probe thermometer

MONITORING

- Audits and visual checks

STEP 5 – COOKING

HAZARDS

Survival of food poisoning / bacteria or toxins

Cross contamination

Chemical contamination

Physical Damage – Foreign Bodies

Growth of food poisoning bacteria

CONTROL MEASURES

1. Follow manufacturer's instructions for prepared dishes e.g.g Lasagne or the recipe provided for the homemade dishes e.g. Pasta Bake, Chicken Curry
2. Put food on trays in single layer to ensure even cooking
3. Check temperature of all protein/dishes prepared, ensuring they reach centre temperature of 75° Centigrade
4. Ensure that the temperature probe is thoroughly cleaned using sanitising wipes.

MONITORING

- Record on the 'Daily Temperature' form
- Check with digital probe thermometer a random sample of all foods which have been cooked or reheated

CORRECTIVE ACTION

- **If 75°C is not reached, continue cooking until 75°C is achieved**



HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

HOT HOLDING AND SERVICE – STEP 6

HAZARD

- Growth of food poisoning / bacteria or toxins
- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria

CONTROL

- Keep food hot, above 63°C
- Staff training
- Check time/temperature

MONITORING

- Audits

STEP 6 – HOT HOLDING AND SERVICE

HAZARDS

Growth of food poisoning / bacteria or toxins
Cross contamination
Chemical contamination
Physical Damage – Foreign Bodies
Growth of food poisoning bacteria

CONTROL MEASURES

- 1 Regeneration Trolleys – ensure are on hot hold setting
- 2 Hot Cupboard – ensure has reached temperature of 85°C before placing food inside for hot holding,
- 3 Ensure core temperature of high risk and protein food does not drop below 63°C
- 4 Ensure core temperature of food is a minimum of 63°C before serving
- 5 Before placing food in/on Hot Cupboard for service, ensure surface is clean
- 6 Ensure all serving utensils are clean and kept clean throughout service
- 7 As far as reasonably practical keep food covered when on service counter
- 8 When serving do not touch food with hands; use a different serving utensil for each type of product

MONITORING

- Digital probe food before and during service to ensure core temperature is above 63°C, record on the 'Daily Temperature' form
- Temperature of Hot Cupboard – the 'Daily Temperature' form

CORRECTIVE ACTION

- **If hot cupboard is not at the required temperature, telephone your Site Services Officer**
- **If the temperature of the high-risk hot food falls below 63° C it must be immediately reheated, achieve a core temperature of 75° C and be disposed of after a maximum of 2 hours.**
- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

COOLING & FREEZING – STEP 7

HAZARD

- Chemical contamination
- Cross contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria

CONTROL

- Cool food rapidly
- Keep food covered
- Cleaning and disinfection (Cleaning Schedules)
- Small quantities of food
- Separate raw food areas
- Staff training
- Check time/temperature

MONITORING

- Audits
- Time and temperature monitoring

STEP 7 – COOLING & FREEZING

HAZARDS

Chemical contamination

Cross contamination

Physical Damage – Foreign Bodies

Growth of food poisoning bacteria

CONTROL MEASURES

- 1 High risk cooked food not to be used immediately should be cooled within 1^{1/2} hours of cooking. It must be refrigerated at a temperature in range of 1°C to 5°C, tolerance to 8°C
- 2 All products to be placed in refrigerator or freezer must be covered or wrapped in suitable material e.g. aluminium foil, food safe cling film, labelled and dated with date of preparation and a use by date.
- 3 Refrigerated food needs to be used within 3 days
- 4 Frozen food needs to be used within 3 months

MONITORING

- Daily temperature checks of refrigeration and freezer – the 'Daily Temperature' form
- Record cooling times – the 'Daily Temperature' form

TIPS

How to cool examples

- 1 Take items off cooking tray and put on cooling rack
- 2 Limit meat joints to 2kg/4 $\frac{1}{2}$ lb
- 3 Cool sauces by transferring to cold container and cool in chilled water bath

CORRECTIVE ACTION

- If correct cooling and further use is not achieved dispose of the item and record on the 'Incident' form
- If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form.

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

REHEATING – STEP 8

HAZARD

- Survival of food poisoning / bacteria or toxins
- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria

CONTROL

- Always reheat to above 75°C
- Staff training
- Check time/temperature

MONITORING

- Audits

STEP 8 – REHEATING

HAZARDS

Survival of food poisoning / bacteria or toxins
Cross contamination
Chemical contamination
Physical Damage – Foreign Bodies
Growth of food poisoning bacteria

CONTROL MEASURES

1. If reheating any food product, ensure centre temperature reaches above 75° C
2. Do **not** reheat more than once
3. Clean temperature probe using sanitised cleaning wipes

MONITORING

- With digital probe, test that product has been reheated to required centre temperature of 75°C and record on chart provided – ‘Daily Temperature’ Form

CORRECTIVE ACTION

- If 75° C is not reached, continue reheating until centre temperature of 75° C is achieved for two minutes
- If food is suspected of being contaminated it should be disposed of immediately and recorded on the ‘Incident’ form

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

CHILLED STORAGE (Prepared Foods) - STEP 9

HAZARD

- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria
- Spoilage

CONTROL

- Separate high-risk and raw food
- Store at correct temperature
- Stock rotation
- Staff training
- Check temperature frequently
- Check condition of food

MONITORING

- Audits and visual checks

STEP 9 – CHILLED STORAGE OF PREPARED FOODS

HAZARDS

Cross contamination

Chemical contamination

Physical Damage – Foreign Bodies

Growth of food poisoning bacteria

Spoilage

CONTROL MEASURE

1. Ensure chilled food to be served cold is kept within range 1 to 5°C prior to serving (Tolerance to 8°C).
2. Ensure all food is covered whilst in chilled storage
3. Store ready to eat foods above raw meat and raw fruit, vegetables and salad.
4. Observe 'best before' and 'use by dates'.
5. Ensure good stock rotation procedures are followed.
6. Salads, sandwiches and other prepared food which is in chilled should be labelled with the preparation date and use by date which should not be in excess of 24 hours from the preparation date.
7. Sandwiches, once made, must be refrigerated and served within 24 hours.
8. Composite salads e.g. Coleslaw, potato salad, must be consumed on day of preparation.

MONITORING

- Refrigeration temperature record chart – 'Daily Temperature' Form

- Supervise storage

CORRECTIVE ACTION

- **If temperature in refrigerator is above 8°C contact your Site Services Officer immediately**
- **If food temperature rises above 8°C for 2 hours it must be disposed of, record on the 'Incident' form**
- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

AMBIENT HOLD - STEP 10

HAZARD

- Chemical contamination
- Cross contamination
- Physical Damage – Foreign Bodies
- Infestation

CONTROL

- Stock rotation
- Staff training
- Check condition of food

MONITORING

- Audits and visual checks

STEP 10 – AMBIENT HOLD

HAZARDS

Chemical contamination

Cross contamination

Physical Damage – Foreign Bodies

Infestation

CONTROL MEASURE

1. Ensure all food is covered during ambient hold
2. Low risk foods such as biscuits and cakes can be returned to ambient storage in air tight containers. Rotate and do not overstock (i.e. first in, first out)

MONITORING

- Quality audits and visual checks

CORRECTIVE ACTION

- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form**

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

AMBIENT AND CHILLED SERVICE – STEP 11

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Minimise time at room temperature
- Good personal hygiene
- Staff training
- Effective cleaning and disinfection (Cleaning Schedules)

MONITORING

- Audits and visual checks

STEP 11 – AMBIENT & CHILLED SERVICE

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins

Cross contamination

Chemical contamination

Physical Damage – Foreign Bodies

Growth of food poisoning bacteria

Infestation

CONTROL MEASURE

1. As far as is reasonably practicable keep food covered when on service counter.
2. Before placing food on cold or ambient surface for service, ensure surface is clean.
3. When serving do not touch food with hands. Always use a different serving utensil for each type of product
4. High risk food e.g. sandwiches and composite salads that are not refrigerated during service must be discarded at the end of the service
5. Ensure all employees wash hands after handling raw food and before ready eat foods

MONITORING

- Refrigeration/chilled display cabinet temperature record the 'Daily Temperature' form
- Cleaning procedures monitored

CORRECTIVE ACTION

- If temperature in refrigerated/chilled display cabinet is above 8°C, call your Site Services Manager
- If food temperature rises above 8° C for 2 hours it must be disposed of, record on the 'Incident' form
- If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form

SALAD BARS

- Should be supervised by Wilburton Primary School
- Utensils should be provided for each item
- Utensils should be fit for purpose

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

PACKING AND TRANSPORTING TO OTHER UNITS – STEP 12

HAZARD

- Presence of contaminants especially food poisoning / bacteria or toxins
- Cross contamination
- Chemical contamination
- Physical Damage – Foreign Bodies
- Growth of food poisoning bacteria
- Infestation

CONTROL

- Good housekeeping
- Good personal hygiene
- Staff training
- Effective cleaning and disinfection (Cleaning Schedules)
- Stock rotation
- Minimise packing and transportation times
- Check cooking and hot holding times and temperatures

MONITORING

- Audits and visual checks

STEP 12 – PACKING AND TRANSPORT TO OTHER UNITS

Food may be transported at: ambient, chilled, hot, frozen

HAZARDS

Presence of contaminants especially food poisoning / bacteria or toxins
Chemical contamination
Cross contamination
Physical Damage – Foreign Bodies
Growth of food poisoning bacteria
Infestation

AMBIENT

CONTROL MEASURES

1. Ensure packing areas and insulated containers are in a clean hygienic condition before packing commences

MONITORING

- Check date codes, including own dated products

CORRECTIVE ACTION

- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the Incident' Form.**

CHILLED FOOD/FROZEN FOOD

CONTROL MEASURES

1. Ensure packing areas and insulated containers are in a clean hygienic condition before packing commences
2. Keep food chilled/frozen for as long as possible before packing and transportation

MONITORING

- Check date codes, including own dated products
- Record time and temperature food is packed at on the 'Daily Temperature' form
- Receiving kitchen to record time and temperature food is stored at on the 'Daily Temperature' form

CORRECTIVE ACTION

- **If chilled food has been out of temperature control for more than 2 hours it should be disposed of**
- **If frozen food has defrosted due to freezer breakdown it should be disposed of**
- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' form**

HOT FOOD

CONTROL MEASURES

1. Ensure packing areas and insulated containers are in a clean hygienic condition before packing commences

RECEIVING HOT FOOD

- 2 Ensure core temperature of food is above 75° C before packing, if 75° C is not reached continue cooking until 75° C is achieved
- 3 Ensure core temperature of food is above 63° C on receipt

MONITORING

- Check date codes, including own dated products
- Record time and temperature food is packed at on 'Daily Temperature' Form
- Receiving kitchen to record time and temperature food is put into hot cupboard or served at on 'Daily Temperature' Form

CORRECTIVE ACTION

- **Return to cooker and ensure food is above 75°C before packing**
- **If hot food is below 63°C on arrival at receiving kitchen – contact Assistant Area Catering Manager for advice**
- **If food is suspected of being contaminated it should be disposed of immediately and recorded on the 'Incident' Form.**

FOOD SAFETY RULES

USE OF PROBE THERMOMETERS

USE OF PROBE THERMOMETERS

- 1 Check accuracy of thermometer every ½ term by immersing the probe in boiling water. Thermometer must read in the range of 99° - 101°C. Record on the 'Daily Temperature' form
- 2 Before using the thermometer the probe must be cleaned thoroughly with a sanitising wipe.
- 3 The sanitising process must be repeated every time a different food item is to be tested for temperature.
- 4 The probe must be thoroughly cleaned each day to ensure there is no food particles stuck to it.
- 5 The probe must be placed in the centre of the food item to take the temperature of hot and chilled food (As per instruction).
- 6 For frozen food the probe should be placed on the outer surface in between packs to record the temperature. Do not pierce packaging
- 7 Do not use to probe raw meat
- 8 Visual check of probe to make it is in good condition

CORRECTIVE ACTION

- 1 If thermometer is not reading 99° - 101°C when immersed in boiling water, change batteries
- 2 If still inaccurate, contact catering office to arrange replacement
- 3 If short of wipes, sanitise probe by using clean paper towel soaked in diluted C1 or D10

MANAGEMENT CHECK

- Twice a year the kitchen probe will be checked for accuracy against a calibrated unit and certificate of calibration should be issued on return to kitchen. This must be kept available for inspection.

FOOD SAFETY RULES

PURCHASING & DELIVERY

PURCHASES

FOOD SAFETY RULES

- 1 Only use approved suppliers
- 2 Only use approved products
- 3 When delivered, check temperatures of chilled and frozen foods with thermometer (see step 19 – Use of Probe Thermometers)
- 4 Vehicle delivery checks – (minimum – once per term) Goods delivered on day required during kitchen hours
- 5 Check products are clean, date coded and in date, dry and free from damage
- 6 Check tins are not dented or blown
- 7 Check frozen product for signs of defrosting
- 8 Member of kitchen staff to sign delivery note and comment if unsatisfactory
- 9 Supplier Management review meetings

CORRECTIVE ACTION

If products are damaged, delivered out of kitchen hours, out of date, chilled/frozen outside temperature range, contaminated by pests, rodents, insects, *you must* isolate goods, contact supplier arrange for a credit note and return damaged goods – record on the 'Incident' form

FOOD SAFETY RULES

Before handling food WASH YOUR HANDS

**PREVENT
FOOD
POISONING**

- **Always wash your hands before:**
 - Entering the food room
 - Handling food
 - Handling equipment
- **Always wash your hands after:**
 - Visiting the toilet
 - Handling raw food
 - Using a handkerchief
 - Touching nose, ears, mouth or hair
 - Smoking
 - Taking a break
 - Handling waste
 - Cleaning
 - After using rubber gloves
 - Using the telephone
 - Any activity which could result in bacteria being transferred from hands to food

HAND WASHING

- Use plenty of hot water
- Wash with liquid soap
- Dry with a disposable paper towel or under an air dryer
- Follow hand washing instructions

Washing hands effectively



Step 1: Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm



Step 2: Rub your hands together palm to palm to make a lather



Step 3: Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand



Step 4: Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly



Step 5: Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms



Step 6: Rinse off the soap with clean water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away

FOOD SAFETY RULES

CORRECT CLEANING

**HEALTH AND
SAFETY
DEMANDS CARE**

**CLEAN AS YOU
GO**

**REMOVE OPEN
FOOD BEFORE
CLEANING**

**DO NOT MIX
CHEMICALS**

CLEANING

- Pre-clean: Remove excess dirt/debris
- Main clean: Loosen dirt/grease with detergent
- Rinse: Remove detergent residue
- Disinfection: Destroy bacteria
- Final rinse: Remove disinfectant
- Sterilisation:
- Drying: Naturally, by evaporating dry

**PREVENT
FOOD
POISONING**

Follow cleaning schedule 'Daily or Weekly Cleaning Record'

Train – staff in: (Refer to Health and Safety Manual)

- Safe use of chemicals
- Product to use
- COSHH signs
- Correct use and wearing of PPE
- Proper storage of chemicals
- Correct dilution
- Correct contact times
- Correct cleaning methods for:

- Fridge - Regen Trolley - Pots - Cutlery - Storeroom
- Freezer - Oven - Plates - Bins - Hot cupboard

MONITORING

- Cleaning record – 'Daily Cleaning' or 'Weekly Cleaning' form.

CORRECTIVE ACTION

- **Dispose of food suspected of being contaminated by chemicals**
- **Undertake extra cleaning if necessary e.g. in the event of an unforeseen emergency such as flood or power failure**

FOOD SAFETY RULES

PESTS

PESTS

Food Safety Rules

1. Clean up food spills immediately.
2. Store open packs of dry goods in lidded containers.
3. Store goods off the floor.
4. Investigate the cause of all damage to packing materials.
5. Maintain the refuse storage area to avoid attracting rodent's insects/pests. Ensure that all bins and containers have securely fastened lids and that no litter or food debris is left on the surrounding floor/ground.
6. Rotate stock regularly.
7. Do not store excessive stock.
8. Deep clean behind and under heavy equipment on a regular basis where possible.
9. Keep windows and doors closed if no pest screens fitted.
10. Keep doors closed if no pest screens fitted.
11. Look for signs of pests when cleaning e.g. mice droppings

CORRECTIVE ACTION

- **Report any infestation of insects or rodents immediately Pest Control**
- **Remove contaminated food from kitchen stores and label with 'Do not Use'**
- **Thoroughly clean and sanitise affected area/equipment – dispose of food when authorised.**
- **Keep record using the 'Incident' form**

FOOD SAFETY RULES

REFRIGERATOR RULES

**KEEP COOKED FOOD
ABOVE RAW FOOD**

**KEEP HIGH-RISK AND
PERISHABLE FOODS
BELOW 5°C**

**KEEP ALL FOOD
COVERED**

**PREVENT
FOOD
POISONING**

REFRIGERATOR RULES

1. Raw meat and fish must be covered and stored in the refrigerator, below ready to eat foods (in the bottom of the fridge).
2. High-risk and perishable foods should be stored between 1°C and 5°C (Tolerance 8°C).
3. All food must be kept covered.
4. All stock must be rotated, use oldest stock first.
5. Ensure 'best before' and 'use by dates' are adhered to.
6. Refrigerators must be maintained in a clean state.
7. Food which will exceed its use by date should be disposed of at the end of the working day that corresponds with the use by date.
8. Food stored in the refrigerator, not in its original packaging, must be wrapped and labelled with contents, date of storage, best before date and use by date. E.g. Sliced Ham must be used within 2 days.

CORRECTIVE ACTION

- **If temperature in refrigerator rises above 8°C contact** your Site Services Officer

MANAGEMENT SYSTEMS

The following management activities are undertaken in order to ensure the production and service of all meals, snacks and beverages across nursery, primary, secondary and special schools.

1. Lunch Service Audits
2. Environmental Health Reports Action Plan Compilation
3. On the Job and Off the Job Training
4. Supervisor Communication and General Assistant communications
5. Annual Quality Audit
6. Health and Safety Audits