

Food Safety Management System - Assured Safe Catering Procedure

Approval and Authorisation Derbyshire County Council - Adult Social Care

Name	Job Title	Date
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Authorised by:	Policy and Procedures Group	April 2005
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Authorised by:	Quality and Compliance	May 2015

Change History

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V6.0	May 2015	Inclusion of Advice re food brought into the home by relatives, friends or residents	Sheila Murdoch
V7.0	September 2017	Review and update	Sheila Murdoch
V7.1	September 2018	Amendment to legislation in Introduction	Sheila Murdoch

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V7.2	April 2019	Introduction of section on cooking eggs	Sheila Murdoch

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V8	December 2020	Incorporates present guidance on Cleaning cloths Acrylamide and Use of colour coded equipment to prevent cross contamination Kitchenette Folder	Sheila Murdoch
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This information is to be used by all food handling staff. It contains procedures and good practice and is a working document based on the Food Hygiene Policy which is contained within the Catering and Domestic Services Procedures. This document will be reviewed on a regular basis – if you would like to make any comments, amendments, additions etc please email Phil Robson– Procedures and Information, phil.robson@derbyshire.gov.uk

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Title Page

Assured Safe Catering

Establishment name.....

Date implemented.....

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Introduction

Food safety legislation:

- [Food Safety Act 1990](#) as amended
- [The Food Safety and Hygiene \(England\) Regulations 2013](#)

Requires all establishments producing food to:

1. Operate hygienically
2. Have a documented system of hazard analysis in place to control food hazards
3. Supervise and instruct and/or train staff in hygiene matters commensurate with their work activities.

Assured safe catering is a system to control food safety problems. It was developed by the Department of Health and is based on Hazard Analysis and Critical Control Points (HACCP).

It involves examining the catering operation step by step, from selection of ingredients to serving the service users. By careful analysis any operation which may affect the safety of the food is identified.

The information contained in this document is to be used by all food handling staff. It contains procedures and good practice and is a working document based on the Food Hygiene Policy which is contained within the Catering and Domestic Services Procedures. Hazard Analysis and Critical Control Points.

All our establishments follow a similar pattern in the purchasing, preparation and cooking of food. This system of Assured Safe Catering breaks down the catering operation into individual steps e.g. storage, preparation, serving, etc. The hazards associated with each step are then identified.

A hazard is anything that may cause harm to a consumer and maybe:

- biological - e.g. salmonella in chickens
- physical - e.g. flaking paint in food
- chemical - e.g. cleaning chemicals in food
- allergens - e.g. gluten, milk, eggs etc

Next, preventative measures are listed for each hazard and finally control points identified. These control points are a step or procedure which must be applied so that a food safety hazard can be prevented, eliminated or reduced to an acceptable level.

All these control points must be recorded by food handling staff so that managers can monitor the system effectively. Monitoring forms are included at the end of this document.

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Implementing the Assured Safe Catering System

The assured safe catering system must be personalised:

- by filling in the establishment name on page 4
- by ticking all steps that apply within each process pages 10 - 32

It is the responsibility of the unit manager to implement this system and ensure that all food handling staff are aware of the steps that relate to their work.

A food handler is defined as any person who can affect the hygiene of the food. Therefore, if care staff serve food, they must be aware of the relevant steps. The staff's understanding of these procedures must be observed and monitored and discussed during supervision.

Monitoring the Assured Safe Catering System

Having implemented the system, unit managers must monitor the standards being achieved by using the quarterly hygiene checklist. This checklist forms part of this document.

On completion of the hygiene audit this and all the relevant monitoring forms for the last 3 months must be transferred to a 'prove it' file. **See section 8.**

The 'prove it' file and personalised copy of assured safe catering must be kept in the kitchen.

The environmental health officer will be checking that the food safety management system (assured safe catering) is fully implemented, monitored and recorded. Any shortfalls such as staff not recording temperatures and carrying out cleaning on the frequencies on the rota will be picked up and will be commented on in their report. It will also affect the star rating given under the 'scores on the doors' scheme. **See section 10 for more details.** Having implemented the system, unit managers must monitor the standards being achieved by using the quarterly hygiene checklist. This checklist forms part of this document.

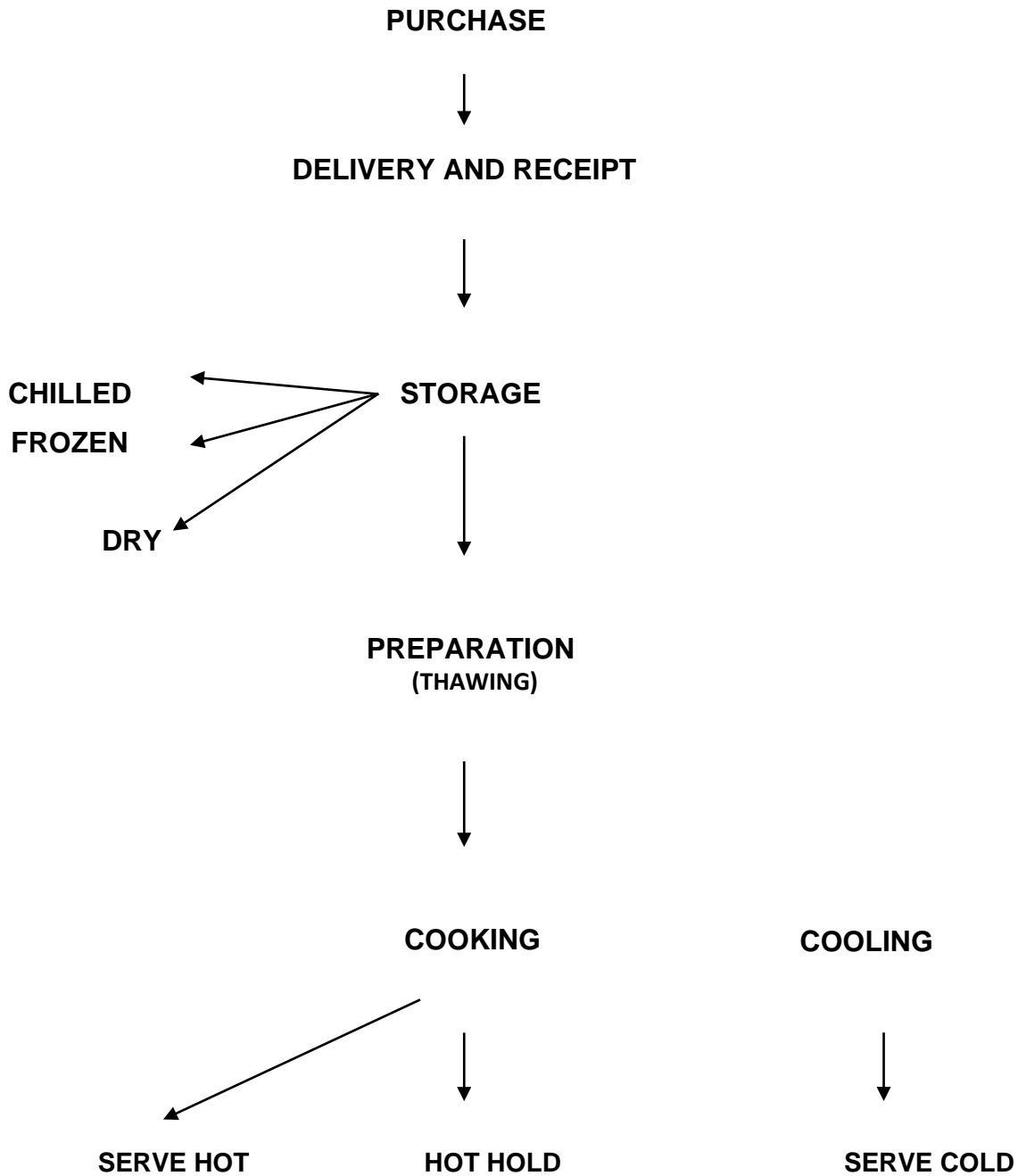
On completion of the hygiene audit, this and all the relevant monitoring forms for the last 3 months must be transferred to a 'prove it' file. **See section 8.**

The 'prove it' file and personalised copy of assured safe catering must be kept in the kitchen.

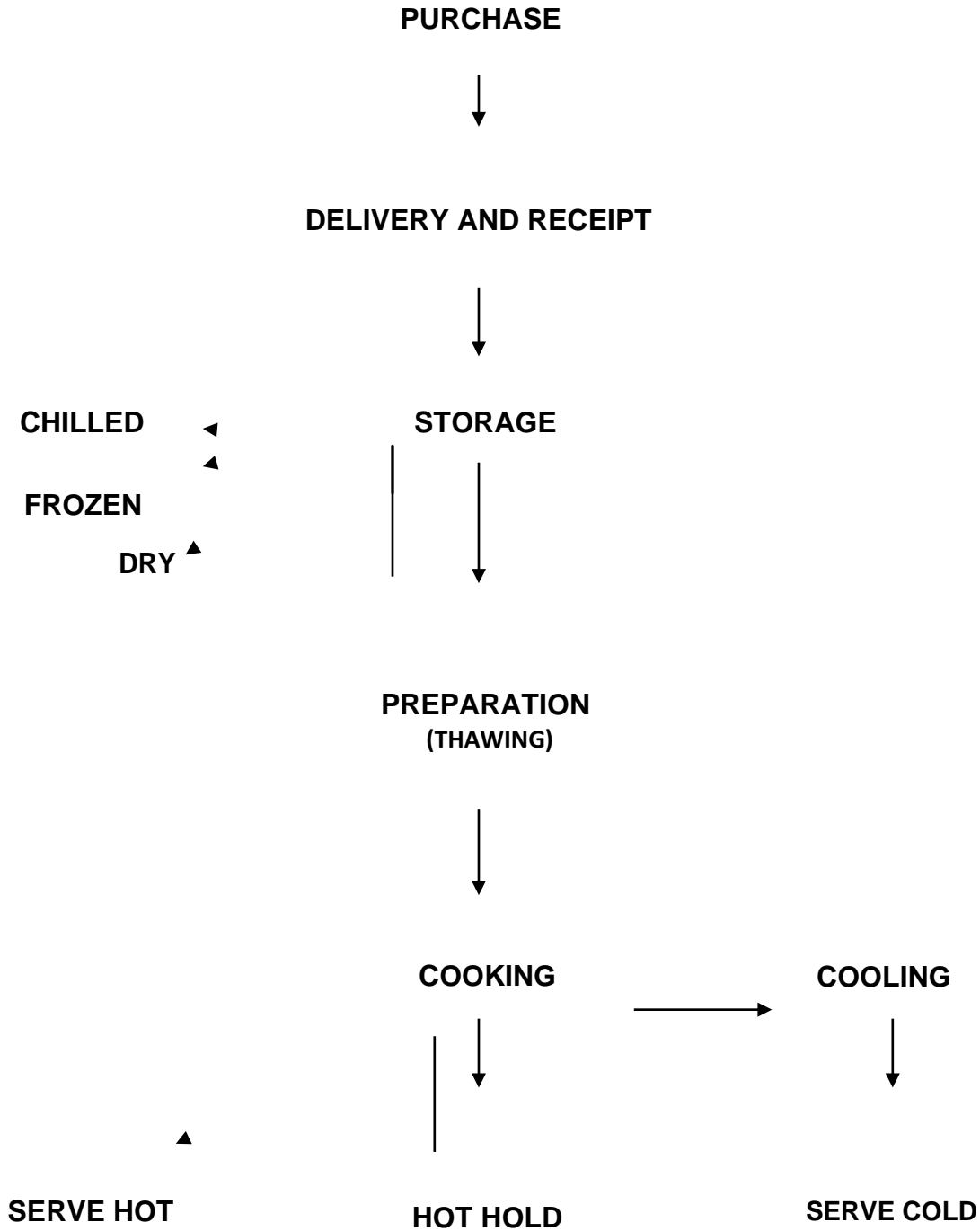
The environmental health officer will be checking that the food safety management system (Assured Safe Catering) is fully implemented, monitored and recorded. Any shortfalls such as staff not recording temperatures and carrying out cleaning on the frequencies on the rota will be picked up and will be commented on in their report. It will also affect the star rating given under the 'Scores on the Doors' scheme. **See section 10 for more details.**

Assured Safe Catering

Flow diagram showing the steps in the catering operation that are contained in the analysis for Assured Safe Catering



Flow diagram showing the steps in the catering operation that are contained in the analysis for Assured Safe Catering



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Hazards, Preventative Measures and Control Points

Other steps which could affect the safety of the food are:

- personnel
- cleaning
- pest control
- structure
- production of acrylamide - a chemical that is formed naturally when some foods are cooked at high temperatures (above 120°C) such as by frying, roasting, baking, grilling and toasting

Establishments with blast chillers will require the following steps:

- blast chilling
- reheating

Establishments exporting meals will require:

- exporting hot and cold food

Establishments receiving exported meals will require:

- receiving hot and cold food

Please contact the Catering and Domestic Services Manager or Catering Development Officer for these specific steps.

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Assured Safe Catering Steps

1. Local Purchasing
2. Delivery and Receipt
3. Chilled Storage
4. Frozen Storage
5. Dry Storage
6. Thawing
7. Preparation
8. Cooking - including cooking eggs with soft yolks and preventing the formation of Acrylamide
9. Hot Holding
10. Cooling Hot Food
11. Service – Hot
12. Service – Cold
13. Personal Hygiene
14. Cleaning
15. Pest Control
16. Structure of Premises

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LOCAL PURCHASE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
<p>Bacterial:</p> <p>Food transported at incorrect storage temperatures</p> <p>Food is past 'use by' or 'best before' date</p> <p>Cross contamination if raw and cooked meats are delivered in the same container</p> <p>Bacterial growth on high risk foods</p> <p>Frozen food is starting to defrost</p> <p>Food is starting to decompose</p> <p>Canned foods are dented, blown or rusty</p> <p>Pest infestation of packaging and containers</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food purchases will be made from contracted suppliers. See suppliers detailsheet <input type="checkbox"/> Delivery vehicles must be clean and delivery personnel have clean over-clothing and practice good hygiene <input type="checkbox"/> All deliveries to be checked visually, prior to storage <input type="checkbox"/> Chilled and frozen food will be checked and stored within 15 minutes <input type="checkbox"/> No goods will be accepted which will not be used prior to the date codes being exceeded <input type="checkbox"/> Damaged canned goods will not be accepted. <input type="checkbox"/> Raw and cooked meats delivered in the same container will not be accepted <input type="checkbox"/> Foods to be checked for freshness, poor quality goods will be returned <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination will not be accepted <input type="checkbox"/> Cleaning products and food delivered in the same container will not be accepted 	<p>On arriving at the Unit:</p> <p>All chilled food deliveries to be temperature tested, recorded and only accepted if less than 8°C</p> <p>All frozen food deliveries to be temperature tested, recorded and only accepted if less than -12°C</p>	<p>Reject any food not meeting the correct temperatures</p> <p>Review shopping procedures</p>
<p>Physical:</p> <p>Packaging materials in poor condition</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination are not accepted 		<p>Reject any goods with damaged packaging</p>

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LOCAL PURCHASE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Cleaning products and food delivered together	Tick box if you do this: <input type="checkbox"/> Cleaning products and food delivered in the same container are not accepted		Reject any deliveries where this occurs
Allergens: Food delivered for a specific allergen free diet contaminated from other foods	<input type="checkbox"/> Packaging checked		Reject any goods with damaged packaging

Refer to Hazard Analysis on Personal Hygiene and Cleaning

DELIVERY AND RECEIPT			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Food transported at incorrect storage temperatures Food is past 'use by' or 'best before' date Cross contamination if raw and cooked meats are delivered in the same container Bacterial growth on high risk foods Frozen food is starting to defrost Food is starting to decompose Canned foods are dented, blown or rusty Pest infestation of packaging and containers	Tick box if you do this: <input type="checkbox"/> Food is purchased from contracted suppliers. See suppliers detail sheet <input type="checkbox"/> Any local purchases are made from designated suppliers with a 5 star hygiene rating. See suppliers detail sheet <input type="checkbox"/> Delivery vehicles must be clean and delivery personnel have clean over clothing and practice good hygiene <input type="checkbox"/> All deliveries are checked visually, prior to storage <input type="checkbox"/> No goods are accepted which will not be used prior to the date codes being exceeded <input type="checkbox"/> Raw and cooked meats delivered in the same container are not to be accepted <input type="checkbox"/> Foods checked for freshness, poor quality goods are returned <input type="checkbox"/> Chilled and frozen foods are temperature checked and stored within 15 minutes <input type="checkbox"/> Quality of food especially fresh fruit and vegetable is checked <input type="checkbox"/> Damaged canned goods are not accepted. <input type="checkbox"/> Packaging checked	All chilled food deliveries are temperature tested, recorded and only accepted if less than 8°C All frozen food deliveries are temperature tested, recorded and only accepted if less than -12°C Use red temperature probe for raw products and white/yellow temperature probe for ready to eat products	Do not accept any food not meeting these criteria When returning food complete the Food complaints form to report any difficulties with the delivery

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DELIVERY AND RECEIPT			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Physical: Packaging materials in poor condition	Tick box if you do this: <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination are not accepted		Reject any goods with damaged packaging
Chemical: Cleaning products and food delivered together	Tick box if you do this: <input type="checkbox"/> Cleaning products and food delivered in the same container are not accepted		Reject any deliveries where this occurs
Allergens: Food delivered for a specific allergen free diet contaminated from other foods	<input type="checkbox"/> Packaging checked		Reject any goods with damaged packaging

Refer to Hazard Analysis on Personal Hygiene and Cleaning

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CHILLED STORAGE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Growth of food poisoning bacteria Cross contamination of foods Food decomposing Refrigerator not maintaining a temperature between 1 - 5°C Condensation dropping onto food	Tick box if you do this: <input type="checkbox"/> Refrigerators are not overloaded and food is not placed directly in front of the cooling unit <input type="checkbox"/> Refrigerators are cleaned as per the cleaning schedule <input type="checkbox"/> Stock is rotated to ensure first in, first out <input type="checkbox"/> All food is wrapped, labelled and dated <input type="checkbox"/> Ready to eat and raw foods are stored in separate refrigerators or <input type="checkbox"/> Raw foods including eggs are stored beneath cooked foods <input type="checkbox"/> Food which has passed its use by date or is suspect in any way is disposed of <input type="checkbox"/> The temperature of food in refrigerators is checked twice a day <input type="checkbox"/> Only cool food (10°C – 15°C) is placed in the refrigerator	The temperature of food in refrigerators is checked twice a day and recorded to ensure that it is between 1-5°C	If above 5°C for no obvious reason e.g. door left open, contact Technical Services Kitchen Maintenance immediately In the event of refrigerator break down follow the Action List for Fridge and Freezer Breakdowns in the Catering and Domestic Services document. Dispose of any food immediately which exceeds 8°C. If below 1°C adjust thermostat to achieve critical limits
Chemical: Metal contamination from storing food in open cans	Tick box if you do this: <input type="checkbox"/> Food is decanted out of open cans for chilled storage		Dispose of any food stored in an open can
Physical:	Tick box if you do this: <input type="checkbox"/> All food is wrapped, labelled and dated		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Store food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning

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FROZEN STORAGE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
<p>Bacterial: Bacterial growth in thawing food if freezer not maintaining -18°C</p> <p>Food being stored longer than manufacturer's recommendations</p> <p>Bacterial growth if dense e.g. meat, food is frozen on site</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┘ All food is wrapped, labelled and dated. ┘ Ready to eat and raw foods are stored in separate freezers <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ┘ Raw food is stored beneath ready to eat foods ┘ Stock is rotated to ensure; first in, first out ┘ Food is disposed of if it is beyond the manufacturer's recommended date ┘ Fresh meat and fish is not frozen on site. (It can be purchased frozen from the frozen food contractor) ┘ Food once thawed is used within 24 hours and is not be refrozen 	<p>The temperature is monitored twice daily and recorded to ensure that it is between -18°C and -22°C</p>	<p>If above -18°C for no obvious reason e.g. door left open, contact Technical Services Kitchen Maintenance immediately</p> <p>In the event of refrigerator break down follow the Action List for Fridge and Freezer Breakdowns in the Catering and Domestic Services</p> <p>If below -22°C adjust thermostat to achieve critical limits</p>
<p>Chemical:</p>	<p>Tick box if you do this:</p>		
<p>Physical: Freezer Burn</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┘ All food is wrapped, labelled and dated 		
<p>Allergen: Cross contamination from other foods</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┘ Store food for allergen free diets separately and away from other foods ┘ All food is wrapped, labelled and dated 		<p>Dispose of any food not meeting this standard</p>

Refer to Hazard Analysis on Personal Hygiene and Cleaning

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DRY STORE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Pest infestation Stock exceeding the 'best before' dates Food deterioration	Tick box if you do this: <input type="checkbox"/> All food is stored off the floor <input type="checkbox"/> Open packets are stored in lidded containers <input type="checkbox"/> Cleaning is carried out as per schedule <input type="checkbox"/> Stock is rotated; first in, first out <input type="checkbox"/> Quality of food and date codes is checked prior to use	Cleaning schedules checked by Manager Hygiene audit by Unit Manager	Staff training Review on next hygiene audit
Chemical: Food stored near chemicals or other substances likely to taint	Tick box if you do this: <input type="checkbox"/> No chemical or cleaning agents are kept in the dry store, including mops and buckets		
Physical: Shelves and paint work in poor condition	Tick box if you do this: <input type="checkbox"/> Shelves and paint work are maintained in a good condition		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Store food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning

THAWING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Bacterial growth due to lack of temperature control Cross contamination from raw products Inadequate thawing Contamination from thawed liquid	Tick box if you do this: <ul style="list-style-type: none"> ┆ Thawing of all raw meat and poultry is kept to a minimum ┆ All perishable food is thawed on a tray in the refrigerator ┆ There is sufficient defrosting time as thawing in refrigerators takes longer and there is a greater risk of cross contamination ┆ Defrost raw food away from high risk, ready to eat foods ┆ Raw meat, fish and poultry is placed in a sufficiently deep tray to contain thawing liquid and placed at the bottom of the refrigerator ┆ Foods are covered for protection whilst thawing. ┆ Temperature test to ensure food is completely thawed ┆ Label defrosted food for later use with the date it was defrosted and a date it is used by i.e. within 24 hours ┆ Never refreeze thawed products ┆ All equipment and surfaces are thoroughly cleaned and disinfected before being used for other foods 	Temperature test and record the completed thawing temperature. It is between 0°C – 5°C	If higher than 8°C dispose of food. If between 5 °C - 8°C label and continue to store in the refrigerator and use within 24 hours If below 0°C thaw for longer
Chemical:	Tick box if you do this:		
Physical:	Tick box if you do this: <ul style="list-style-type: none"> ┆ Keep all food covered 		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> ┆ Thaw food for allergen free diets separately and away from other foods, ┆ All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning

PREPARATION			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
<p>Bacterial:</p> <p>Cross contamination from raw foods</p> <p>Cross contamination through poor hygiene practices</p> <p>Pest contamination</p> <p>Bacterial growth on food due to lack of temperature control</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┆ All equipment and preparation surfaces are clean and disinfected prior to use ┆ Raw food is prepared in the identified and labelled raw food area away from ready to eat food ┆ Separate utensils are used for raw and cooked, colour coded wherever possible ┆ All preparation surfaces are clean and dry ┆ Food is kept clean, cool and covered ┆ In summer only open windows if they are screened ┆ Food is not prepared too far in advance ┆ High risk food is kept in the ambient kitchen temperature for the minimum length of time <p>Raw food preparation</p> <ul style="list-style-type: none"> ┆ A disposable apron is worn when handling raw foods e.g. raw meat, fish and raw fruit and vegetables ┆ Cleaning raw food preparation area Pre-clean - Using disposable paper towels 2 stage disinfection - Stage 1 - Spray with diluted Sanitiser and leave for 30 seconds, dry with disposable paper towel Stage 2 – Repeat stage 1 ┆ Quality of ingredients is checked prior to preparation ┆ The cleaning rota is completed in compliance with the schedules 	<p>Hygiene audit by Unit Manager</p>	<p>If quality is poor, substitute the product and follow the food complaint procedures</p> <p>If food is contaminated, store away from other food items and clearly mark the food as 'unfit' follow food complaint procedures</p> <p>Staff training and supervision</p>
<p>Chemical:</p> <p>Inadequate control of cleaning products</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┆ All fresh fruit, vegetables and salad items are washed prior to use 		

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PREPARATION			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Pesticides and/or insecticides on food	<ul style="list-style-type: none"> ┘ Cleaning products are used at the correct dilution rate, via pump dispensers and spray bottles 		
Physical: Packaging, staff, premise.	Tick box if you do this: <ul style="list-style-type: none"> ┘ External packaging is removed away from food preparation areas. ┘ Building defects are reported to the manager and recorded in the diary 		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> ┘ Display the poster which identifies that purple coloured equipment will be used to prepare food that is suitable for customer with allergies. ┘ Prepare food for allergen free diets separately and away from other foods ┘ Use separate preparation equipment such as chopping boards, knives, baking equipment etc. in an easy to recognize colour i.e. purple ┘ Use a separate toaster for toasting gluten free bread, label it for use with gluten free products only ┘ All food is wrapped, labelled and dated 	<p>The poster is titled 'Colour Coding Chopping Boards & Knives' and features a list of seven categories with corresponding color-coded icons and knives:</p> <ul style="list-style-type: none"> RED - Raw Meat BLUE - Raw Fish YELLOW - Cooked meat GREEN - Salad and fruit BROWN - Vegetables WHITE - Bakery & dairy PURPLE - Allergens 	Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning.

COOKING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Multiplication Survival of bacteria and spores due to inadequate temperature control	Tick box if you do this: <ul style="list-style-type: none"> ┘ An order of work is planned which ensures that the time between an item of food being cooked and served is no more than 30 minutes ┘ All equipment is clean prior to use ┘ Rice, kidney beans and other pulses are boiled for 10 mins before simmering ┘ Large volumes of soups, stews and gravy are stirred in a figure of 8, every 10 mins to prevent cold spots forming ┘ Pan lids are kept on to prevent condensation ┘ Where ever possible food is prepared and cooked on the day it is eaten ┘ Food from previous meals are not reheated ┘ Joints of meat which are less than 2 kilos in weight ┘ Meat and poultry is checked to ensure it is cooked - juices run clear i.e. no blood present <p>NB A 35gm sample of all high risks foods cooked each day is stored in a labelled and dated sample bag in the refrigerator for 72 hours. High risk foods include cooked meat, cooked poultry and cooked meat and poultry products such as gravy and stock, milk, cream and custards, eggs, dairy products, fish including shell fish and cooked rice</p>	Test and record the cooked temperature of food using a sanitized, calibrated probe prior to placing in hot holding – it should be between 75° and 82°C (This includes eggs which means the yolk is set and not soft) For kitchens with Blast chillers only: When recording re-heated temperatures highlight the reheat temperature in a different colour	If less than 75°C cook the food for longer, or at a higher temperature until the correct temperature is reached If above 82°C reduce cooking time or temperature to achieve critical limits
Chemical: Incorrect use of cleaning products	Tick box if you do this: <ul style="list-style-type: none"> ┘ Use cleaning products at the correct dilution rate, via pump dispensers and spray bottles 		
Physical: Staff, equipment and premises	Tick box if you do this: <ul style="list-style-type: none"> ┘ Keep lids on pans 		

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COOKING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Incorrect use of cleaning products.	Tick box if you do this: <input type="checkbox"/> Use cleaning products at the correct dilution rate, via pump dispensers and spray bottles		
Physical: Staff, equipment and premises.	Tick box if you do this: <input type="checkbox"/> Keep lids on pans.		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Cook food for allergen free diets separately and away from other foods, <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Cleaning

COOKING EGGS WITH SOFT YOLKS			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
<p>Bacterial: Multiplication</p> <p>Not destroyed by temperature</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> ┘ Make sure hands are washed before and after handling shell eggs. ┘ Only use British Lion eggs by looking for the Lion Trade Mark. ┘ Store eggs in the refrigerator but acclimatise to room temperature before cooking for around 30 minutes before use. ┘ Store eggs separately from other foods especially raw meat and strong smelling foods. ┘ Check the best-before date stamped on each British Lion egg. Do not cook an egg with a soft centre if it has gone beyond its best before date ┘ Never use cracked or dirty eggs. ┘ Cooked egg dishes should be consumed as soon as possible after cooking. If eggs are not for immediate use, cool rapidly, date label and store in the refrigerator ┘ Time and temperature control are important factors in guaranteeing the safety of the eggs you serve to consumers. If salmonella is able to reach the inside of an egg, for example if the shell becomes contaminated, salmonella could grow if it reaches the yolk, which is more likely to happen if the egg is stored for more than three weeks. 	<p>Visual check by the Unit Manager.</p> <p>Hygiene audit by the Unit Manager.</p>	<p>Closer supervision and monitoring.</p>

ACRYLAMIDE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Acrylamide is a chemical that is formed naturally when some foods are cooked at high temperatures (above 120° C) such as by frying, roasting, baking, grilling and toasting. Legislation is in place to reduce acrylamide levels in food, as it has the potential to cause cancer in humans.	Purchasing Tick box if you do this: <ul style="list-style-type: none"> ┆ Store raw, unpeeled potatoes that are going to be fried, baked or roasted in a cool, dark place, above 6°C. Do not store in the fridge. ┆ When buying cooked products from a supplier tell them you will not accept over-baked or burnt products. 	Observation	Return any over baked items to the supplier and complete a food complaint form
	Preparation Tick box if you do this: <ul style="list-style-type: none"> ┆ Cut foods, such as potatoes, to similar sizes. ┆ Soak (for 30–180 mins) in cold water after cutting. Rinse with clean water and drain to remove excess starch 	Set a timer for a minimum of 30 minutes	Soak for longer even if this means that the meal is a little late,
	Purchasing Tick box if you do this: <ul style="list-style-type: none"> ┆ Where appropriate, follow the manufacturer’s cooking instructions for food products. ┆ Deep-fry potato products, such as chips and French fries to a golden yellow, or lighter colour. The oil temperature for cooking should ideally be below 175°C.to keep acrylamide levels low ┆ When deep-frying take care not to over-fill baskets. Fill the basket only half way for a more even cook ┆ Keep cooking oil quality at its best by skimming often to remove crumbs and food particles left in the oil, if left in the oil they will burn 	All food is cooked to a golden colour, see colour chart below	Dispose of foods that are over-cooked or burnt then review your cooking method, The cooking temperature may need to be lowered or the cooking time reduced or a different piece of cooking equipment used Train staff again on this safe method. Improve staff supervision. Repair or replace equipment that is broken or not working.

ACRYLAMIDE

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
	<ul style="list-style-type: none">┆ For deep fat fryers filter oil after every use and clean fryer thoroughly┆ When baking bread and sweet or savoury bakery Products, use the lowest oven temperature possible for the food and cook to a golden yellow, or lighter colour to reduce acrylamide levels┆ When cooking foods such as toast and toasted sandwiches do not over-toast or burn.┆ Where possible, set a timer to mark the cooking time. This could be on the oven or fryer or you can use a separate timer.		



HOT HOLDING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Spore germination due to lack of temperature control Condensation dropping onto food	Tick box if you do this: <ul style="list-style-type: none"> ┆ The hot cupboard or trolley is pre-heated for 90 mins prior to use ┆ All food is covered which is being stored Exceptions would be food which would become soft e.g. chips or pastries ┆ Foods are held hot only once 	Hot holding keeps food between 63°C/75°C Check and record the temperature of food if held for more than 20 minutes Hot hold for no more than 2 hours	If under 50°C, discard of the food immediately If between 50°C and 63°C reheat food and store in the oven until the equipment is repaired Report the failure of the hot holding equipment to the Unit Manager, who must report it immediately to Technical Services Kitchen Maintenance If above 75°C adjust thermostat to achieve critical limits
Chemical:	Tick box if you do this:		
Physical: Equipment	Tick box if you do this: Keep food lidded wherever possible		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> ┆ Store hot food for allergen free diets separately and away from other foods, ┆ All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on personal hygiene.

COOLING HOT FOOD			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Bacterial growth if cooling time is exceeded Cross contamination Pest contamination	Tick box if you do this: Where there is no blast chiller <ul style="list-style-type: none"> ┘ Cooling is avoided by preparing and cooking food on the day it is are eaten ┘ Only food that is to be served cold is cooked the previous day ┘ Cooked food is only out of temperature control for 90 minutes ┘ Hot food is cooled quickly, then place in the refrigerator ┘ Meat joints are below 2 kg in weight. Once cooked they are portioned or sliced, covered and left to cooled in the most appropriate place e.g. a cool room an open screened window or a sink of cold water ┘ Hot liquids are cooled in covered shallow containers positioned so that air can circulate around them or in a sink of cold water ┘ Rice, pasta and potatoes are cooled under cold running water Using a blast chiller <ul style="list-style-type: none"> ┘ Use blast chiller in accordance with the manufacturer's instructions 	Record the time and temperature when cooking was complete Cool food rapidly – cooling can be achieved more rapidly when portions are small When food reaches room temperature it is placed in the refrigerator. This should not be more than 90 minutes after cooking was complete Record the time and temperature when the food is transferred to the refrigerator Record the time and temperature when cooking was complete. Record time when cooling cycle is complete	Dispose of food. Review procedures to ensure correct temperature is reached within time limit
Chemical: Sprayed cleaning products	Tick box if you do this: <ul style="list-style-type: none"> ┘ Keep all cooling food covered 		

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COOLING HOT FOOD			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Physical: Staff, premises	Tick box if you do this: <input type="checkbox"/> Keep all cooling food covered		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Cool food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning

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SERVE HOT			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Contamination by food handler Cross contamination	Tick box if you do this: <input type="checkbox"/> Cooked food is not uncovered until service. See exceptions under Hot Hold <input type="checkbox"/> Separate serving utensils are used for different food items <input type="checkbox"/> Food is not served with fingers <input type="checkbox"/> At the end of service, all food is disposed of unless it can be served cold the next day. Follow the information on the cooling of food <input type="checkbox"/> The time between preparation and service is kept to a minimum.	Check and record temperature of food prior to service. It is above 63°C. Visual check by Unit Manager Hygiene audit by Unit Manager	If under 50°C, discard of the food immediately If between 50°C and 63°C reheat food and store in the oven until the equipment is repaired Report the failure of the hot holding equipment to the Unit Manager, who must report it immediately to Technical Services Kitchen Maintenance If above 75°C adjust thermostat to achieve critical limits
Chemical:	Tick box if you do this:		
Physical: Food handlers.	Tick box if you do this: <input type="checkbox"/> Do not serve food with fingers		
Allergen: Cross contamination from other foods.	Tick box if you do this: <input type="checkbox"/> Check recipes/allergen file, if allergen free dish required <input type="checkbox"/> Serve food for allergen free diets with separate utensils and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning

SERVE COLD			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Contamination by food handler Cross contamination	Tick box if you do this: Ambient display <ul style="list-style-type: none"> <input type="checkbox"/> Cold foods are stored in the refrigerator immediately on completion of preparation and only remove 20-30 mins prior to service, this includes sandwiches <input type="checkbox"/> Food is not displayed for more than four hours <input type="checkbox"/> Food is disposed of, once it has been displayed at room temperature for 4 hours <input type="checkbox"/> Food is not be uncovered until service <input type="checkbox"/> Separate serving utensils are used for different food items <input type="checkbox"/> Food is not served with fingers <input type="checkbox"/> At end of service dispose of all high risk food Chilled counters <ul style="list-style-type: none"> <input type="checkbox"/> Switch on chilled displays in advance <input type="checkbox"/> Use as per manufacturer's instructions 	Check temperature monitoring records for the fridge to ensure between 1°C and 5°C Visual checks by the Unit Manager Hygiene audit by the Unit Manager Check temperature daily and record to ensure between 1°C and 5°C	 If temperature is above 8°C treat as ambient storage and dispose of food after 4 hours
Chemical:	Tick box if you do this:		
Physical: Food handlers/premises	Tick box if you do this:		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Check recipes/allergen file if allergen free dish required <input type="checkbox"/> Serve food for allergen free diets with separate utensils and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Personal Hygiene and Cleaning




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PERSONAL HYGIENE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Food handlers working with an illness that can affect the safety of the food Food handler's poor hygiene Cross contamination through poor practice	Tick box if you do this: <input type="checkbox"/> Catering staff are 'fit for work' i.e. do not have an illness that could affect the safety of the food <input type="checkbox"/> Staff do not wear false nails, fingernails are short clean and unvarnished <input type="checkbox"/> Staff adhere to correct hand washing process - using warm running water, liquid soap and a plastic nail brush, dry thoroughly with paper towels. Taps turned off using a paper towel <input type="checkbox"/> The nailbrush is sanitized at the end of each shift by washing it in the dishwasher <input type="checkbox"/> Hands are washed on all occasions detailed on the Essential of Food Hygiene chart <input type="checkbox"/> Staff wear clean protective clothing as detailed in the catering and Domestic Procedures Manual including hats <input type="checkbox"/> Staff wear a disposable apron over work clothes when handling raw products <input type="checkbox"/> Staff remove jewellery, including stud earrings and make up/perfumes <input type="checkbox"/> Staff cover any cuts with blue, waterproof dressings <input type="checkbox"/> There is no smoking or spitting in the food areas	Visual check by the Unit Manager Hygiene audit by the Unit Manager	Closer supervision and monitoring
Chemical: Perfumes/aftershaves	Tick box if you do this: <input type="checkbox"/> Staff do not wear strong perfumes or aftershaves		
Physical: From food handlers and their work wear	Tick box if you do this: <input type="checkbox"/> Staff wear clean protective clothing as detailed including hats.		
Allergen: Cross contamination from other foods via hands	Tick box if you do this: <input type="checkbox"/> Wash hands thoroughly before handling food for allergen free diets <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

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CLEANING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Consumption of cleaning products Use of the wrong cleaning product Use of the incorrect dilution Incorrect storage of cleaning products Failure to rinse properly	Tick box if you do this: <ul style="list-style-type: none"> ┘ All cleaning products not in use are stored away from food in a locked cupboard ┘ Fit the correct sized pump dispensers to all 5 litre products ┘ All cleaning products are stored in correctly labelled containers away from food ┘ Carry out the cleaning as detailed on the cleaning schedule, using the designated products on the cleaning system, at the correct dilution rates and where specified the correct contact time 		
Physical: Use of inappropriate or defective cleaning equipment	Tick box if you do this: <ul style="list-style-type: none"> ┘ Check condition of cloths and mops prior to use 		
Allergen: Cross contamination from other areas in the kitchen	Tick box if you do this: <ul style="list-style-type: none"> ┘ Cleaning allergen free preparation area food preparation area Pre-clean - Using disposable paper towels 2 stage disinfection - Stage 1 - Spray with diluted Sanitiser and leave for 30 seconds, dry with disposable paper towel Stage 2 – Repeat stage 1 		Dispose of any food not meeting this standard

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Cleaning Cloths		
<p>Raw food prep area</p>  <p>Dispose of after use</p>	<p>General cleaning – green reusable cloth</p>  <p>Store in a lidded container and wash daily at 90c</p>	<p>Toilet area – disposable red cloth</p>  <p>Dispose of after use</p>

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PEST CONTROL			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: From the pests and excreted by them onto food	Tick box if you do this: <ul style="list-style-type: none"> ┆ Check all food deliveries for infestation and reject if any found ┆ Clean kitchen and storage areas as per cleaning schedule ┆ Do not leave any open food in the kitchen ┆ Store all food off the floor ┆ Place any open packets of food into pest proof containers i.e. ones with secure lids ┆ Keep the lids on internal and external waste bins and ensure outside areas are clean tidy and free from weeds ┆ Remove any unused equipment. ┆ Remove waste at the end of each shift ┆ Rotate stock and store it correctly ┆ Report any defects to the Unit Manager e.g. dripping taps, damage to fly screens, gaps around windows, pipework or doors ┆ In summer only open doors and windows if they are fly screened 	Monthly visual check by the Cook and Unit Manager Hygiene audit for the Unit Manager	Contact pest control agency if any signs found Closer supervision and monitoring
Chemical: From pest control products, careless use of insecticides	Tick box if you do this: <ul style="list-style-type: none"> ┆ Do not leave any open food in the kitchen 		
Physical: From pest's bodies, eggs, hair, droppings	Tick box if you do this: <ul style="list-style-type: none"> ┆ Do not leave any open food in the kitchen 		

Refer the Structure of premises and cleaning

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STRUCTURE OF THE PREMISES			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial:	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Switch ventilation system on when cooking equipment is in use to reduce a buildup of condensation 	Visual check by the Cook and the Unit Manager Hygiene audit by the Unit Manager Report any defects to Property Division	Follow up defect report if not actioned
Chemical: From misuse of cleaning products	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning as per schedule 		
Physical: Flaking paint, chipped tabling, shelving etc Worn worktops Nuts and bolts from equipment Dirt and grease from the ventilation system Cobwebs Glass and light fillings	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Have structural damage repaired as soon as it occurs <input type="checkbox"/> Clean ventilation grills on a monthly basis by washing them in the dishwasher at the end of the day <input type="checkbox"/> All light fitting are fitted with diffusers 		

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Monitoring Charts

This section contains all the monitoring charts that relate to the Assured Safe Catering Control Points and information relating to traceability and includes:

- suppliers/contractors list
- opening and closing checks
- freezer monitoring chart
- fridge monitoring chart
- delivery temperatures
- daily cooked temperatures
- cooling log
- cleaning schedules
- probe monitoring charts
- blank food complaint form
- monthly pest control awareness record.

General notes on using and retaining monitoring information

It is advised that these forms are copied and a separate 'Prove It' file set up to store completed forms. It is best practice to have a separate appliance chart for each fridge or freezer which is in use and to attach the chart (in a plastic envelope) to the door of the appliance.

Suppliers/Contractors Names and Addresses

Food Supplied	Company Name	Address and phone number
Butcher		
Baker		
Dairy		
Grocer		
Greengrocer		
Frozen Food		
Other e.g. local shop used in emergency or designated take-away		
Pest Control Contractor		

Opening Checks

The person responsible for producing the meal must complete these checks at the beginning of the day. Extra relevant duties can be added to the list.

CHECK w/c.....	Checked & Initialled							Any Actions to be reported to Manager
	S	M	T	W	T	F	S	
The p.m. temperature of the fridges & freezers has been taken								
All equipment is working properly								
Work surfaces and equipment are clean								
There is a new bag in waste bin								
Clean cloths are in kitchen								
The date on the sanitiser spray bottle and replace if required								

Closing Checks

The person responsible for producing the meal must complete these checks at the end of the shift. Extra relevant duties can be added to the list.

CHECK w/c.....	Checked & Initialled							Any Actions to be reported to Manager
	S	M	T	W	T	F	S	
The p.m. temperature of the fridges & freezers has been taken								
That no food has been left out								
That food past its "use by" date is thrown out								
That all dirty cloths have been removed from the kitchen								
That waste has been removed and bin bags replaced								
That work surfaces are clean								
That the dishwasher is checked & cleaned								
Any spillages are cleaned away								

Freezer

This appliance must be temperature tested twice a day. The temperature must be between -18°C and -22 °c. The temperature is tested by using the probe thermometer and placing the probe between two packs of food.

Month	am	signed	pm	signed	am	signed	pm	signed	am	sign	pm	signed
1												
2												
3												
4												
5												
6												
7												
8												
9												
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29												
30												
31												

Immediate action if freezer temperature is above -18°C:

- report immediately to duty manager, record action in daily diary.
- follow the procedure on freezer breakdown

Immediate action if freezer is below -22°C:

- adjust temperature setting

Fridge

This appliance must be temperature tested twice a day. The temperature must be between 1°C and 5°C. The temperature is tested by using the probe the thermometer and placing the probe between two packs of food.

Month	am	signed	pm	signed	am	signed	pm	signed	am	signed	pm	Signed
1												
2												
3												
4												
5												
6												
7												
8												
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31												

Immediate action if fridge temperature is above 5°C:

- report immediately to duty manager, record action in daily diary
- follow the procedure on fridge breakdown

Immediate action if fridge is below 1°C:

- adjust temperature setting

Delivery

The delivery temperature of all frozen and chilled goods must be taken. The delivery temperature of chilled food must be less than 8°c. The delivery temperature of frozen food must be less than -12°c.

Date	Meat			Frozen			Chilled Grocery		
	Test 1 – 2 items		signed	Test 1 – 2 items		signed	Test 1 – 2 items		signed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

Immediate action if chilled delivery temperature is above 8°c. Do not accept the delivery. Follow the food complaint procedure.

Immediate action if frozen delivery temperature is below -12°c. Do not accept the delivery. Follow the food complaint procedure.

Cooked Food Temperatures

The cooked temperature of all food must be 75°C or above. The following high risk food items must be tested:

- protein (stew, roast, pie etc)
- gravy
- custard
- milk puddings, porridge

Where food is reheated in establishments with blast chillers these temperatures must be highlighted to distinguish them from cooked temperatures

	Breakfast			Main meal						Light meal	
	Porridge	Hot item	signed	Main course	Alternative Main course	Savoury sauce	Pudding	Custard	signed	Hot item	signed
1											
2											
3											
4											
5											
6											
7											
8											
9											
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11											
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30											
31											

Immediate action if cooked temperature is less than 75°C. Cook the food for longer or at a higher temperature until the food reaches 75°C.

Cooling Log

Centre temperature: 75°C or above after cooking.

Cool foods to Centre Temperature: <8°C in 90 minutes.

Note: Ensure the thermometer probe is disinfected before and after use and is calibrated at regular intervals.

Date	Product	Start Centre Temp (°c)	Time at start of Cooling	Time at end of cooling	Temp at end of cooling	Comment or Actions	Signed

Daily Cleaning Rota

Cleaning tasks must only be signed off if they have been completed

DATE	W/C							W/C							W/C							
ITEM	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Checked and signed by designated member of staff:																						

Weekly Cleaning Log

Cleaning tasks must only be signed off if they have been completed

DATE	W/C	W/C	W/C	W/C	W/C	W/C	W/C	W/C	W/C	W/C	W/C	W/C
ITEM												

Checked and signed by designated member of staff:

Monthly and Quarterly Cleaning Log

Cleaning tasks must only be signed off if they have been completed

DATE	M O N T H L Y	M O N T H L Y	M O N T H L Y	Q U A R T E R L Y	M O N T H L Y	M O N T H L Y	M O N T H L Y	Q U A R T E R L Y	M O N T H L Y	M O N T H L Y	M O N T H L Y	Q U A R T E R L Y
ITEM												
Checked and signed by designated member of staff:												

Probe Calibration – Ready to Eat Foods

The 'Ready to Eat' probe thermometer must be checked every month to ensure that it is accurate. This is done by –

Hot: Agitate the probe in boiling unsalted water. The probe thermometer should read between 99oC –100oC

Cold: Agitate the probe in ice and water. The probe thermometer should read between –1°C and +1°C.

The monitoring chart must be completed every time the probe is checked as a record to prove that this is being carried out.

Month	Year	Temperature in ice water -1°C and +1°C	Temperature in boiling water 99°C and 100°C	Signed	Action if outside the temperature range
January	20				
February	20				
March	20				
April	20				
May	20				
June	20				
July	20				
August	20				
September	20				
October	20				
November	20				
December	20				

**Immediate action required if the probe operates outside these temperature ranges
It must be repaired, replaced or re-calibrated.**

Probe Calibration – Raw Foods

The 'raw' probe thermometer must be checked every month to ensure that it is accurate. This is done by -

Hot: Agitate the probe in boiling unsalted water. The probe thermometer should read between 99°C and 100°C

Cold: Agitate the probe in ice and water. The probe thermometer should read between -1°C and +1°C.

The monitoring chart must be completed every time the probe is checked as a record to prove that this is being carried out.

Month	Year	Temperature in ice water -1°C and +1°C	Temperature in boiling water 99°C and 100°C	Signed	Action if outside the temperature range
January	20				
February	20				
March	20				
April	20				
May	20				
June	20				
July	20				
August	20				
September	20				
October	20				
November	20				
December	20				

Immediate action required if the probe operates outside these temperature ranges. It must be repaired, replaced or re-calibrated.

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Derbyshire County Council Food Complaint Form

Establishment name	
Phone number	
Address	

URGENT COMPLAINTS

Telephone to: Education Catering, Senior Procurement Officer, Chatsworth Hall – tel: 07899 916 055
email: Suzanne.NichollsHope@derbyshire.gov.uk

OTHER COMPLAINTS

Please fill in 2 copies of this form on the day on which goods or services were delivered or found to be unfit, unsatisfactory, or delivered outside contracted hours.





Copy 1 to be sent to the Catering Services, Block B, Chatsworth Hall, Matlock, Derbyshire, DE4 3FW
Copy 2 to be retained in the unit

DETAILS OF	
Supplier name	
Date of delivery	
Invoice number	
Product batch code serial number etc.	
NATURE OF COMPLAINT – giving full relevant details, e.g. late/non delivery/items missing/driver’s attitude/ damaged goods/telesales service	
Details of the action taken	
Date and time, action taken	
Has the food been isolated pending a decision?	Yes/No
Signed(Catering Supervisor/Manager)	
Date	

To be completed by Procurement Team:

Action taken	
Date and Time, action taken	
Feedback to Establishment	
Signed (Procurement Officer)	
Date	

Monthly Pest Control Awareness Record

PESTS	EVIDENCE	Date.....		Date.....		Date.....	
		x/√	Action if ✓	x/√	Action if ✓	x/√	Action if ✓
INSECTS  Flies Cockroaches Ants	<ul style="list-style-type: none"> • Dead or alive Bodies • Eggs • Larvae • Pupae 						
STORED PRODUCT PESTS:  Beetle Mite Weevils	<ul style="list-style-type: none"> • Dead or alive Bodies • Movement in dried foods 						
RODENTS  Mice Rats	<ul style="list-style-type: none"> • Dead or alive Bodies • Smear marks • Rat runs • Droppings • Torn or damaged packaging 						
BIRDS Pigeons 	<ul style="list-style-type: none"> • Dead or alive Bodies • Pecking • Droppings 						

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Training Records

This section contains a monitoring form to record all food hygiene training and other catering related training e.g. NVQII, undertaken by staff. Any member of staff who can influence the hygiene of the food is classed as a food handler and therefore must have attended and passed CIEH Level 2 Food Safety in Catering or equivalent. This will include Managers, Care Staff, Domestic Staff, DSWs, RSWs etc. This training must be refreshed every three years or earlier if the Manager has identified a need.

Staff who supervise catering staff (this would include Managers and/or their deputies and Cook Supervisors/Cooks in Charge) must have attended CIEH Level 3 Supervising Food Safety in Catering or equivalent.

Training Records for Catering Staff and other Food Handlers

Please specify the date the training was completed

Name	Job Title	NVQII, City and Guilds or equivalent	Induction - including the Essentials of Food Hygiene	Foundation Level 2 Food Safety	Intermediate Supervising Food Safety	Please state level		
						Refresher Food Safety Level.....	Refresher Food Safety Level.....	Refresher Food Safety Level.....

NB Include relief food handlers Signature_____Date_____

This section contains a monitoring form to record all food hygiene training and other catering related training e.g. NVQII, undertaken by staff. Any member of staff who can influence the hygiene of the food is classed as a food handler and therefore must have attended and passed CIEH Level 2 Food Safety in Catering or equivalent. This will include Managers, Care Staff, Domestic Staff, DSWs, RSWs etc. This training must be refreshed every three years or earlier if the Manager has identified a need.

Staff who supervise catering staff (this would include Managers and/or their deputies and Cook Supervisors/Cooks in Charge) must have attended CIEH Level 3 Supervising Food Safety in Catering or equivalent

Training records for catering staff and other food handlers

Name	Job title	NVQ11, City and Guilds or equivalent	Induction training including the Essentials of Food Hygiene	Level 2 Food Safety	Level 3 Food safety	Please state level		
						Refresher Food Safety Level	Refresher Food Safety Level	Refresher Food Safety Level

NB Include relief food handlers

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Hygiene Audits

This section contains the Hygiene Checklist which is a systematic approach for Managers to monitor the standard of the hygiene and hygiene practices within the kitchen.

The checklist must be carried out every three months in:

January

April

July

October

They must be retained in the establishment for three years.

All standards are detailed in the [Catering and Domestic Services Procedures Manual](#).

Complete the checklist by placing a ✓, **x** or **N/a** in either the 'Yes' or 'No' column.

Yes = Standards being met

No = Standards not being met

N/a = Not applicable

If 'No' is ticked, identify what action is to be taken, who is to take it and the time scale.

These checklists are part of the 'Assured Safe Catering' system and must be produced for the Environmental Health Officer to examine on an inspection visit.

Quarterly Kitchen Audit

Completed on..... (Date) By.....	Yes = ✓ No = ✗ N/a = Not applicable	Action to be taken if no (✗)	Initials of Manager to take action & time scale	Date resolved
STAFF				
Do hand wash basins used by catering staff have hot and cold water, liquid soap, paper towels and a nailbrush				
Do staff use the correct handwashing technique and turn the tap off if appropriate with paper towel? (observation)				
Are the staff wearing designated work wear including hats and is their footwear appropriate?				
Are staff adhering to the policy on wearing jewellery?				
Is staff changing room clean and tidy and not used as a storage area?				
Is a 'now wash your hands sign displayed in the catering staff toilet?				
Do all 'food handlers know what the policy is in relation to reporting illness?				
Is the essentials of food hygiene' displayed in the kitchen?				
Are blue waterproof dressings available?				
Do other staff entering the kitchen put on a clean white overall and head covering?				

Completed on..... (Date) By.....	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
BUILDING Are the following clean and in good condition:				
Floor				
Walls				
Ceiling				
Ventilation system				
Sinks				
Work surfaces				
EQUIPMENT Are the following clean, in good condition and				
Chopping Boards – should be colour keyed				
Scales and Weights				
Vegetable rumbler				
Food processor/blender				
Mixer and attachments				
Can openers - check cogs				
Heated and general purpose trolleys - check wheels				
Freezers – check door seal				
Fridges – check door seal				
Hot cupboards or bain marie				
Food storage containers				
Pans				
Baking trays and tins				
Utensils – no wooden handled knives, spoons or rolling pins				

Completed on..... (Date) By.....	Yes = ✓ No = ✗ N/a = Not applicable	Action to be taken if no (✗)	Initials of Manager to take action & time scale	Date resolved
Crockery, cutlery, etc.				
Oven ranges and boiling tops				
Combi ovens or steamers				
Deep fat fryer				
Grill				
Microwave				
Dishwasher				
Storage racks				
Shelving in pantries				
Contents of drawers				
Has all broken, old or unused equipment been removed from the kitchen?				
DELIVERY				
Are the temperature check records for the delivery of chilled and frozen goods up to date?				
Is there a probe thermometer (not red) to take the temperature of ready to eat foods?				
Is there a red probe thermometer to take the temperature of raw foods?				
Are the probe thermometers being calibrated and recorded on a monthly basis?				
STORAGE – DRY STORE				
Is stock being rotated – oldest to the front?				
Is all food stored off the floor?				
Is all food within the 'best before' date code?				

Completed on..... (Date) By.....	Yes =✓ No =x N/a = Not applicable	Action to be taken if no (x)	Initials of Manager to take action & time scale	Date resolved
Are open packets in lidded containers?				
Are the stores pest free?				
STORAGE – REFRIGERATOR				
Are the fridge temperatures being recorded twice a day				
Is all food within the ‘use by’ date code?				
Is all food covered, labelled and dated?				
Are raw and ready to eat foods stored on separate shelves with raw under ready to eat?				
Is there room for air to circulate in the fridge?				
Are eggs stored at the bottom of the fridge?				
STORAGE – FREEZERS				
Are the freezer temperatures recorded twice a day?				
Is all food covered and dated?				
Are raw and ready to eat foods stored on separate shelves with raw under ready to eat?				
Has any frozen meat been purchased in a frozen state?				
FOOD PRODUCTION				
Are signs displayed on the walls to identify the designated raw and ready to eat food preparation areas?				
Does each area have its own designated colour coded				
Is purple equipment available for preparing allergy free food?				

Completed on..... (Date) By.....	Yes = ✓ No = ✗ N/a = Not applicable	Action to be taken if no (✗)	Initials of Manager to take action & time scale	Date resolved
Is the food processor used to prepare 'ready to eat' items only sited in the 'ready to eat' area?				
Is the vegetable preparation machine used to prepare potatoes and vegetables which will then be cooked sited in the 'raw' area?				
Is quality of food checked prior to use including date codes?				
Is the policy on thawing frozen food adhered to?				
Is high risk food, which will be served cold, stored in the fridge after preparation? e.g. sandwiches.				
Have the recording sheets for cooling foods been completed were required?				
Is the time between cooking and serving for all elements to the meal kept to a minimum?				
Are the cooked food temperature checks up to date?				
Have samples been kept as per policy?				
SERVICE				
Are separate utensils used for serving different foods				
Are all foods stored correctly prior to service, i.e. hot in hot cupboard or chilled in fridge?				
Is all food remaining after service disposed of as per policy?				

Completed on (Date) By.....	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Is information available to identify allergen content of foods?				
GAS REGULATIONS				
Is the appropriate yellow gas sign being displayed?				
Is the ventilation on and a window open if the gas is in use?				
CLEANING				
Are the daily, weekly, monthly rotas up to date?				
Have they been signed as checked by a manager?				
Do staff practice 'CLEAN AS YOU GO' i.e. clean continually throughout the working				
Mops, brushes etc. – are they clean and stored separately?				
Are all cleaning chemicals not in use, including dishwasher products, locked up and stored away from food?				
Are the cleaning products the same ones detailed on the wall chart and				
Are decanted cleaning products in suitable labelled trigger sprays/bottles?				
Is refuse removed at the end of each shift?				
Are all refuse bins foot operated and have the lids in place?				
Is all crockery and cutlery allowed to air dry?				

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	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Does the member of staff preparing the meals know how to make up the sanitiser and the contact time?				
Is the sanitiser in a correctly labelled trigger spray with an additional label stating date made and disposal date?				
Does the notice identifying the raw preparation area detail the 2 stage				
Is there a roll of paper towel in the raw area?				
Are the reusable cloths green and capable of being washed at 90c?				
For kitchen with Convotherm Combi ovens only Are staff following the safe system of work when cleaning this equipment?				
PESTS				
Are the monthly pest monitoring charts up to date?				
Is there any evidence of pest activity?				
MANAGEMENT				
Is Assured Safe Catering the most recent version?				
Does the Prove file up contain all the relevant information?				
Has the allergen folder been completed?				

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Have all catering staff received the appropriate level of food safety training within the last 3 years?				
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Prove It

It is necessary to keep the evidence that supports this documented Food Management System. Once the quarterly management audit is completed all the documents that relate to the lastquarter must be moved into a separate folder called the 'Prove It 'file. The Supervisor of the Catering team will be responsible for insuring the documentation is managed and up to date. It will be necessary for them to sign off each time quarterly information is moved into the Prove It file

The following pages will assist in setting up this folder.

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Prove it File

(Establishment name)

Catering Team

Catering Supervisors.....

.....

.....

Catering Assistants.....

.....

Documents included

- Quarterly management hygiene audit
- Temperature charts
- Fridge
- Freezer
- Delivery
- Cooked
- Cooling
- Probe calibration
- Cleaning records
- Last EHO report
- Any food complaints forms
- Pest control monitoring form
- Training records

Year	Jan	April	July	Oct	Jan	April	July	Oct
Please tick appropriate box to ensure all relevant documents are present and complete								
Quarterly management hygiene audit								
Temperature charts								
Fridge								
Freezer								
Delivery								
Cooked								
Cooling								
Probe calibration								
Cleaning records								
Last EHO report								
Any food complaints forms								
Pest control monitoring form								
Training records								
Task completed by Sign or initial								

The Food Hygiene Rating Scheme

The Food Hygiene Rating Scheme (FHRS) is a scheme run by local authorities in England, Northern Ireland and Wales and in partnership with the Food Standards Agency. Each business is given a 'hygiene rating' when it is inspected by a food safety officer from the business's local authority. The hygiene rating shows how closely the business is meeting the requirements of food hygiene law.

The food safety officer inspecting a business checks how well the business is meeting the law by looking at:

- how hygienically the food is handled – how it is prepared, cooked, re-heated, cooled and stored
- the condition of the structure of the buildings – the cleanliness, layout, lighting, ventilation and other facilities
- how the business manages and records what it does to make sure food is safe.
- at the end of the inspection, the business is given one of the six ratings. The top rating of '5' means that the business was found to have 'very good' hygiene standards. Any business should be able to reach this top rating

The food safety officer will explain to the person who owns or manages the business what improvements are needed and how they can achieve the top rating of '5'. The local authority will check that these improvements are made.

The FHRS has been designed to make sure that the ratings given to businesses are fair.



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Guidance on the Rating Scheme

- 5 Star** Excellent = High standard of compliance with statutory obligations and industry codes of recommended practice; conforms to accepted good practices in the trade.
- 4 Star** Very Good = High standard of compliance with statutory obligations and industry codes of recommended practice, minor contraventions of food hygiene regulations. Some minor non-compliance with statutory obligations and industry codes of recommended practice.
- 3 Star** Good = some non-compliance with statutory obligations and industry codes of recommended practice. The premises are in the top 50 per cent of premises and standards are being maintained or improved.
- 2 Star** Fair = some major non-compliance with statutory obligations – more effort required to prevent fall in standards.
- 1 Star** Poor = General failure to satisfy statutory obligations – standards generally low.
- No Stars** Unacceptable = Almost total non-compliance with statutory obligations.

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Kitchenette Food Safety Folder

Staff must complete and sign relevant paperwork

Please put dividers between each section.

- | | |
|----------------------------|--------------|
| 1. Daily monitoring | Pages |
| 2. Quarterly audit | Page |
| 3. Cleaning | Pages |
| 4. Labels | Pages |
| 5. Posters | Pages |
| 6. Staff record | Page |

Monitoring forms

- daily checks
- fridge monitoring
- cooked food temperature
- quarterly kitchenette audit

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Daily checks

It is important that food preparation and storage areas outside the main kitchen are kept clean.
w/c.....

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Actions Required by Managers
Check the following daily & initial appropriate day.								
A bottle of sanitiser is available, labelled & dated.								
Follow the storage instructions on food labels. Make sure all food is labelled & dated. If not dated throw food away.								
The temperature of the fridges is 5 ⁰ c or below								
All the other equipment is working properly								
Work surfaces and equipment are clean after every use & before preparing any food								
A new bag is in the waste bin								
Appropriate cleaning cloths & disposable Towel are available								

Fridge monitoring

This appliance must be temperature tested twice a day. The temperature must be between 1°c and 5°c. The temperature can be tested by using the probe thermometer and placing the probe between two packs of food or by keeping a strip thermometer in the fridge.

NB Probe thermometer readings are more accurate, and this method should be used once a day

Month												
	am	signed	pm	signed	am	signed	pm	signed	am	signed	pm	Signed
1												
2												
3												
4												
5												
6												
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31												

Immediate action if fridge temperature is above 5°c:

- report immediately to duty manager, record action in daily diary.
- follow the procedure on fridge breakdown

Immediate action if fridge is below 1°c:

- adjust temperature setting

Cooked food temperature

The cooked temperature of all food must be 75°c or above, it is therefore important to record the temperature of any hot food prepared in the kitchenette e.g. soup, canned vegetables such as beans and tomatoes etc.

	Breakfast			Lunch time meal			Teatime meal			Supper		
	Item	temp	signed	Item	temp	signed	Item	temp	signed	Item	temp	signed
1												
2												
3												
4												
5												
6												
7												
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31												

Immediate action if cooked temperature is less than 75°C. Cook the food for longer or at a higher temperature until the food reaches 75°c.

Quarterly Kitchenette Audit

Date.....Unit.....

Fridge	Yes	No	Issue	Action
Items labelled if opened				
Items in date				
Authorised items only				
General cleanliness				
Cupboards				
Items labelled if opened				
Items in date				
Authorised items only				
General cleanliness				
Worktops/tables				
Clean				
Tidy				
Recording				
Cleaning schedules completed				
Fridge temperatures completed				
Meal temperatures completed				
Sanitiser				
Is it readily available?				
Is it in the correctly labelled trigger spray?				
Has the trigger spray got a date label on?				

Name of person carrying out audit.....

Cleaning information

- daily cleaning routine
- cleaning products
- task card a1
- task card a2a
- task card a3
- task card a4
- task card a5
- task card b1

<p>Procedure Follow individual task card for relevant task Ventilate room. Wet mop the floor Check for any defects and report to the manager. Check work.</p>	<p>Health and Safety Reminders Never use any cleaning chemicals near open food Erect wet floor sign by door. Wear protective rubber gloves. Ensure in good condition. Spray at arms-length to avoid inhalation. Remove all cleaning equipment and substances when finished.</p>
--	--

Task Daily clean of kitchenette






















<p>Equipment and materials Supreme Washing Up Liquid Trigger spray with Sanitiser for surfaces & fridge Degreaser for floors Rubber Gloves Scourer Cloth. Bucket Refuse sack. Mop and bucket. Wet Floor Sign</p>	<p>Relevant Task Cards A1 & A2a Food Preparation Surfaces A3 Waste Bins C3 Kitchenette Floor A5 Emergency Procedure for Dishwasher Breakdown B1 Dining Room Equipment</p>
---	---

Standard when complete

All surfaces must be left clean and dry. All utensils must be free from food residue
Floor will be clean and dry.

<p>Periodic tasks Food Prep. Equipment Food Prep. Surfaces Waste Bins Cold Storage Equipment Dining Equipment Kitchenette Floor</p>	<p>Frequency Daily Daily Daily Weekly Daily Daily</p>	<p>Health and Safety Reminders Disconnect from Mains Sharp Objects Wet Floor Sign Plastic Aprons Rubber Gloves</p>
--	--	---

Catering Cleaning Product Dilutions & Usage Chart

Task	Product	Dilution	Health & Safety												
			Mon	Tue	Wed	Thur	Fri	Sat	Sun						
Food Prep Equipment -- Use Card A1	Jangro Kitchen Cleaner Sanitiser SLr	 Fill bucket 3 x pumps per 50ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	✓	✓	✓	✓	✓	✓	✓	✓
								✓	✓	✓	✓	✓	✓	✓	
Food Prep Surfaces -- Use Card A2	Jangro Kitchen Cleaner Sanitiser SLr	 Fill trigger spray 1 x pump per 600ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	✓	✓	✓	✓	✓	✓	✓	✓
								✓	✓	✓	✓	✓	✓	✓	
Waste Bins/Storage Bins -- Use Card A3	Jangro Kitchen Cleaner Sanitiser SLr	 Fill bucket 3 x pumps per 50ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	✓	✓	✓	✓	✓	✓	✓	✓
								✓	✓	✓	✓	✓	✓	✓	
Cold Storage Equipment -- Use Card A4	Jangro Kitchen Cleaner Sanitiser SLr	 Fill trigger spray 1 x pump per 600ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	✓	✓	✓	✓	✓	✓	✓	✓
								✓	✓	✓	✓	✓	✓	✓	
Dishwasher Breakdown -- Use Card A5	Jangro Kitchen Cleaner Sanitiser SLr	 Fill sink 3 x pumps per 50ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	EMERGENCY							
								✓	✓	✓	✓	✓	✓	✓	
Dining Equipment (Meat) -- Use Card B1	Jangro Kitchen Cleaner Sanitiser SLr	 Fill trigger spray 1 x pump per 600ml water			 High Voltage	 Sharp Objects	 Rubber Gloves	✓	✓	✓	✓	✓	✓	✓	✓
								✓	✓	✓	✓	✓	✓	✓	

A1 Food Preparation Equipment

Prepare Yourself:

- Put on rubber gloves

Prepare the Cleaning Solution:

- Fill a bucket with 5 litres of hot water
- Add 3 pumps of Jangro Kitchen Cleaner Sanitiser per 5 litres of water



**Important: Always add substance to water
Never mix with other cleaning agents**

Prepare the Area:

- Switch off electrical equipment and disconnect from the mains

Perform the Task Safely:

- Dismantle equipment and soak removable parts in clean solution for a **minimum 4 minutes**
 - Wash removable parts, using scourer where necessary
 - Rinse removable parts with clean, hot water
 - Wash down all non-removable areas of the equipment, using scourer where necessary - **Solution Contact Time : 30 Seconds**
 - Rinse/wipe carefully using cloth and clean, hot water
- DO NOT ALLOW WATER TO ENTER ELECTRICAL AREAS OF THE EQUIPMENT**
- Allow to completely air dry before reassembling
 - Remove all chemicals and equipment after completing the task

**All surfaces must be left clean and dry
Buckets should be left clean
Report any equipment faults or defects to your manager**



- **Eye Contact:** Rinse immediately with plenty of water and seek medical advice.
- **Skin Contact:** Wash skin thoroughly with clean water. If irritation persists seek medical advice.



**Adult Care
Domestic Cleaning System**

Issue 2 02 Oct 2015

A1 Food Preparation Equipment

Equipment:



Bucket



Dishcloth



Scourer



Rubber Gloves



Disconnect from Mains



Sharp Objects

Use green equipment only to avoid cross contamination

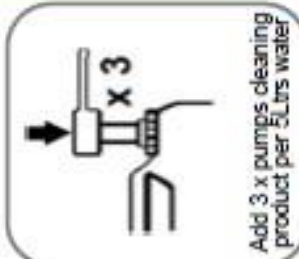
Product:



BB10-5 - Jangro Kitchen Cleaner Sanitiser SLR



Fill bucket with required quantity of hot water



Add 3 x pumps cleaning product per 5Ltrs water

Mop up any spillages immediately with cold water



- Avoid contact with skin and eyes
- Do not mix with other cleaning agents
- Wash away spillages using cold water



A2a

Food Preparation Surfaces - Ready to Eat Sinks, Cupboard Doors & Handles, Finger Plates, Window Ledges, Soap & Towel Dispensers, Weighing Scales

Prepare Yourself:

- Put on rubber gloves

Prepare the Cleaning Solution:

- Fill a labelled trigger spray with the 600ml of water
- Add 1 pump of Jangro Kitchen Cleaner Sanitiser to the trigger spray
- Set trigger spray to coarse spray
- Make up fresh solution weekly

**Important: Always add substance to water
Never mix with other cleaning agents**



Prepare the Area:

- Ensure surfaces are cleared of equipment etc.

Perform the Task Safely:

- Spray surfaces with cleaning solution
Solution Contact Time : 30 Seconds
 - Wipe surfaces to remove food residues and general soiling
 - Use scourer where necessary on stubborn soiling
 - Rinse surfaces carefully with clean, hot water
 - Allow to completely air dry
 - Remove all chemicals and equipment after completing the task
- All surfaces must be left clean and dry**



- **Eye Contact:** Rinse immediately with plenty of water and seek medical advice.
- **Skin Contact:** Wash skin thoroughly with clean water. If irritation persists seek medical advice.



Adult Care
Domestic Cleaning System

Issue 1 Dec 2015

Food Preparation Surfaces Ready to Eat

Sinks, Cupboard Doors & Handles, Finger Plates, Window Ledges, Soap & Towel Dispensers, Weighing Scales

Equipment:

Trigger Spray	Dishcloth	Scourer	Rubber Gloves

Use green equipment only to avoid cross contamination

Product:

BB010-5 - Jangro Kitchen Cleaner Sanitiser SLR	Fill 600ml trigger spray with water	Add 1 x pump cleaning product to trigger spray 30ml

Mop up any spillages immediately



- Avoid contact with skin and eyes
- Do not mix with other cleaning agents
- Wash away spillages using cold water



Waste Bins & Storage Bins

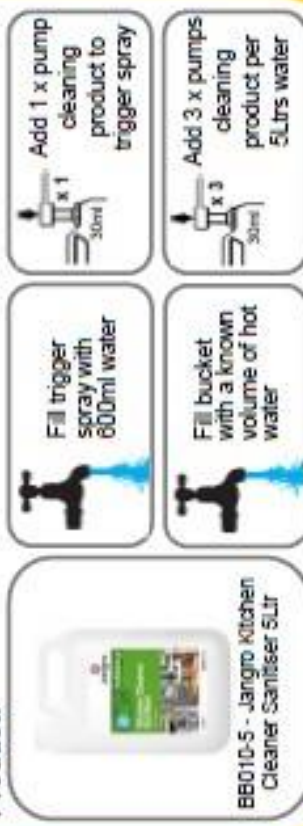
A3

Equipment:



Use green equipment only to avoid cross contamination

Product:



Mop up any spillages immediately with cold water

CAUTION

- Avoid contact with skin and eyes
- Do not mix with other cleaning agents
- Wash away spillages using cold water

PPE must be worn

Prepare Yourself:

- Put on rubber gloves & plastic apron

Prepare the Cleaning Solution:

- Fill a labelled trigger spray with 600ml of water
- Add 1 pump of Jangro Kitchen Cleaner Sanitiser to the trigger spray
- Set trigger spray to coarse spray
- Make up fresh solution weekly
- Fill bucket with a known volume of hot water
- Add 3 pumps of Jangro Kitchen Cleaner Sanitiser per 5 litres of water



**Important: Always add substance to water
Never mix with other cleaning agents**

Prepare the Area:

- Remove contents of bins to a suitable location

Perform the Task Safely:

- Spray exterior surface of bin
 - Empty cleaning solution from bucket into bin
 - Use clean, stiff brush to scrub all surfaces with cleaning solution
Solution Contact Time : 30 Seconds
 - Use scourer where necessary on stubborn soiling
 - Drain used cleaning solution from bin into suitable sink
 - Rinse/wipe surfaces carefully using cloth and clean, hot water
 - Allow to completely air dry
 - Remove all chemicals and equipment after completing the task
- All surfaces must be left clean and dry**
Bucket should be left clean



- **Eye Contact:** Rinse immediately with plenty of water and seek medical advice.
- **Skin Contact:** Wash skin thoroughly with clean water. If irritation persists seek medical advice.



Derbyshire County Council
Domestic Cleaning System



ACE
Issue 1 Dec 2015

A4 Cold Storage Equipment

Prepare Yourself:

- Put on rubber gloves

Prepare the Cleaning Solution:

- Fill a trigger spray with 600ml of water
- Add 1 pump of Jangro Kitchen Cleaner Sanitiser to the trigger spray
- Make up fresh solution weekly
- Fill sink with 5 litres of hot water
- Add 3 pumps of Jangro Kitchen Cleaner Sanitiser per 5 litres of water

**Important: Always add substance to water
Never mix with other cleaning agents**

Prepare the Area:

- Remove contents of units to a suitable location

Perform the Task Safely:

- Disconnect the unit from the mains.
- Dismantle equipment and soak removable parts in sink filled with clean solution for a **minimum 4 minutes**
- Wash removable parts, using scourer where necessary and rinse with clean, hot water
- Spray and wash the main unit - paying close attention to shelves, door seals and handles - **Solution Contact Time : 30 Seconds**
- Rinse/wipe carefully using cloth and clean, hot water

DO NOT ALLOW WATER TO ENTER ELECTRICAL AREAS OF THE EQUIPMENT

- Allow to completely air dry before reassembling
 - Re-stock units when correct temperature is reached
 - Remove all chemicals and equipment after completing the task
- All surfaces must be left clean and dry**
- Report any equipment faults or defects to your manager**



- Eye Contact:** Rinse immediately with plenty of water and seek medical advice.
- Skin Contact:** Wash skin thoroughly with clean water. If irritation persists seek medical advice.

A4 Cold Storage Equipment

Equipment:

Use green equipment only to avoid cross contamination

Product:

Mop up any spillages immediately with cold water

- Avoid contact with skin and eyes
- Do not mix with other cleaning agents
- Wash away spillages using cold water

A5 Emergency Procedure for Dishwasher Breakdown

Prepare Yourself:

- Put on rubber gloves

Prepare the Cleaning Solution:

- Fill sink with a known volume of hot water
- Add 3 pumps of Jangro Kitchen Cleaner Sanitiser per 5 litres of water



**Important: Always add substance to water
Never mix with other cleaning agents**

Prepare the Area:

- Ensure work area is clear - put away any dry crockery/cutlery

Perform the Task Safely:

- Wash all crockery and cutlery using dishcloth and scourer
 - Allow **10 minutes contact time** with the cleaning solution.
 - Rinse thoroughly with clean, hot water
 - Allow to completely air dry
 - Plates and bowls should be stacked vertically
 - Cups should be placed upside down
 - Remove all chemicals and equipment after completing the task
- Do not stack items for re-use until completely dry
All surfaces must be left clean and dry
Report any breakages or defects to your manager**



- **Eye Contact:** Rinse immediately with plenty of water and seek medical advice.
- **Skin Contact:** Wash skin thoroughly with clean water. If irritation persists seek medical advice.



Adult Care
Domestic Cleaning System

Issue 1 Dec 2015

A5 Emergency Procedure for Dishwasher Breakdown

Equipment:



Sink



Dishcloth



Scourer



Rubber Gloves



Sharp Objects

Use green equipment only to avoid cross contamination

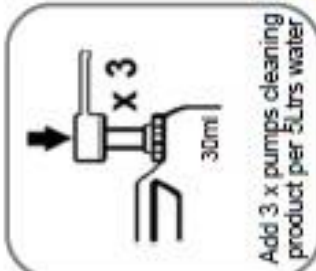
Product:



BB010-5 - Jangro Kitchen Cleaner Sanitiser 5Ltr



Fill sink with a known volume of hot water



Add 3 x pumps cleaning product per 5Ltrs water

Mop up any spillages immediately with cold water



- Avoid contact with skin and eyes
- Do not mix with other cleaning agents
- Wash away spillages using cold water



Labels

- sanitiser trigger spray
- food

Jangro Kitchen Cleaner Sanitiser
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labelled trigger spray
Date made up:

**Date to be replaced i.e. after 7
days:**

Contact time 30 seconds

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Food item: _____

Date opened/prepared:
_____am____pm__

Use by: _____am____pm__

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_____am____pm____

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Use by: _____am____pm____

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Hand Washing - Poster



Hand-washing technique with soap and water



1
Wet hands
with water



2
Apply enough soap
to cover all
hand surfaces



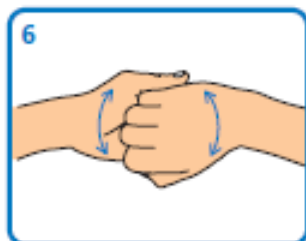
3
Rub hands palm
to palm



4
Rub back of each hand
with palm of other hand
with fingers interlaced



5
Rub palm to palm with
fingers interlaced



6
Rub with back of fingers
to opposing palms with
fingers interlocked



7
Rub each thumb clasped
in opposite hand using a
rotational movement



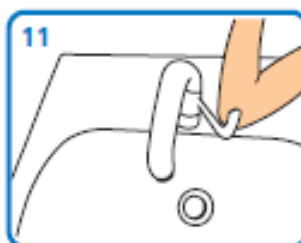
8
Rub tips of fingers in
opposite palm in a
circular motion



9
Rub each wrist with
opposite hand



10
Rinse hands
with water



11
Use elbow to
turn off tap




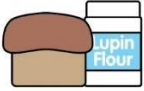









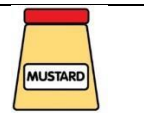


12
Dry thoroughly with
a single-use towel



13
Hand washing should take
15-30 seconds



Allergens Poster

Peanuts		Found in biscuits, cakes, curries, desserts & sauces such as satay. Also found in ground nut oil & peanut flour.
Lupin		Lupin seeds and flour – some types of bread, pastries & pasta. Waffles & doughnuts.
Nuts		Almonds, hazelnuts, walnuts, cashews, pecan, brazil, pistachio, macadamia or Queensland nuts. Found in breads, biscuits, crackers, desserts, ice cream, marzipan, nut oils & sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries.
Milk		Found in butter, cheese, cream, milk powders & yoghurt. Used in foods glazed with milk, powdered soups & sauces.
Eggs		Found in cake, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.
Fish		Found in some fish sauces, pizza, relishes, salad dressings, stock cubes & Worcestershire sauce.
Shellfish		Crab, lobster, prawns, scampi – shrimp paste used in Thai curries or salads.
Soya		Found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu. Often used in some deserts, ice cream, meat products, sauces & vegetarian products.
Gluten		This includes wheat, rye, barley & oats. Often found in foods containing flour, some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups & foods dusted with flour.
Sesame Seeds		Found in bread, bread sticks, hummus, sesame oil & tahini (sesame paste).
Celery		Includes celery stalks, leaves & seeds & celeriac. Often found in celery salt, salads, some meat products, soups & stock cubes.
Mustard		Includes mustard, mustard powder & seeds. Found in bread, curries, marinades, meat products, salad dressing, sauces & soups.
Molluscs		Mussels, land snails, squid & whelks. Found in oyster sauce or as an ingredient in fish stews.
Sulphur Dioxide		Used as a preservative in dried fruit, meat products, soft drinks & veg as well as in wine & beer.

