

# Keeping **the food** **we serve** safe

Guidelines adapted from 'Safer food better business for caterers'  
by Food Standards Agency [food.gov.uk](http://food.gov.uk)



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## Cross-contamination

This is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto food from other food, surfaces, hands or equipment. To help reduce the risk of cross contamination all kitchen users are please asked to do the following:

### Personal hygiene

- Wash hands before preparing food
- Wear a clean apron when preparing food
- Long hair should be tied back when preparing food
- Watches and rings with stones should ideally be removed when preparing food
- Try not to eat or drink when handling food and avoid touching faces if you have to blow your noses wash your hands again before handling any food
- If you are unwell please do not handle food especially if have suffered with vomiting and/or diarrhoea in the last 48 hours
- Cover any cuts or sores with a bright coloured plaster before handling food

### Cloths

- When clean surfaces before use and after handling raw meat/poultry, eggs or raw vegetables use anti bacterial spray and paper cloths that can be thrown away
- Ensure all used dishcloths are put in the container ready for washing

### Separating foods

- In the fridge make sure all raw meat/poultry, eggs and fish are stored at the bottom, raw vegetables should be above with ready to eat foods at the top

## Cleaning

Effective cleaning is essential to get rid of harmful bacteria and stop them spreading to food. To help reduce the risk of spreading bacteria all kitchen users are please asked to do the following:

- Wash hands thoroughly, using the hand wash sink and following hand washing procedure displayed
- Hands should be washed
  - when entering the kitchen
  - after emptying the bins
  - after any cleaning
  - after touching a cut or blowing our nose
  - after touching items such as phones, light switches door handles
- When cleaning surfaces use anti bacterial spray with paper towels
- The temperature probe must be cleaned after each use using anti bacterial wipes
- Washing up should ideally be done using the dishwasher if not use hot soapy water and then rinse using very hot water
- All washed items should ideally be left to air dry or dried using clean disposable cloth (if teatowels are used change as soon as they become damp and insure they are taken away to be washed)
- Clear and clean as you go cleaning up spills when they happen and making sure that surfaces where raw food has been are disinfected
- Ensure all surfaces in the kitchen are clean before leaving

## Chilling

Chilling food properly helps to stop harmful bacteria from growing. To help reduce the risk of bacteria growing all kitchen users are asked to do the following that apply to your use of the kitchen:

- If you pre cook food it should be chilled down as quickly as possible and put in the fridge
- Options to chill down food include
  - Divide food into smaller portions
  - Cover pans of hot food and move to a colder area or stand in cold water
  - Stir food regularly when chilling
  - Spread food out in something with a larger surface
- If you are using food that needs defrosting before cooking
  - The best way is to allow enough time for items to defrost in the fridge thus keeping them at a safe temperature as they defrost
  - Putting items in a container and running cold water over the container with help items to defrost without the outside becoming too warm
  - If you defrost at room temperature ensure you follow the manufacturer's defrosting instructions and that the food is left at room temperature for the minimum time
- If you need to freeze food
  - Chill down following guidelines above
  - Divide into smaller portion sizes
  - Freeze as soon as chilled but within a maximum of 11/2 hrs
  - Use suitable foil containers with lids and date labels

## Cooking

It is essential to cook food properly to kill any harmful bacteria and make it safe to eat. To help reduce the risk of harmful bacteria being present in food served from the kitchen all kitchen users are please asked to do the following:

- Ideally all cooking should be done on the premises and not brought from home and reheated (see separate sheet for instructions on safe reheating)
- Where appropriate follow manufacturers cooking instructions
- Always preheat ovens grills etc.
- Do not let raw food touch or drip on cooked food
- Always use separate/clean utensils for raw and cook food
- Make sure liquids such as soups and sauces bubble rapidly and stir regularly during heating
- Use the temperature probe to check all food is cooked to a temperature of 82°C
- Once cooked food should ideally be served immediately
- If food is not being served immediately it should ideally be chilled and refrigerated
- Any food not chilled and refrigerated can be reheated once in the first 2 hours
- Any food not chilled and refrigerated must be thrown away after 2 hours

## Reheating

It is very important to reheat food properly to kill any harmful bacteria that may have grown since the food was cooked. To help ensure any harmful bacteria is killed all kitchen users are asked to do the following if reheating food in the kitchen:

- Always preheat oven before putting food in to reheat
- If using a microwave stir the food a number of times during reheating
- It is important to serve reheated food immediately and not keep it warm for more than the time taken to serve
- Only reheat food once any unused food should be thrown away
- Use the temperature probe to check all food is reheated to a temperature of 82°C

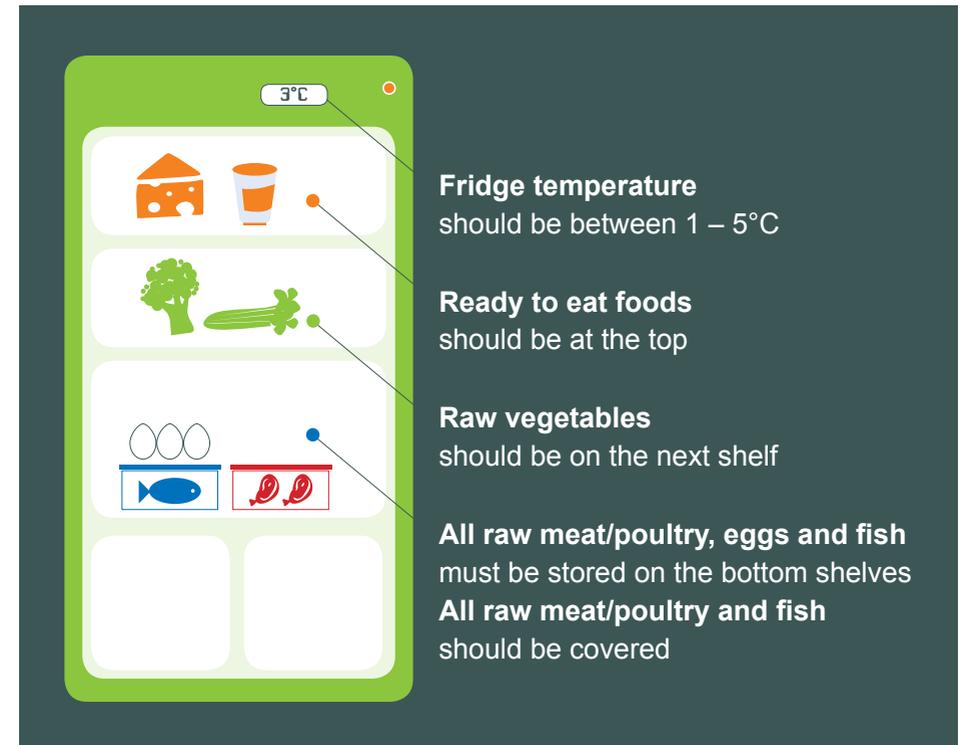
### Ready to eat food

*(mainly the sort of food served at Jacob's Join)*

It is important to handle ready to eat food safely to protect it from harmful bacteria. By kitchen users applying the following guidelines food should be protected from these harmful bacteria.

- Keep all ready to eat food separate from raw foods including unwashed vegetables
- Keep all foods covered until time to serve
- Keep all chilled food in the fridge until time to serve
- Use clean utensils for cutting and transferring each food item i.e. clean the knife between cutting up a cheesecake and chocolate cake
- The maximum time this type of food should be left out is 4 hours before being binned
- If preparing fruit, vegetables and salad ingredients
  - Peel trim and remove outer parts
  - Wash thoroughly with clean water washing the cleanest first
  - Disinfect surfaces if vegetables had soil on
  - If taking food home it should be chilled immediately and you should advise others of this

## Storing food safely in the fridge



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