



# ***SORCF*** ***Food Hygiene*** ***Awareness Training***

1. Food Safety Introduction
2. High Risk Foods
3. Food Handling & Storage
4. Cooking
5. Contamination & Cleaning
6. Miscellaneous



# ***1. Food Safety - Introduction***



# ***What is Food Safety?***

- Preventing food from making people ill or harming them in any way.
- Some people more at risk than others
  - The young and old (under 5's and over 75's),
  - People who are already sick,
  - Pregnant women & unborn children



# ***What is Contamination?***

- Something in food that should not be there.
- Something harmful or objectionable in food or drink which creates a risk of illness, injury or discomfort.
- By law food handlers must protect food from contamination.



# ***HACCP***

- HACCP (Hazard Analysis and Critical Control Point)
- A way of managing food safety. Procedures are put in place to control hazards.
- A new regulation in 2006 made HACCP a legal requirement. The law requires us to document our Food Safety Management System.
- We must be able to show what we do to make or sell food that is safe to eat and have this written down.



# ***What Does HACCP Require?***

- Generally we need to display due diligence - making sure we have done everything in our control
  - Look at each step in the food preparation process (from purchasing ingredients to serving customers) and minimize hazards at each point
  - Think of what could go wrong at each step and put procedures in place to stop this happening.
  - Keep records to prove that we have done everything that we reasonably could have done, to show that our procedures are working



# ***Legal Requirements for Food Handlers***

- Keep yourself and your workplace clean following good personal hygiene practices
- Protect food from contamination
- Stay alert to food safety hazards
- Follow rules for food safety in the kitchen and work with care
- Wear appropriate protective clothing
- Report if you are unwell



# ***What is a Hazard?***

- Anything that could cause harm to consumers. It will mean that food will not be safe to eat.
- Food Hazards can be
  - **Microbiological** - involving harmful bacteria
  - **Chemical** - cleaning products or pest control chemicals getting into food
  - **Physical** - involving objects getting into food



# ***Example Contaminants (for ref.)***

## **Physical Contaminant Examples**

- Stones, pips, leaves/stalks from fruit and vegetables
- Shell fragments from nuts, shellfish and eggs
- Scales from fish, bone fragments from poultry and meat, feathers from poultry
- Paper, string, plastic or staples from food packaging
- Nuts, bolts, screws from machinery or equipment
- Fragments of glass/china
- Jewellery, hair, finger nails, buttons, pen tops and plasters
- Dust and dirt from the air, rubbish or unclean equipment
- Insects, their eggs and droppings

## **Chemical Contaminant Examples**

- Cleaning chemicals
- Pest baits

## **Microbial Contaminant Examples**

- Food poisoning bacteria – e.g. Salmonella
- Viruses –e.g. Hepatitis
- Parasites – e.g. flatworms in beef



# ***Types of Illness Caused by Eating Contaminated Food***

- Food borne disease –
  - E.g. E.Coli, Listeria, .....
- Food poisoning –
  - E.g. Salmonella, Staphylococcus aureus, ....

Q. What are the symptoms?

A. Sickness, diarrhoea which causes dehydration, stomach cramps, nausea, vomiting, fever

Q. Who are most at risk?

A. The young and old (under 5's and over 75's), people who are already sick, pregnant women, unborn children



# ***Causes of Food Borne Disease and Food Poisoning***

- Parasites – e.g. tapeworm
- Bacteria – single celled micro-organisms too small to see except with a microscope
- Viruses
- Poisonous plants and fish
- Moulds and fungi
- Chemicals and metals



## ***Three types of bacteria***

- Pathogenic – cause illness but the food they are in still looks good
- Helpful – used to make beer, cheese, yoghurt
- Spoilage – cause food to perish or rot



# ***Where does Pathogenic Bacteria come from?***

- Raw foods
  - Meat, poultry, eggs, fish, shellfish
- Soil, dirt and dust
  - Found on unwashed vegetables and salads, fruit & rice
- Humans
  - From our hands, hair, nose, throat, ears, infected cuts, spots, boils
- Airborne dust
  - Carry millions of microscopic particles of dead skin, food and other debris
- Food waste
- Pests and domestic pets
  - No pets in kitchen!!!
- Contaminated water and sewage



# ***Examples of Pathogenic Bacteria that cause Food Poisoning***

- Salmonella
- Staphylococcus aureus
- Clostridium perfringens
- Clostridium botulinum (Botulism)
- Bacillus cereus

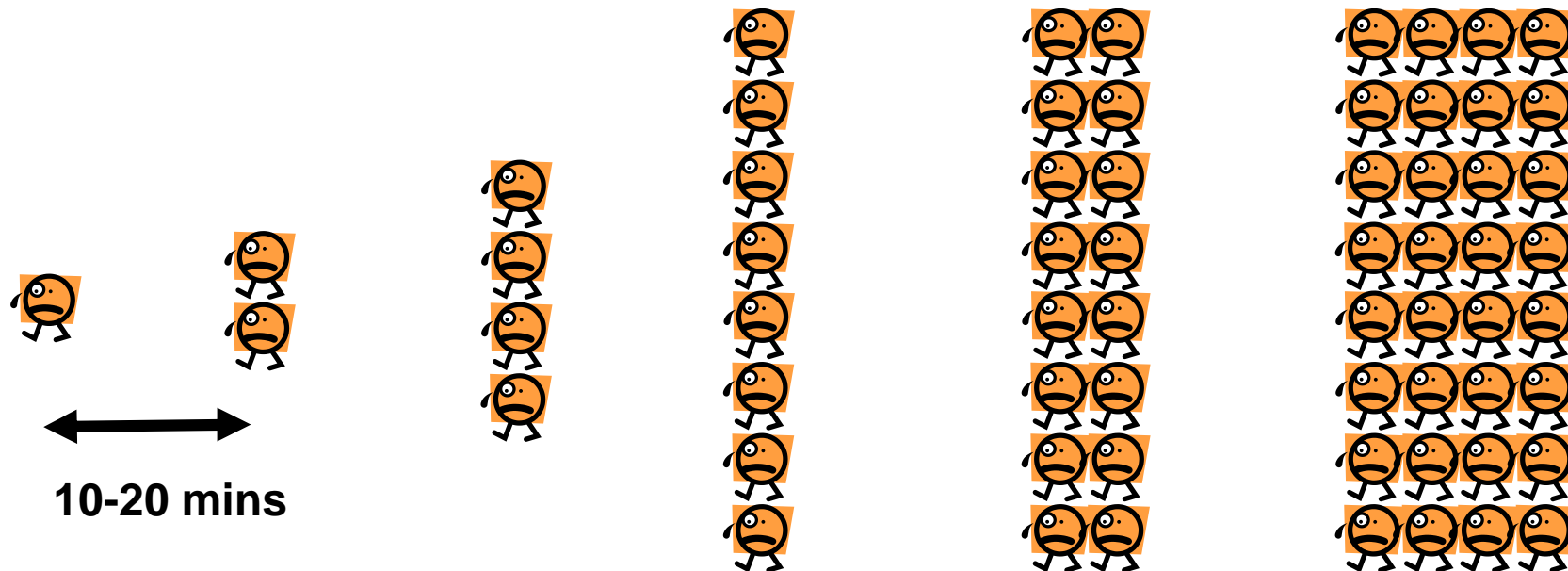


# ***Examples of Pathogenic Bacteria that cause Food Borne Diseases***

- **Campylobacter jejuni**
- **Escherichia coli (E. Coli)**
- **Listeria**
- **Shigella**

# *How Bacteria Multiply*

- In the right conditions bacteria multiply by 2 every 10-20 minutes this is called Binary Fission
- Certain conditions can allow food poisoning bacteria to multiply to levels that cause illness





# ***What do Bacteria Need to Grow?***

## ■ **Warmth**

- Danger zone for most food poisoning bacteria multiplication is between 5°C and 63°C.
- Outside the danger zone bacterial growth slows down or stops but most bacteria can survive cold temperatures and resume multiplication when conditions are more favourable
- Freezing makes most bacteria dormant, but when food is thawed it will have the same risks as fresh food
- Cooking at high temperatures kills most bacteria providing the food is cooked for long enough. (2 minutes at 70°C or 30 seconds at 75°C, in the centre of the product).

## ■ **Moisture**

## ■ **Food**

- Most bacteria prefer something both moist and high in protein.
- Examples: meat, poultry, shellfish, eggs, milk, dairy products, rice, pasta and products made from any of these foods listed

## ■ **Time**



# ***Bacteria Growth and Spores***

- 37°C is the ideal temperature for bacterial growth. Also the body temperature of humans.
- Some bacteria form spores which protect the bacteria when conditions become unfavourable. *Bacillus cereus* is a spore former on rice so particular care needs to be taken when cooking and cooling rice.



## ***2. High Risk Foods***



# ***High Risk Food Characteristics***

**Must** handle these safely to protect against harmful bacteria

- **Usually moist**
- **Usually high in protein**
- **Ready to eat** (they will not be cooked or reheated before serving)
- Easily support bacterial growth and so have a “use by” date on them
- Require strict time and temperature control
- Require refrigeration



# ***Activity - Which of these foods are high and low risk?***

- Raw chicken
  - low ( not a high risk food because it is not ready to eat),
- Cooked ham
  - high,
- Asparagus
  - low,
- Raw steak
  - low,
- Cooked burger
  - high,
- Pastry with cream
  - high,
- Ham sandwich
  - high,
- Ice
  - low,
- Cooked rice
  - high
- Cheese
  - check packaging whether it has a best before date or a use by date



# ***Main High Risk Foods***

- Cooked meat and poultry
- Cooked meat products eg stews, gravy and soups made with meat or meat stock
- Meat or fish pates and spreads
- Milk and eggs and uncooked/lightly cooked dishes made with them e.g. mayonnaise, hollandaise, mousses
- Shellfish and seafood
- Cooked rice
- Some cheeses e.g. blue cheese and soft cheese
- Prepared salads such as salad leaves and vegetables
- Some desserts e.g cream filled cakes
- Foods that you have cooked in advance to serve cold



# ***Handling High Risk Foods***

- Avoid touching the food by hand, use utensils wherever possible, keep ready to eat foods in the fridge.
- Cover the food during storage
- Keep raw foods (including eggs) and high risk foods apart, raw foods are major sources of food poisoning bacteria
- Keep the food outside of the danger zone temperatures wherever possible
- Follow manufacturer's instructions on how to prepare & store the food
- When preparing vegetable and salad ingredients peel, trim or remove the outer parts as appropriate then wash thoroughly in clean drinking quality water
- If you have prepared vegetables that have dirt or soil on the outside, clean chopping boards and work surfaces before preparing other foods
- Use colour coded chopping boards



## ***3. Food Handling and Storage***



# ***Cross Contamination***

- **Bacteria are carried by hand or utensils from a raw food to a high risk food. To avoid it:**
  
- Check work surfaces are clean before preparing food
- Disinfect work surfaces after preparation of raw food, or prepare raw meat/poultry and other foods in different areas.
- Wash hands before preparing food and after touching raw food.
- Keep raw and high risk food apart at all times, particularly
  - When purchasing food from supermarkets and transporting to the kitchen.
  - Store raw foods below ready to eat foods in the fridge
  - Use different knives (unless thoroughly cleaned and disinfected in between) & colour coded chopping boards for preparing raw meat and poultry and for ready to eat foods. See notice on the wall for the designated use of each colour:
    - Red = Raw meat,
    - Yellow = Cooked meat,
    - Brown = Vegetable,
    - Green = Salads,
    - White = Dairy



# ***Date Marking***

- “Use by” dates are a legal requirement you must not sell foods that have gone past their “Use By” date
- “Best before” dates relate to the quality of the product, food can be sold past its “best before” date but the safety and quality of the product could be compromised.
  - “Best before” dates are usually on less perishable items eg frozen food, dried fruit, flour, cakes, cereals and canned food
- Stock should be rotated in the kitchen and the golden rule is First In First Out (FIFO)

# Temperature Control

Q. What temperature range do most bacteria multiply?

A. Between 5°C and 63°C

100 °C	-	Boiling point of water	
75 °C	-	Cooking temperature (30 seconds)/ reheating temperature (2mins) to kill bacteria (even then those with spores may survive)	
70 °C	-	Cooking temperature (2 mins) to kill bacteria (even then those with spores may survive)	
<b>63 °C</b>	-	<b>Hot holding temperature (legal requirement)</b>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Danger Zone</b> </div>
<b>37 °C</b>	-	<b>Body temperature – optimum for bacteria growth</b>	
<b>8 °C</b>	-	<b>Refrigeration temperature (legal requirement)</b> <b>Refrigeration slows down growth of bacteria</b>	
<b>5 °C</b>	-	<b>Refrigeration temperature (ideal value) fridges should be set to 5°C or less</b>	
<b>0 °C</b>	-	Melting point of ice	
<b>-18 °C</b>	-	Freezer temperature – Freezing makes bacteria dormant. No legal requirement on freezer temperature	



# *Temperature Control*

High risk, raw and perishable foods (these carry a use by date) need to be kept out of the danger zone

- Bring food into the kitchen at as safe a temperature as possible and as quickly as possible
- Refrigerate as soon as they come into the kitchen
- Keep refrigerated food in storage until it is needed for preparation and service



## ***Delivering Ingredients to the Kitchen***

- Food should be brought in clean cars at the correct temperature. Food must be in containers/packaging



# ***Examples of Foods to be Refrigerated***

- **Raw meat, poultry, fish, including vacuum packed products**
- **Cooked meat, poultry, fish and seafood, including vacuum packed products**
- **The contents of opened cans of meat, fish and fruit once they have been stored in suitable containers**
- **Food with a “Use By date”**
- **Food that you have cooked and will not serve immediately**

Note the above are only examples - see handouts for details – others are:

- Meat poultry and fish products such as pies and pates
- Unopened pasteurised canned food, such as ham
- Milk, dairy products and products containing them (e.g. quiche)
- Anything labelled for refrigeration such as bottled sauces without preservatives
- Prepared salads
- Ready to eat foods, for example dessert
- Keep eggs apart from other foods, as salmonella can be on the shell
- (If not serving these foods that day label them to show when food should be used or thrown away – Hilary/Christine/John will do this)



## ***Chilled Storage and Displaying Chilled Food (IMPORTANT – Legal Requirement)***

Chilled food must be kept at 8°C or below  
except:

- You can display food out of chilled storage for up to **four** hours. **You can do this only once**
- After this time either put the food back in the fridge and keep it at 8°C or below until it is used or throw it away



# ***Safe Refrigerator Storage***

- Fridge must be set at 5°C or below.
- Store food in clean dry containers with lids or wrap food well using cling film/kitchen foil. Do no re-use foil or film
- Do not over stack the fridge, make sure the air can circulate & keep food tidy
- Do not leave the door open any longer than necessary – temperature rise
- Never put hot or warm food in the fridge – the fridge temperature will rise causing condensation that could contaminate other food
- Rotate stock (First in, first out)
- Store raw food on the bottom shelf below all ready to eat foods
- Decant food from metal containers
  
- *Follow the manufacturers instructions on how to use the fridge - Hilary*
- *Clean the fridge regularly checking the seals - Hilary*
- *Defrost thoroughly as shown on cleaning rota - Hilary*
- *Label food with dates for use where appropriate - Hilary*
- *Check the temperature of the fridge at least twice a session starting with the opening check – Hilary*
- *Handout on Fridge layout to prevent the risk of cross contamination. Sheet on the wall in kitchen*



# ***Safe Frozen Storage***

Q. What happens at -18°C?

A. Bacteria are dormant at freezer temperatures of -18C or below so cannot multiply. If frozen food starts to defrost harmful bacteria could grow.

- Use the freezer only for shop purchased frozen vegetables and puddings – this avoids many other rules!
- Keep food in its packaging if it is clean and always reseal opened packaging
- If food has been defrosted use it immediately (within one day)
- If you find the freezer is not working properly report it to Hilary
- Keep the freezer tidy
- Use stock rotation, first in first out
- *Bring purchased frozen food straight to the kitchen using a cool bag and put in freezer - Hilary*
- *Keep freezer at -18C or colder to achieve the shelf life of frozen products - Hilary*
- *Clean and defrost the freezer regularly - Hilary*



# ***Thawing Frozen Foods***

- Frozen vegetables can be cooked from frozen following the manufacturer's instructions
- It is not best practice but you can defrost puddings at room temperature, follow the manufacturer's instructions.
- Defrost in an area of the kitchen separate from raw foods or eggs
- Ideally defrost food in the fridge
- Once food has been defrosted you should use it immediately (within one day)
- Cover food while it is thawing – Why?
- Never refreeze thawed food - Why?



# ***Dry Goods Storage***

- Keep dry goods in a clean wall cupboard.  
Hilary will check to regularly to make sure all stock is in date

# ***4. Cooking***



# ***Cooking Safely***

It is essential to thoroughly cook food to kill any harmful bacteria

- Follow the manufacturer's instructions for food products
- Preheat oven before cooking
- Do not let raw food touch or drip onto cooked food when adding food to a grill/barbeque
- Turn meat and poultry during cooking to help cook evenly
- Make sure liquid dishes e.g. soups and sauces are simmering
- Stir liquid dishes e.g. casseroles frequently, this helps to make sure the food is the same temperature all the way through



# ***Checks for Properly Cooked Food***

- Check that birds are cooked properly in the thickest part of the leg. The meat should not be pink or red, the juices should not have any pink or red in them
- The largest piece of meat in stews, curries etc should be piping hot all the way through with no pink or red
- Check that whole cuts of pork and processed meat products such as sausages and burgers, are piping hot all the way through with no pink or red in the centre
- Combination dishes e.g. lasagne, fish pie must be piping hot (steaming) in the centre. A large dish or batch should be checked in several places
- Liquid dishes must bubble rapidly when you stir them
- All the outside surfaces of joints of beef/lamb must be fully cooked
- Always check the centre temperature of the food towards the end of the cooking period because the surface may be cooked while the centre of the food remains in the danger zone

Q. What are the time/temperature limits to cook or re-heat food safely?

A. For cooking the food either needs to be at 75C for 30 seconds or 70C for 2 minutes min. For re-heating, the food needs to be at 75C for 2 minutes min. Probe in the centre or thickest part of the meat.



# ***Foods which need extra care when cooking***

## ■ **Eggs**

- Serve egg dishes straight away, or cool them quickly and keep chilled.
- Use pasteurised egg in any food that will not be cooked, or only lightly cooked e.g. mayonnaise and mousse.
- Cook eggs and foods containing eggs thoroughly until they are piping hot. This is because eggs contain harmful bacteria
- Do not use eggs after the 'best before' date
- Use grade A eggs

## ■ **Rice**

- Rice can contain spores of a type of harmful bacteria that may not be killed by cooking or reheating
- Wash rice thoroughly before cooking
- Keep cooked rice hot until serving or chill it down as quickly as possible and keep it in the fridge
- If rice is left out at room temperature spores can multiply and produce toxins that cause food poisoning. Reheating will not get rid of these.

## ■ **Pulses e.g. beans**

- Use tinned pulses which have been soaked and cooked already.

## ■ **Shellfish**

- Buy from a reputable supplier, serve ready cooked prawns cold or re-heat them until piping hot all the way through.



# ***Cooling Hot Food***

- Cooked food that will not be served immediately must be chilled down as quickly as possible and then put in the fridge to help avoid harmful bacteria build-up if food cools slowly.
- Aim to reduce the food temperature to 5°C or colder within 90 minutes. (This is not a legal requirement but a recommendation.)
- Protect all food from contamination while it is cooling by covering it and placing it in a clean area.



# ***Options for Chilling Down Food Quickly***

You can use one or more of these

- Transfer the food to a clean cold container, cover and move to the coolest part of the kitchen
- Divide food into smaller portions or spread out over a larger surface area.
- Cover pans of hot food and stand in cold water
- Remove cooked meat joints and whole chickens from their juices, place them in clean containers with enough air to circulate
- Stir food regularly while it is cooling



# *Reheating Food*

Q. Reheating food is a common cause of food poisoning – why?

A. Only reheat food once so the food does not keep going through the danger zone

- Remove the food from the fridge just before reheating and serving
- Follow the manufacturer's instructions on packaged food
- Preheat the oven before reheating
- If using a microwave to reheat food you have cooked yourself stir it while reheating (this helps to prevent it being hot at the edges and cold in the centre)
- If using a microwave to reheat a packaged product, follow the product manufacturer's instructions including advice on standing and stirring.
- You can speed up the reheating process by using smaller portions
- Reheat food until it is piping hot all the way through. The minimum temperature should be 75°C for 2 mins. Use a clean temperature probe to check this
- Serve reheated food immediately unless it is going straight into hot holding
- Discard any leftovers of reheated food



# *Hot Holding*

Very important to keep food hot until serving to prevent harmful bacteria from growing

- Use the hot cupboard for this and preheat it before putting any food in it (Temperature to preheat the hot cupboard covered later). Intended for hot holding only, not for cooking or reheating food
- Food must be cooked thoroughly and piping hot before hot holding begins.
- **It is a legal requirement that hot food must be kept above 63°C**
- **You can take food out of hot holding to display it for up to two hours. You can do this only once – why?**
- If food is out of hot holding for more than two hours reheat the food until it is piping hot and put it back in hot holding and keep it at a safe temperature until it is used, or throw it away
- Check that the food in hot holding is above 63°C by using a clean temperature probe



# ***Displaying Food, Checking Temperatures & Covering Food***

- Food displayed for service must be protected against contamination. Cover food with lids or cling film.
- Provide tongs, spoons and slices for those serving themselves, replacing them regularly for clean ones
- To meet the temperature requirements of food in each stage of the food preparation process food has to be checked using a digital thermometer.
  - Records have to be made of the temperature readings. The probe will be cleaned in between readings with wipes.
- Covering Food – at any point in food preparation process:
  - Keep food properly covered to help protect it from harmful bacteria.
  - Cover using kitchen foil, cling film or food grade plastic boxes (which are washed, disinfected and dried between uses).
  - Never reuse foil or cling film



## ***5. Contamination and Cleaning***



# *Allergies*

It is now law that if someone eats food and suffers from any allergy, we are liable

- If someone eats a food which they are allergic to it can be life threatening
  - If someone asks if a dish contains a certain food, check all the ingredients in the dish (and what they contain) as well as what you use to cook the dish, thicken a sauce and to make a garnish or salad dressing. Never guess.
1. Check within the church family if anyone has a food allergy
  2. If guests are invited to an evangelistic event you must check with them if they have any allergies
- A system will be set up to deal with the above two situations



## ***Recap - Hazards***

Q. Thinking back to hazards, we said that a hazard was anything that could cause harm to consumers. Which were the three categories of hazards?

1. Microbiological,
2. Chemical
3. Physical



# ***Physical and Chemical Contamination Prevention***

By law food handlers must protect food from contamination.  
(This includes microbiological contamination)

- Store cleaning materials and chemicals including those used to control pests separately from food. Make sure they are in clearly labelled containers designed for that purpose. (Cleaning materials cupboard is under the pot washing sink.)
- Clear and clean as you go and throw away packaging as soon as you remove it
- Repair or replace any damaged equipment or utensils
- Dispose immediately of any broken glass safely
- If any food does get physically or chemically contaminated throw it away
- Keep food covered
- Make sure that cleaning materials are suitable for surfaces touched by food

*Watch Personal Hygiene DVD clip and handwashing DVD clip.*



# *Cleaning*

Cleaning is essential to get rid of harmful bacteria and stop them spreading to food.

- General points to remember when cleaning
  - Before you start cleaning make sure that food is safely stored out of the way
  - Switch off and isolate electrical equipment
  - Follow manufacturer's instructions on safely using cleaning chemicals, including dilution rates, contact times and rinsing.
  - Wear protective clothing appropriate for the task
  - Never mix chemicals together
  - Do not be distracted
  - Regularly wash/wipe and disinfect all hand contact surfaces and allow them to dry naturally. See section "What to disinfect"



# ***Clear and Clean as You Go***

This means clearing and cleaning up immediately after every task

- Before preparing/serving food, clean any worktops used for containers that may have been in contact with dirty surfaces during transportation.
- Take extra care when throwing away packaging and food waste from raw meat and poultry and eggs
- Clear away small kitchen equipment as soon as possible and put it through the dishwasher or wash by hand.
  - This will prevent bacteria spreading from it to the work surfaces or food
- Wash or wipe away spills as soon as they happen. Disinfect work surfaces after wiping up spills from raw meat and poultry or eggs.
- Wash work surfaces and equipment thoroughly between tasks. Use a new cloth or one that has been washed and disinfected to clean work surfaces before preparing ready to eat food. (See also section on cloths)



# Cloths

*A copy of this on kitchen wall and /or in food safety folder.*

*EHOs do not like to see dishcloths and tea towels left around the kitchen as they are a top cause of cross contamination.*

- Use single use cloths (a piece of kitchen roll) for the following - mopping up spills, wiping hands, wiping the sides of dishes before serving, drying ingredients, wiping surfaces on which have been raw meat or poultry, eggs or raw vegetables
- Use a new or freshly cleaned cloth to wipe work surfaces, equipment or utensils that will be used with ready to eat food
- At the beginning of a fellowship lunch, cookery lesson with the school, tea and coffee ministry on a Sunday morning, Mothers & Others session, or any food preparation session in the kitchen get out clean tea towels and blue criss-cross J cloths. At the end of the session or part way through the session as necessary put the dirty tea towels in the “Used tea towel” box. The tea towels will be taken home to wash on a hot cycle.
- 3 different coloured J cloths in the kitchen for different jobs.
  - Blue criss-cross For work surfaces and equipment - (3p each - throw away at end of session)
  - There is an additional blue criss-cross J-cloth for use in the week – (thrown away weekly)
  - Green For washing up by hand at the Potwash sink - (washed and re-used weekly)
  - Pink For tables outside the kitchen - (washed and re-used weekly)
- Clean tea towels are in the kitchen drawers and clean J cloths in the dishwasher cleaning materials cupboard.



# ***Detergents, Disinfectants & Sanitisers***

## **Detergents**

- A chemical (e.g. washing up liquid) used to remove grease, dirt and food. Used for general cleaning.

## **Disinfectants**

- Some kitchen equipment and areas in the kitchen must be disinfected after they have been cleaned, these are items that come into contact with food.
- Disinfectant will reduce bacteria to a low safe level. This can be achieved by the use of: very hot water at 82C or hotter, steam, or chemical disinfectants
- Chemical disinfectants destroy enough bacteria to safeguard health, even though they cannot kill all food poisoning bacteria and their spores
- Use after cleaning because they cannot remove grease and dirt
- They must be left on the surface long enough to work properly (Contact time)

## **Sanitisers**

- Instead of using a detergent followed by a disinfectant you can use a sanitiser which is both a detergent and disinfectant. For heavier cleaning, clean first using a detergent (hot soapy water) then rinse with clean water and then use a sanitiser as above

*Activity – To clean or to disinfect, see sheet from Reading Borough Council*



# ***What to Disinfect?***

- For small equipment including crockery and cutlery, wherever possible put it through the dishwasher.
- Food contact surfaces (especially those which come into contact with raw or high risk food), including chopping boards
- Hand contact surfaces including sinks, work surfaces, handles of doors, refrigerators, freezers, cupboards, drawers, taps and switches
- Contamination and bacteria multiplication hazards such as cloths, mops, waste bins and their lids. Clean and disinfect mops and cloths soon after use and leave them to dry in the air. Do not leave them to soak in disinfectant longer than the manufacturer's recommended contact time because bacteria may become resistant to the chemicals.



# ***Rubbish Disposal***

- Food waste and other rubbish such as food packaging can be a source of bacterial and physical contamination and can attract pests if not disposed of properly.
  - Line bin with a disposable polythene sack
  - Leave bin lids closed unless you are throwing something away
  - A bin in constant use such as when it is used for the waste from plates at a fellowship lunch may be used without a lid. Empty as soon as the task is finished
  - Remove rubbish throughout the day as soon as each bag becomes full
  - Never let a bin overflow nor leave rubbish inside food premises overnight, it will attract pests
  - Keep bins, their lids and the area around them clean and tidy
  - The foot operated bin is for regular use in the kitchen. The larger bin is for fellowship lunches and when it is in constant use it may be used without the lid
  - Wash your hands after dealing with rubbish and bins



# ***Pest Control***

**Pests spread harmful bacteria and contaminate food. They also damage the structure of the premises and equipment**

- Rats are a particular problem as they can urinate on food and this contains a chemical that can kill you
- Prevention is better than treatment so good cleanliness and tidiness is vital
- If you think any equipment, surfaces or utensils have been touched by pests; they should be washed and disinfected.
- Make sure that no food or dirty crockery is left out at night, as these are a source of food for pests
- Keep food covered at all times
- Throw away any food you think may have come into contact with pests
- A fly killer is fitted in the kitchen to help prevent problems with pests
- Please report any sign of pests
- Pests are insects, beetles, rodents and birds
- The main signs of pests are: Dead bodies (mainly insects, rodents, birds), droppings, unusual smells, scratching, pecking or gnawing sounds, gnawed pipes/cables/fittings, damaged packaging, damaged food and spillages, eggs, larvae, pupae, feathers, fur, nesting material, paw/claw prints, smears and rat runs (rodents)



# ***6. Miscellaneous***



# ***Kitchen Equipment***

## ***Maintenance***

- Throw away any cracked or chipped dishes or crockery
- Use equipment in the correct manner
- Report any structural damage in the kitchen, or equipment/utensils that are damaged or have loose parts

## ***First Aid Kit***

- The law requires businesses to have an adequate and appropriate first aid equipment, facilities and personnel on site to enable first aid to be given
- The first aid box should contain:
  - Blue plasters, Scissors, Bandage, Safety pins, Sterile dressing



# *Dishwasher*

- Follow the instructions on its use – see wall chart.
- Wash crockery and everything that is dishwasher proof in the dishwasher.
- Water in dishwasher is not renewed completely on each cycle, so washing quality is affected by amount of food residue on crockery and cutlery.
  - Wash off the worst food residues using the pot wash spray
- Make sure the machine is stacked without blocking the cleaning jets.
- The rinse cycle usually operates between 82-89C
- When the dishwasher has finished its cycle leave crockery and equipment to air dry (preferable) or dry with a clean tea towel



## ***Washing Up by Hand***

- Wear rubber gloves if necessary for protection against hot water and chemicals
- Scrape off any excess food and wash in hot water with diluted detergent using cloth or brush.
- Rinse with very hot water ideally at 82°C or more for 30 seconds.
- Air dry on rack if possible, or use a tea towel. (The “weekly!” tea towel will be changed twice a week).