



# Workbook

Practise food & safety  
methods in a food business

Fill in your name and details

NAME

STUDENT ID.

DATE

UNIT  
**167**

VERSION 5



LEVEL 2 CREDITS 4

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# What is food safety?

CLICK HERE

Use the attached file to help answer the questions below

Click on the '**Food Safety**' button at the top of the page and read the article about **food safety**. This will help you answer the questions below:

What is **food safety**?

Why is it important?



# Personal hygiene

CLICK HERE

Use the attached file to help answer the questions below

## Bacteria

Bacteria is a single cell micro-organism. Bacteria is all around us and always looking for an opportunity to grow and multiply!

## Personal Hygiene

Food handlers must maintain high standards of personal cleanliness to ensure that they do not contaminate food.

## Hands

Hands are often in direct contact with food. They are one of the main causes of contaminated food and transferring food-poisoning bacteria. Food handlers must wash their hands regularly and thoroughly throughout the working day, drying them using disposable paper towels, roller towels, or hot air dryers.

Hands must be washed in a separate hand basin, not a food preparation sink.

**Immediately after what situations** would you wash your hands before handling food?

1	
2	
3	
4	
5	
6	
7	

## It is also wise to:

- Avoid unnecessarily handling food: use tongs, forks, spoons, scoops, or other suitable utensils where possible.
- Use a clean spoon to sample food, never your fingers.
- Avoid handling the rims of cups and fingering cutlery.
- Wear disposable gloves wherever possible.

How do you **wash your hands** correctly?

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8



# Personal hygiene

CLICK HERE

Use the attached file and the information below to help answer the questions below

## Jewellery

Food handlers should avoid wearing earrings, watches, jewelled rings or brooches, as they can harbour dirt and bacteria – and gemstones and small pieces of metal may end up in the food.

## Perfume

Strong smelling perfume should also not be worn, as it may taint foods, especially those with a high fat content.

## Fingernails

Fingernails should be cleaned when hands are cleaned. Keep your nails short and use a nailbrush. Do not wear nail polish/varnish to work; chips or flakes may end up in food. Coloured nail varnish hides dirt under nails.

## Hair

Hair constantly sheds which can result in food being contaminated. To prevent this occurring when working with food you should always have your hair contained in a suitable head covering such as a hat or a hair net, and long hair must be securely tied back.

Hair grooming and adjustment of head coverings must not be done in food rooms.

## Body

You should arrive at work in a suitably clean condition. This is important not just for hygiene, but also so as not to be offensive to your fellow workers and customers.

Make sure you take a

and wear

## Clothing

All food handlers should wear clean, washable, light-coloured protective clothing. Dust, pet hairs and woollen fibres are some of the contaminants that may be carried on clothing.

Protective clothing and uniforms should be suitable for the work being carried out. 'Street' clothes and personal effects should not be brought into food rooms, but stored in suitable lockers where available. It is also wise to have a set of footwear for work use, leaving your 'street shoes' in your locker. Food workers' footwear should be of a closed toe style and made of non-porous material.

Fill in the **personal hygiene requirements** for each item below:

HAIR	
HANDS	
NAILS	
JEWELLERY	
BODY	
UNIFORM	
SHOES	

# Skin conditions & injury

Use the information below to help answer the questions on this page

## Skin conditions, cuts / sores

Staff should not be allowed to handle food if they have potentially contagious skin conditions, infected fingernail beds or boils on the face or other areas of exposed skin where they are likely to contact food, even if these are covered with a suitable waterproof dressing.

Cuts and sores can provide an ideal place for bacterial growth, which may then be passed on to the food with which a person may come in contact.

To prevent the contamination of food by harmful bacteria and blood, any skin wounds must be completely covered by waterproof dressings (preferably blue coloured to help locate them if they come loose). These must be changed as often as is necessary to keep them clean and old ones must be safely disposed of so that they do not end up in food. Wear a waterproof glove over the top of the dressing.

Waterproof dressings will also help prevent cuts from becoming infected.

If a food worker cannot guarantee that skin wounds or sores will not contaminate food, then they must ask to be taken off food-handling duties until such time as the wounds are healed.

## Minor cuts and grazes

If you cut yourself at work, firstly inform your supervisor/manager. Then clean the cut/ graze under cold running water and dry it thoroughly.

Apply a blue waterproof dressing of suitable size. If it is your hand that has been injured you will also need to wear a waterproof, disposable glove.

Thoroughly wash and sanitise any equipment like your knife or board, then throw away any contaminated food from the injury.

### You have cut your hand at work!

Put the list of items below into the order you would follow.

1	
2	
3	
4	
5	
6	



## Common illnesses

Many common illnesses are '**contagious**', which means that one person can catch them from another person.

All food businesses should have a policy for dealing with personal illness.

Generally people are required to report any possibly contagious illness they may have. They should then be removed from food-handling duties until they have recovered. In some cases, employers will require a doctor's certificate to prove that a person no longer poses a risk to the food.

**Symptoms of illnesses** that can be caused by food contamination include **vomiting, diarrhea, fever** or **stomach pains**.

Some people may feel they don't want to be away from work, so they keep their mouth shut (except when sneezing) and continue working – BAD MOVE!

You should stay at home because contagious illnesses will easily be passed from one person to another or to food and food surfaces. All of the **following illnesses** are highly contagious:

- Flu, coughs and colds
- Vomiting
- Diarrhea
- Hepatitis A

**Hepatitis A** is highly infectious and is a growing risk in the food industry. It is usually spread by eating or drinking food or water contaminated with infected waste product. It may also be spread through close contact with an infectious person.

## You are sick, what should you do?

1. If you feel sick or unwell contact your supervisor or manager.
2. Tell them you are not well and can not work with food - get permission to go home, or stay at home if you are already there.
3. Go and see a doctor if your symptoms are serious enough.
4. Do not return to work until 48 hours after symptoms have cleared.

To prevent food contamination, develop great work habits or food practices:

- Use disposable gloves wherever possible
- Use paper towels not tea towels
- If tasting food use a clean tea spoon (never double dip!)
- Use tongs and spoons to serve food
- Clean and sanitise equipment after use
- Cover all food in storage
- Store food in the refrigerator at 4°C
- Reheat foods to above 75°C
- Store raw food below cooked food in the fridge
- Keep pests out of the kitchen
- Remove rubbish after every shift.



# Personal health

From the list below tick **four illnesses** that could cause **food to be contaminated**.

<input type="checkbox"/> Cough & Cold	<input type="checkbox"/> Hepatitis A
<input type="checkbox"/> Flu	<input type="checkbox"/> Headache
<input type="checkbox"/> Asthma	<input type="checkbox"/> Stroke
<input type="checkbox"/> Chest pain	<input type="checkbox"/> Vomiting
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Diarrhoea

List **four symptoms of illnesses** that can cause food contamination.

1	
2	
3	
4	



How many hours after your symptoms have cleared should you return to work?

You are unwell and have **contagious symptoms**. What should you do?

1	
2	
3	
4	





# Personal habits

Use the information below to help answer the questions on this page

## Personal hygiene habits to be avoided in the workplace

### Scratching

It sounds pretty harmless, **scratching** of an itchy nose, under the arm, maybe the chest, maybe the backside? Are you beginning to get the picture? Scratching yourself is out!

Not only is it an unattractive habit, but after all the trouble of carefully cleaning your hands and fingernails, you scratch yourself and 'reload' your fingers and fingernails with contaminants from clothing or parts of the body where there may be harmful bacteria.

### Touching hair, nose or mouth

Touching your **hair, nose, mouth and ears** is actually an unsafe practice for food workers. They are all places that can harbour contaminating substances.

### Coughing or sneezing

**Coughing** or **sneezing** without covering your mouth at work must be avoided. When an infected person coughs or sneezes, their cold or influenza virus becomes airborne and survives for approximately one hour in the air.

**Spitting** is particularly objectionable as well as being unhygienic. It should never be performed.

List the **five personal hygiene habits** to be avoided when preparing food.

1	
2	
3	
4	
5	



# Cross Contamination

CLICK HERE

Use the attached file and the information below to help answer the questions below

## What is cross contamination?

Cross contamination is the transfer of bacteria from a contaminated source to an uncontaminated source, causing that source to now become contaminated.

Cross contamination happens when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips onto) prepared and cooked food.

Raw meat and lettuce on the same bench will cause cross contamination!

Cross contamination is one of the most common causes of food poisoning. To avoid it, **clean work surfaces thoroughly** before you start preparing food and after you have used them to prepare raw food.

**Cooked and raw food** must always be kept **separate**. **Different chopping boards** and **utensils** should be used for their preparation. Equipment should always be **cleaned and sanitised** before being re-used.

If stored in the same cool room or chiller, raw food should be separate and stored **below** cooked or processed to prevent the dripping of raw juices onto cooked food.

Frequent and effective **hand washing** is very important in controlling cross contamination.

All food should be stored **covered**.

List **3 safe practices** you would use to make sure that you do not **cross contaminate** food during preparation.

1	
2	
3	



# Effective Cleaning

CLICK HERE

Use the attached file and the information below to help answer the questions on the next page

## Good work practices

Good work practices will lessen the risk of cross contamination; **good cleaning practices will almost eliminate the risk.**

The entire food area requires a regular, comprehensive cleaning programme, which is often set out in a 'cleaning schedule'. A cleaning schedule is a list of the cleaning tasks that need to be performed, and how and when they will be done. Many cleaning schedules will also include who will do this cleaning.

**Cleaning involves three types of energy:**

### Physical

This means scrubbing and wiping. There is no getting away from it, cleaning requires effort. The more you put in, the greater the effect you achieve.

### Thermal

Heat. Mostly it will be hot water, but in the case of a dishwasher cycle it will also include hot air. Make the heat work for you; it has some kill power by itself. The hotter the water, the faster the cleaning, or the more efficient the sanitising. Wear some strong rubber gloves to protect yourself and allow the heat to help you clean.

### Chemical

Chemicals do the main part of the work. In theory you can do all the cleaning you need with hard work and baking soda, but using other specially designed chemicals will make the work easier and more effective. The term cleaning really means a number of different things. There are different chemicals available to help you do those different aspects of cleaning as effectively and efficiently as possible.

## Cleaners

Cleaning chemicals such as detergents or degreasers work best in a hot water solution. These are soaps, dishwashing liquids and anything 'sudsy'. Detergents and degreasers remove dirt and grease to obtain a 'squeaky clean' surface that supposedly cannot support bacterial life. But they cannot actually kill anything - at the microscopic level surfaces aren't really as smooth as they seem to us, and high risk surfaces need to be sanitised as well.

## Sanitisers

Sanitisers kill bacteria that we cannot see. It is important to know which products to use to ensure they are used correctly. Chlorine products such as bleach will have instant kill effect.

There are different kinds of sanitiser products like phenols, lysol soaps; alcohols, such as methylated spirits or isopropyl (rubbing) alcohol; or chlorine products.

## Which surfaces to clean, and which to sanitise?

Cleaning is best done with a combination of physical, thermal and chemical energy by **cleansing with a detergent, then sanitising.** In a food premise, all surfaces, equipment, utensils, appliances and service items must be taken into consideration.

For instance floors, walls, ceilings, cupboards, and shelves would be cleaned with detergent and hot water, then dried thoroughly.

For food preparation surfaces (benches), fridges and freezers, appliances, chopping boards, dishes, glassware and utensils. Clean with detergent and hot water, **then sanitise**, before drying thoroughly. Often equipment can be sterilised with heat from the dishwasher.

# Effective Cleaning

## Ovens

The oven is also likely to keep itself safe with heat. Well-designed premises and equipment with continuously smooth, impervious to water and lightly coloured surfaces make the job a lot easier.

## Other fittings

But don't just think of food preparation surfaces. Remember also to sanitise surfaces that are frequently handled by food preparers such as the fridge and freezer handles, light switches, taps, cupboard and drawer handles, ingredients containers and so on. There is no point in carefully washing your hands if everything you then touch is contaminated.

Also don't forget items such as salt and pepper shakers, vases, the outside of dusty wine bottles and other things that might not get regularly cleaned.

Any item that by its level of damage can't be properly cleaned, such as cracked crockery or cutting boards, must be thrown out. If a surface can't be cleaned easily, then it must be cleaned with difficulty.

Either way – a safe environment must be provided.



Explain how you would **clean and sanitise the following** kitchen areas and equipment.

AREA/ EQUIPMENT	METHOD OF CLEANING AND SANITISING
KNIVES	
CHOPPING BOARDS	
BENCHES	
KITCHEN EQUIPMENT	
FLOORS	
FRIDGES	

## Receiving food

- Check temperatures of food on arrival.  
All food should arrive at the correct temperature. Frozen food should be at a temperature of no more than  $-18^{\circ}\text{C}$  and should not be going soft. Chilled foods should still be refrigerated at a temperature of between  $2 - 4^{\circ}\text{C}$ .
- Check packaging is intact and not damaged.
- Check expiry dates.

## Storing food

- All stored food should be covered, labeled and dated.
- Fresh food should be stored in a well-ventilated room, or a chiller.
- Dry goods and canned food should be stored on shelves, in a dry, cool, well-ventilated area.
- Frozen products should go directly into the freezer below  $-18^{\circ}\text{C}$ . Food stored in the chiller or refrigerator should be separated into food of similar types and stored between  $1^{\circ}\text{C}$  and  $4^{\circ}\text{C}$ .
- Raw foods should be stored below cooked foods.
- Keep doors closed to maintain temperatures. Check refrigerator and freezer temperatures at least once a day.
- Keep all food off the floor on clean shelves.
- Clean and sanitise areas regularly.

## Preparing food

- Use clean equipment such as tongs, gloves and spoons.
- Use separate equipment for raw and cooked food products.
- Wash raw vegetables and fruit before using.
- Keep chilled food chilled until required. Check temperatures regularly.
- Cover food, separate raw from ready to eat food.
- Thaw food in the fridge.
- Keep areas and equipment clean and sanitised.

## Cooking food

- Ensure cooked food is above  $75^{\circ}\text{C}$ .
- Maintain and clean all equipment.
- Record temperatures as required by your establishment.
- Minimize handling with hands.
- Use clean tasting spoons.
- Take corrective action if necessary.



# Food handling

## Serving food

- Avoid touching food with bare hands and make sure hands are clean in case they do come into contact with food.
- Use clean equipment and utensils such as tongs, paper towels and serving utensils.
- Be organized to be efficient.
- Hot food should be kept above 63°C.
- Clean and sanitise regularly – always have a clean service area.
- Use heat lamps or Bain-marie when necessary.
- Chill or use ice when necessary.
- Make sure you hold plates, cutlery and glassware correctly.
- Don't forget your personal hygiene – uniform, hair, hands, and jewellery.



For each part of the food preparation and service processes below, state **3 things you would need to consider**.

RECEIVING FOOD	
STORING FOOD	
PREPARING & COOKING FOOD	
SERVING FOOD	

# waste management

Use the information below to help answer the question on the next page

Much of the refuse from food premises can quickly rot, and is a potential source of contamination and disease by providing food and shelter for bugs, rats and mice, as well as ideal conditions for the growth of bacteria and other contaminants. Its smell can also be a problem.

## Bins

Kitchen waste should be placed into waste bins with tight fitting lids, making them pest proof. The bins should be operated with a foot pedal to open, as this is more hygienic. They should be made of a strong material, be easy to clean and contain plastic bin liners (making cleaning the containers easier as they can be tied off and removed hygienically).

They should be emptied regularly to avoid waste build-up as this could cause problems with multiplication of bacteria, and attract pests.

Don't overfill them! The rubbish should be removed from the kitchen after every shift. Rubbish should be removed from the premises on a regular basis, and the yard or area hosed and scrubbed as required.

Make sure you empty your bins after every shift, and always give them a good clean when you're done! Bin liners are a big help.



## Inside

Rubbish should be stored in a dark, cool area away from direct sunlight. Rubbish should be stored in durable plastic bins with bin liners which have a foot pedal.

## Outside

As bins are usually stored in the yard, this area should be away from direct sunlight and all bins should be made of a durable plastic and must have lids on them to prevent pests getting in. This area should also be properly paved, graded and drained to make cleaning easier.

Rubbish should be removed from inside the kitchen / food premises to an outside rubbish area after every shift.

**Rubbish bins** in a **work area** should be:

1	
2	
3	

How is rubbish **removed** and **stored** outside?

# Pest control

CLICK HERE

Use the attached file and the information below to help answer the question below

Food preparation and pests do not mix. A well-maintained area will not usually have a problem: pests are often a symptom of some other shortfall in hygiene – so the cause of an infestation problem should be always considered first.

## Pests include:

- Insects (flies, ants and cockroaches)
- Rats and mice
- Birds
- Cats and dogs.

All of these pests will feed on waste and other unpleasant substances, and can carry disease-causing micro-organisms. Contaminants are present in their mouths, in their droppings, and on their feet and bodies; and they can deposit contamination onto anything they eat or touch, including utensils and bench tops.

## Preventative measures

- **Physically keep them out**  
This means pest-proofing the building by **using insect screens** for doors and windows, **blocking holes** around pipes and keeping doors and **windows securely shut**.
- **Give them no reason to visit**  
This means never leaving any mess or food waste that may attract them – **cover food** and store it away properly in sealed containers. Store rubbish in **secure containers**. Do not keep outside waste too close to the kitchen.

- **Use a pest control device**  
To eliminate such insects as flies, bluebottles and wasps an electronic fly killer (EFK) is recommended.
- **Keep your eyes open**  
Act on any sign of pest infestation immediately, as one mouse dropping may be a sign of several mice living nearby.
- **Use a pest control company**  
Arrange for a reputable pest control company (exterminator) to make regular visits.

Name **two** ways of preventing contamination from pests:

PEST	WAYS TO PREVENT CONTAMINATION
INSECTS	
MICE & RATS	
BIRDS	
CATS & DOGS	



# Temperature monitoring

CLICK HERE

Use the attached file and the information below to help answer the question below

The temperature that food is stored at is crucial for food safety. Use an accurate thermometer or temperature probe to measure temperatures **inside all food**, and **refrigeration** and **heating appliances**. For example: display units, fridges, freezers, pie warmers and bain-maries.

What are **thermometers used for** in a food business?

**Measurement of refrigeration and heating appliances** should be done at least **once a day** at regular intervals. Keep a written record of the temperatures: where they were taken, the time they were taken, and the date.

## Meat, fish and seafood

Food-poisoning bacteria like foods that are high in protein and moisture, for example meat, fish and seafood!

### Uncooked meat

Extreme care must be taken with raw meat to keep it safe. Strict temperature control must be practised. Raw meat must be refrigerated (short term) or frozen (longer term).

### Cooked meat

Bacteria will be killed by the high temperatures in the cooking process, making these meats safe. Bacteria introduced after cooking will multiply rapidly in warm leftover meats. Refrigerate as soon as possible – definitely within one hour.

## Poultry

Raw chicken and turkey will often be contaminated with bacteria.

Only very thorough cooking will kill these. The solution is hygienic storage and hygienic, careful preparation, thorough cooking and thoughtful storage.

## Milk and cream

Pasturised milk and cream are safe if kept at the correct temperature, however bacteria can grow after the pasturisation process. Custards, milk puddings, cakes and sauces made with milk products can easily become contaminated. For safety, always serve them hot and discard or refrigerate leftovers promptly.

## Eggs

Uncracked eggs are not infected with bacteria, although the shells may be. Bacteria will grow rapidly in opened eggs. Care must be taken not to transfer bacteria from the shell to the egg, or to other foods.

## Seafood

Proper storage is essential to maintaining the safety of seafood. Seafood requires constant refrigeration and is very vulnerable to changes in temperature.

## Cooked rice

Rice can be infected with a bacteria that can survive cooking! This bacteria can grow very rapidly at room temperature. Quickly refrigerate leftover cooked rice.

# Temperature monitoring

## High risk foods

High risk foods such as chicken and seafood should not remain in the **danger zone** (4°C - 63°C) for more than **2 hours**.

## Frozen foods

Bacteria is dormant or sleeping in the freezer, meaning it does not grow but does not die. Defrost frozen food thoroughly in the refrigerator before using.

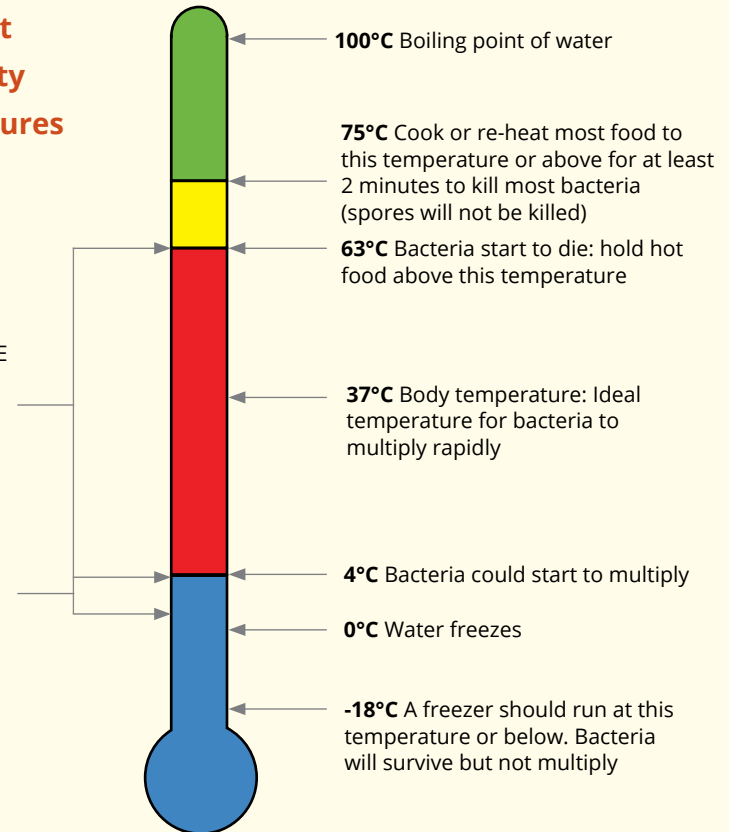
Using the **thermometer opposite**, fill in the temperature of the items below.

<input type="text"/>	°C	Freezer temperature
<input type="text"/>	°C	Foods chilled. Ideal fridge temperature zone.
<input type="text"/>	°C	Danger zone!
<input type="text"/>	°C	Ideal temperature for most bacteria to grow.
<input type="text"/>	°C	Bacteria dies. Safe holding temperature of hot foods after cooking.
<input type="text"/>	°C	Re-heat food to this core temperature to ensure it is safe to eat.
<input type="text"/>	°C	Cook most foods to this temperature.
<input type="text"/>	°C	Spores die if this temperature is maintained for 20 minutes.

## Important food safety temperatures

**4-63°C**  
DANGER ZONE  
Bacteria grow particularly quickly between 20°C and 50°C

**1-4°C** Foods chilled.  
Ideal fridge temperature zone



# corrective action

Use the information below to help answer the question on the next page

If temperature problems are found, corrective action must be taken to avoid problems .

## What is corrective action?

It is action taken to **ensure food is removed from the possibility of being hazardous or in the 'danger zone'**.

Some possible actions are:

- Check the temperature of the food if the temperature problem was with equipment such as the fridge or freezer. Discard food items if required.
- Adjust the thermostat setting – you may be able to do this yourself or might need to tell your manager to call a repair man.
- Report the matter to someone in authority like your manager or head chef.
- Contact a repair person if necessary.



For the **following situations**, state the **corrective action** you would take.

You are working early in the morning and arrive at work to discover the freezer door has been left open all night in a warm kitchen and the freezer temperature is  $-6^{\circ}\text{C}$ .

You are starting your shift in the afternoon and have found cooked chicken being held in a Bain-marie for more than four hours at  $55^{\circ}\text{C}$ .

You are in the delivery area of the kitchen when you notice that the meat order has arrived. You realise the meat wrapped in a plastic bag has been sitting on the bench at room temperature for over an hour and has not been placed in the freezer.



# Supplementary information





# Cleaning

Restaurants are required to have a cleaning schedule. This is designed to make sure nothing is missed. It also lets food hygiene inspectors know that you have procedures place to keep the kitchen clean and hygienic at all times.

## Cleaning schedule

A cleaning schedule needs to show, for each cleaning task:

- **What** is to be cleaned
- **Who** should clean it
- **How** it is to be cleaned and how long it should take
- **When** it should be cleaned and what time of day)
- The **cleaning materials to use** and how they should be used
- The **equipment and protective clothing to use** (for example goggles when oven cleaning)
- Any **safety precautions** necessary
- The **signatures** of the person cleaning and the supervisor, plus the date and time it was done.

It is important to clean up regularly during cooking. If a work area is cluttered, it won't be clean.

## Cleaning products

- Detergent is used to remove grease and dirt.
- Disinfectant will destroy bacteria. You must use a disinfectant especially for kitchen use and use it as directed.
- Heat may be used to disinfect, for example steam cleaners or the hot rinse cycle of a dish washer.
- Sanitiser cleans and disinfects. It is usually a spray.

## Cleaning hazards

- Be careful where you store cleaning products. You do not want to cause chemical contamination.
- Rinse cleaned benches and utensils
- Remove cleaning cloths and mops from the food area
- Use separate cleaning equipment in raw food areas and in high risk food areas
- Don't use dirty cloths or equipment.



# Cross contamination

When bacteria (germs) are transferred from one place to another, this is called cross-contamination.

For example, contaminated raw food might sit on a bench top and touch hands and utensils before it has been disposed of. If that bench top and the utensils were not cleaned and disinfected and the hands not washed properly, the contamination could quickly pass round the kitchen.

## Watch out for:

- Raw meat touching cooked meat
- Blood or juice from raw meat or chicken dripping on to other foods
- Soil from dirty vegetables touching high-risk foods
- Dirty cloths, uniforms or equipment
- The same utensils used for raw food and then cooked food; for example knives or chopping boards
- Rodents or flies spreading bacteria
- Hands touching raw food then cooked foods
- Not washing hands between jobs.

**All of these can cause cross-contamination.**

## Ways to reduce cross contamination

- Have **separate working areas** for raw and high-risk foods.
- Vegetables should be **thoroughly washed**, especially leafy vegetables
- Excellent **personal hygiene** by all kitchen staff. **Hand washing**.
- **Colour coding** equipment like chopping boards, utensils, bowls and even uniforms so they are only used for one type of food (e.g. raw and cooked).
- Chopping boards should be thrown away if they are cracked or chipped. Bacteria can get caught in the cracks and grow there.
- Sanitising equipment like chopping boards, by **disinfecting** and by washing in a dishwasher at **high temperatures** (high enough to kill bacteria)
- Taking particular care with **washing all equipment**
- **Cover** food.



# What is food safety?

**Food Safety is concerned with the preparation and sale of food. Food Safety standards make sure that food businesses are able to produce and sell safe food.**

There are laws relating to food safety: the Food Hygiene Regulations 1974; the Food Act 1981. These set out conditions that have to be met, for food is to be produced for sale. They also set out practices that the restaurants must follow in order to prevent food contamination, food poisoning and the spread of disease.

All restaurant kitchens have to make sure that food is stored and handled safely. Customers need to know that the food served to them in a restaurant will not make them sick or harm them in any way. Food poisoning can be unpleasant for anyone. It can be very serious and even fatal for some people.

## PEOPLE AT SERIOUS RISK ARE:

- > Babies and very young children
- > Elderly people
- > Pregnant women
- > People with food allergies
- > People who have poor health or immune system problems.

Food safety regulations make sure that a restaurant can keep their food standards high and can offer their customers a safe eating experience.

Food businesses are inspected regularly. This means that customers can be confident that a business is complying with the food safety laws and offers safe and wholesome food.



# Hand washing

Hands must be really clean when you work with food. Contamination from the hands can easily spread to the food – and from the food to the customers.

Proper hand washing will prevent this. Hands must be washed very thoroughly – and washed often. You must wash your hands when you enter the kitchen and also between tasks.

**You should wash your hands often. Lots of activities can contaminate your hands.**

## **Before you handle food, wash your hands:**

- When you enter the kitchen, before starting work and touching any food
- After going to the toilet
- Between different tasks (to avoid cross contamination)
- Between handling raw and cooked food
- If you touch your hair, nose or mouth (or other body parts)
- If you use a tissue or handkerchief after sneezing or coughing
- After changing a dressing for a cut or burn
- After cleaning a food preparation area or a surface that might be contaminated
- After handling rubbish, including kitchen waste, food packaging, money or flowers.

## **HOW TO WASH YOUR HANDS:**

<b>Step 1</b>	Use the proper basin or sink provided just for hand washing
<b>Step 2</b>	Wet your hands under warm running water
<b>Step 3</b>	Apply liquid soap
<b>Step 4</b>	Rub your hands together between the fingers and thumbs
<b>Step 5</b>	Remember your fingertips, fingernails and wrists
<b>Step 6</b>	Rinse your hands off again under the running water
<b>Step 7</b>	Dry hands on a paper towel
<b>Step 8</b>	Use the paper towel to turn the tap off





# Personal hygiene

People who handle food must be clean, wear clean clothes and shoes, and look clean. Being clean is important to avoid food contamination. It is also important to the business. Customers will have confidence in culinary staff who look spotless.

Anyone working with food must have a bath or shower every day. They must wear clean underwear every day and use a suitable underarm deodorant.

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## Clean hands

- Looking clean isn't enough. Germs from raw, unwashed food, rubbish, body parts, or coughs and sneezes are all invisible, but can quickly transfer to the food.
- There must be a hand basin that is just for washing hands only.
- A soap dispenser is best (liquid soap) and an anti-bacterial gel can be used afterwards.
- Paper towels are best for drying hands.

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## Fingernails

- Clean and short
- Well-trimmed, but no nail polish
- Use disposable gloves where possible and change them often
- Use tongs, ladles, spoons and slices rather than hands.

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## Jewellery / rings / watches

- Do not wear any of these when handling food, especially rings and watches
- No body piercing items (remove them or cover them completely).

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## Hair

- Always clean and washed often
  - Kept covered with a kitchen hat and/or net
  - Never scratch, comb or touch your hair in the kitchen.
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# Personal hygiene

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## Nose, mouth and ears and tasting

- Don't touch your nose in a food preparation area (if you do, wash your hands)
- If you use a tissue or handkerchief, wash your hands afterwards
- If you sneeze or cough, turn away. Do NOT sneeze on or at food, other people, working surfaces or utensils.
- Use a clean teaspoon (or a disposable spoon) for tasting food.
- Do not taste food with the fingers or a wooden spoon.

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## Protective clothing, shoes and hats

- Hats (to prevent hair falling into food and to stop sweat falling)
- Gauntlet gloves, to protect from heat and flame
- Eye goggles (for cleaning)
- Chef jackets with long sleeves and double breasted - to protect you from the heat and from scalding liquids
- Shoes - strong, protective footwear, non-slip
- Protective clothing should cover any other clothes. Street clothes should be left outside the kitchen,
- Trousers, comfortable and loose fitting
- Aprons, large enough to wrap around the body and long enough to protect the legs. Aprons are tied at the front so they are quick to remove.

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## Cuts, burns and skin conditions

- Keep covered with waterproof dressings.
  - Tell your supervisor if you have any infected cuts or injuries.
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# Personal hygiene

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## Cosmetics

- Use minimal make up when working in a kitchen
- Never apply make up in the kitchen.

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## Smoking

- Don't. It's not permitted in food preparation areas.
- If you do smoke in your break, wash your hands before returning to work.

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## Personal health

Some illnesses may mean you can't work in the kitchen. Report any illness to the supervisor.

These include:

- Skin infections, cuts, boils, grazes or burns
  - Heavy colds, coughs, eye infections or ear infections with discharge
  - Diarrhoea or vomiting. You cannot return to food handling duties until you have been symptom-free for 24 hours.
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# Pests

## How to manage pests

- Hire pest control experts
- Block likely entry points (like holes around pipes)
- Fix any structural damage quickly
- Check deliveries and delivery vehicles for pests
- Set traps and baits
- Have an Electronic Fly Killer
- Make sure food containers are sealed and food is not left out
- Keep outside waste well away from the kitchen, covered
- Have a pest management plan. Carry out regular check and keep reports.

PEST	SIGNS THAT THEY ARE PRESENT
<b>Rats and Mice</b>	Sightings of rodent droppings, unpleasant smell, gnawed wires etc. Greasy marks on lower walls, damaged food stock, paw prints.
<b>Flies, Wasps</b>	Sightings of flies and wasps, hearing them, dead insects. (Maggots.)
<b>Cockroaches</b>	Sighting (dead or alive) usually at night. Unpleasant smell.
<b>Ants</b>	Sightings and present in food. The tiny, pale coloured Pharaoh's ants are difficult to spot but can still be the source of a variety of pathogens.
<b>Weevils</b>	Sightings of weevils in stored products, e.g. flour/cornflour. Very difficult to see - tiny black insects moving in flour, etc.
<b>Birds</b>	Sightings, droppings, in outside storage areas and around refuse.
<b>Domestic pets</b>	These must be kept out of food areas as they carry pathogens on fur, whiskers, saliva, urine. etc.



# Temperatures

## Checking and controlling temperatures

Cooking food to a core temperature of 75°C for 2 minutes will kill most bacteria and these temperatures are important especially where large amounts are being cooked or the consumers are in the high-risk categories. However, some popular dishes on hotel and restaurant menus are cooked to a lower temperature than this according to individual dish and customer requirements.

Electronic temperature probes are very useful to measure the temperature in the centre of both hot and cold food. They are also very useful for recording the temperature of deliveries and checking of food temperatures in refrigerators. Make sure the probe is clean and disinfected before use (disposable disinfectant wipes are useful for this). Place the probe into the centre of the food, making sure it is not touching bone or the cooking container.

## How to check the probe

Check regularly that probes are working correctly (calibration). This can be done electronically but a simple and low-cost check is to place the probe in icy water, where the reading should be 0°C.

Next, place the probe in boiling water and the temperature reading should be 100°C. In both cases one degree higher or lower is acceptable. If probes read outside of these temperatures they need to be repaired or replaced. When calibration of probes has been completed, record these temperatures and keep the data as part of the food safety management system.





# Temperatures

Important temperatures when dealing with food	
FOOD	IMPORTANT TEMPERATURE
<b>Food stored in a freezer</b> (no bacterial growth but does not kill bacteria, toxins or spores)	Store at -18°C to -23°C
<b>Refrigerated food:</b> Raw meat / poultry Raw fish and shellfish Cooked meats / meat products Cooked fish / fish products Dairy products / fats Eggs Salad items, herbs, leafy vegetables Cooked foods / high-risk items	Store at 1°C to 4°C
<b>Ambient stored food:</b> Canned food Dry goods Grains General grocery items	Store at 10°C to 15°C in a cool well-ventilated place
<b>Cooked hot food</b> (a temperature that will kill bacteria but not spores and probably not toxins)	Core temperature must reach 75°C
<b>Cooked fish</b> (EHO may advise a higher temperature)	Core temperature must reach 63°C
<b>Reheated food</b>	Core temperature must reach 75°C
<b>Hot food being held</b> for service	Keep at 63°C+

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