

FOOD PREPARATION GUIDELINES

- **WASH AND DRY YOUR HANDS THOROUGHLY BEFORE HANDLING READY TO EAT FOOD AND AFTER TOUCHING RAW FOOD – ESPECIALLY RAW MEAT OR POULTRY**
- **USE DIFFERENT CHOPPING BOARDS/WORK SURFACES FOR RAW FOOD AND READY TO EAT FOOD**
- **USE DIFFERENT EQUIPMENT AND UTENSILS FOR RAW AND READY TO EAT FOOD WHEREVER POSSIBLE**
- **CLEAN EQUIPMENT AND SURFACES THOROUGHLY BEFORE AND AFTER USE**
- **AVOID UNNECESSARY HANDLING OF FOOD – USE CLEAN TONGS, PLATES OR TRAYS INSTEAD**
- **KEEP CHILLED FOOD OUT OF THE FRIDGE FOR THE SHORTEST TIME POSSIBLE DURING PREPARATION**
- **NEVER USE FOOD AFTER THE ‘USE BY’ DATE**
- **FOLLOW ANY STORAGE INSTRUCTIONS ON THE PRODUCT LABEL OR PACKAGING.**

STORAGE PROCEDURES

Remember frozen food should be frozen at a minimum temp of -18°C and chilled food a minimum temp of 8°C (5°C is considered good practise).

Frozen foods

If food that is cooked on the premises is frozen please use clean containers with tight fitting lids and label clearly the food item, date frozen, use by date and food handler's name. Always note freezer temperature and always close door immediately.

Refrigerated foods

Move old stock to front or top of pile if stacking. Ensure everything is clearly identifiable and clearly displaying use by or best before dates. Cooked food should be allowed to cool to room temperature before being refrigerated.

- **Dispose of all food which is beyond its shelf life.**
- **Store raw meat and poultry on bottom shelf to avoid cross-contamination of "ready to eat" foods.**
- **Wash hands both before and after completing task.**

The guidance below is intended to provide information on good hygiene practice. All hirers are expected to take appropriate steps to ensure that they adopt the highest food safety and hygiene practices.

1. Keep yourself clean and wear clean overclothing – e.g. an apron.
2. Always wash your hands thoroughly, especially:
 - Before handling food
 - Before starting to serve
 - After blowing your nose
 - After smoking
 - After using the toilet
 - After every break
 - After handling raw foodHand washing facilities should always be available. Antibacterial hand wipes may also be frequently used.
3. Do not allow anyone to handle food who is suffering with an upset stomach until at least 48 hours have passed since their last symptom e.g. diarrhoea or vomiting.
4. Do not smoke, eat or drink (including tasting of the food) in any area where food is being handled.
5. Do not cough or sneeze over the food.
6. Make sure cuts and sores are covered with a **waterproof** dressing.
7. Keep pets away from food preparation and storage rooms while food is being prepared.
8. Do not allow the kitchen to be used for laundering washing during food preparation.
9. Wherever possible carry out the preparation and cooking of raw food first, then wash all surfaces and equipment and finally disinfect with a sanitiser. Afterwards, deal with the cooked and prepared foods. This will avoid contaminating food that is ready to eat.
10. Do not make dishes which contain uncooked eggs as the raw eggs could cause **Salmonella** food poisoning.

11. Do not prepare food too far in advance. Once cooked, quickly chill the food and place in a fridge, preferably below 5°C until required. Inexpensive fridge thermometers are available at most supermarkets and shops selling kitchen equipment.
12. Do not let raw foods such as meat or poultry come into contact with food that is ready to eat. Place raw foods on the lowest shelf in the fridge, but not above a salad drawer.
13. When transporting food to the event follow these simple rules:
 - Put food in covered containers, keeping raw and cooked food separate at all times.
 - Carry perishable foods such as cold meats, sandwiches, cooked rice etc. in cool boxes with ice packs.
 - Make the journey time as short as possible.
 - Remove food from the vehicle on arrival and place in a cool sheltered spot or in refrigerator until required.
14. Keep all food either covered or wrapped for as long as possible to avoid contamination from flying insects etc.
15. Do not display food in direct sunlight or leave food standing around for several hours before serving.
16. Do not store food for serving from the stall on the ground where it could become contaminated.
17. If food is to be served hot make sure that it is piping hot before serving. Wherever possible avoid reheating food.
18. Avoid all unnecessary handling of food e.g. use serving spoons or tongs.
19. Label any food containing nuts or other allergens to warn people with allergies.
20. Clean as you go. Keep all equipment and surfaces clean, for instance by using a sanitiser spray.
21. Provide plastic sacks or rubbish bins with lids for storage of waste.

COLOUR CODED CUTTING BOARDS

eliminate the risk of bacterial cross contamination during food preparation



RED

RAW MEAT



BLUE

RAW FISH



YELLOW

COOKED MEAT



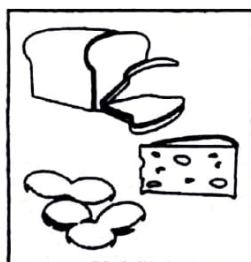
GREEN

SALAD & FRUIT



BROWN

VEGETABLES



WHITE

BAKERY & DAIRY

HYGIPLAS

Safe Storage of Food



DO:

- Store immediately delivery has been checked.
- Keep high risk perishable foods at 0°C.
- Protect food from contamination.
- Keep storage areas clean and dry.
- Rotate stock.
- Check date mark, packaging and condition of food.
- Store cleaning chemicals and materials separately in clearly labelled areas.
- Follow basic rules of food hygiene.



DO NOT:

- Store raw food with cooked food.
- Store raw meat or poultry at top of refrigerator.
- Use same utensils for raw and cooked food.
- Store cleaning materials with food products.
- Use out of date food products.

Safe use of Ovens and Cookers



DO:

Always use protective equipment supplied.

Always wear clean protective clothing.

Be aware of other people and hazards when transferring hot foods and liquids.

Before cleaning turn off mains supply and allow to cool.

Clean equipment regularly.

Switch off when not in use.

Report all faults immediately.



DO NOT:

Use this equipment unless authorised and trained to do so.

Dry towels or wet cloths on this equipment.

Use defective equipment

Safe use of Knives



DO:

Select the right knife for the task.

Keep knives sharp and handles in good condition.

Use a firm grip and even pressure when cutting.

Always cut downwards and away from body.

Ensure cutting block and table are clean and stable.

Store knives in protective sheaths or blocks

Ensure sufficient working area so as not to be at risk of being bumped by another person while using a knife or placing another person at risk.



DO NOT:

Attempt to catch a falling knife

Walk around with a knife in your hand.

Leave knives lying around

Place unsheathed knives in drawers or cupboards

Leave knives in washing up water