

## **RESOUND FOOD HYGIENE POLICY**

All persons using the kitchen facilities must follow good food hygiene practice. The following has been prepared from the Food Standards Agency guidelines

-

### **GOOD FOOD HYGIENE**

Good food hygiene is all about controlling harmful bacteria which can cause serious illness. The four main things to remember for good hygiene are:

- **Cross-contamination**

*This is when bacteria are spread between food, surface or equipment. It is most likely to happen when raw food touches (or drips onto) ready-to-eat food, equipment or surfaces*

- **Cleaning**

*Effective cleaning gets rid of bacteria on hands, equipment and surfaces. So it helps to stop harmful bacteria from spreading onto food.*

- **Chilling**

*Chilling food properly helps to stop harmful bacteria from growing. It is very important not to leave food standing round at room temperature.*

- **Cooking**

*Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure food is cooked or reheated properly.*

### **PERSONAL HYGIENE**

- Keep yourself clean and wear clean clothing, wear an apron if necessary.
- Tie back long hair.
- Always wash your hands thoroughly and dry on a disposable towel:

*Before handling food*

*After handling raw foods, poultry, eggs or waste*

*After every break*

*After using the toilet*

*After blowing your nose*

*After changing a dressing*

*After taking rubbish to the dustbin*

*After touching the bin (if you have not used the foot pedal)*

- Do not work with food if you have any skin, nose, throat, stomach or bowel trouble or infected wound
- Ensure cuts and sores are covered with a waterproof, high visibility dressing and/or disposable gloves

- Do not eat or drink in the kitchen and never cough or sneeze over food
- Use the hand basin rather than the sink for hand washing
- Where appropriate wear an apron. Remember to remove this when going to the toilet
- Open the rubbish bin with the foot pedal so that your hands do not become contaminated.

### **CLEANING**

Wipe down surfaces, chopping boards and equipment where food is to be prepared before any preparation starts. Use a clean cloth (or one that has been washed and disinfected). Use the appropriate coloured cloths for different tasks as outlined on the notice board. Use detergent or anti-bacterial spray for surfaces. Use different chopping boards and knives for raw and read-to-eat food

- If necessary rinse off any cleaning substances after cleaning
- Wash or wipe away spills as soon as they happen. Clear and clean as you go
- Wash work surfaces thoroughly between tasks. Disinfect work surfaces after wiping up spills from raw meat/poultry or eggs
- Keep handbags, coats etc off the work surfaces

### **FOOD PREPARATION**

- Do not prepare food too far in advance of serving
- Keep perishable food either refrigerated or piping hot (63°C or above)
- Keep the preparation of raw and cooked food strictly separate
- Avoid unnecessary handling of food
- Store raw and cooked foods separately (especially meat). Store raw food below ready to eat food in the fridge
- Use the appropriate coloured chopping boards
- Cover or wrap food that is waiting to be used
- Only reheat prepared food once
- Foods that need chilling must be refrigerated as quickly as possible
- Wash work surfaces thoroughly between tasks. Disinfect work surfaces after wiping up spills from raw meat/poultry or eggs

## **CHILLED FOOD**

Chilled food must be kept at 8°C or below. If this is not possible food can be displayed for up to four hours. This can only be done once. If you have cooked food that will not be served immediately chill it down as quickly as possible and then put it in the fridge. Protect food from dirt and bacteria at all times.

## **COOKING**

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly. When cooking or reheating food, always check that it is piping hot all the way through.

Make sure liquid dishes (soups, gravy) boil rapidly when stirred.

It is especially important to make sure you thoroughly cook poultry and pork, rolled joints and products made from minced meat, such as burgers and sausages. This is because there could be bacteria in the middle of these types of products. They should not be served pink or rare and should be piping hot all the way through. Whole cuts of meat (such as steaks) and whole joints of beef and lamb can be served pink/rare as long as they fully sealed on the outside.

It is essential to handle rice safely to make sure it is safe to eat. Rice can contain spores of a type of harmful bacteria that may not be killed by cooking or reheating. If cooked rice is left at room temperature spores can multiply and produce toxins that cause food poisoning. Reheating will not get rid of these. Make sure it is kept hot until serving or chill it down as quickly as possible and keep it in the fridge. You can chill rice down quickly by running it under cold water.

## **DEFROSTING**

If you defrost any foods you must do this in a way that minimises the risk of harmful bacteria growing, or toxins forming in the foods. While they are being defrosted you must keep foods at a temperature that would not result in a risk to health. Where liquid coming from the defrosting food may present a risk to health, (e.g. when defrosting raw meat) you must drain it off adequately. Following defrosting, food must be handled in a way that minimises the risk of harmful bacteria growing or toxins forming (e.g. keeping it in the fridge). Do not cook food which is *partially* frozen.

## **REHEATING**

It is very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked. Make sure it is piping hot all the way through (only do this once) and serve immediately.

## **READY TO EAT FOODS**

Salads, cooked meats, desserts, cheese etc. Keep separate from raw meat meat/poultry, eggs. Keep covered and make sure they are kept cold enough.

Wash vegetables and salads thoroughly

**CLEANING AFTERWARDS**

Thoroughly clean all surfaces, utensils, cooker, fridge and cloths. Sweep and mop the floors. Put away all crockery and utensils.

**ACCIDENTS**

Report any accidents by filling out the Accident Report Form.