

## **Food Safety Policy**

10 November 2022

### **Introduction**

St. Mary's church seeks to be a caring community in all it does which follows from the God of love that we worship. Hospitality and sharing meals are one of the crucial and delightful ways that we do this, very much inspired by Jesus' table fellowship.

Many members of the congregation are gifted and serve through the provision of food. Being a church community gives responsibilities above what we may do in our homes. It is important to recognize what these might be so that we can support one another not just in our church activities but as we contribute to the wider society.

Food Safety is just that. It is not specially about whether food is sold or a certain number of people are present. We seek to be trusted in our hospitality.

### **Registration with the Borough Council**

Advice has been sought and St. Mary's church is to be registered with the Borough Council as a Food Business. This will mean that our facilities and activities are open to be inspected.

It does mean that what is done in the name of St. Mary's is the subject of this policy. There may be groups with a clear identity. There maybe activities that take place off site. These are most likely to be considered as part of the registration of the church.

### **Training**

Food preparation for many people is a part of their daily life and the results are both delightful and safe. Catering for a church event may well present different challenges and some degree of training is reasonable to require. This must be clear, easy to access and maybe even enjoyable. The key person arranging an event should be at least familiar with this policy.

### **Risk Assessment**

All events will at some level be planned even if this is custom and practice. It is responsible to include reflection on what is to take place and allow scrutiny of the intentions to take place. The formal way to do this is by preparation of a Risk Assessment. There are people in St. Mary's who are knowledgeable and willing to assist with this.

The key items to include in the assessment are identified in the guidance below.

### **Food Safety Guidance**

There is much guidance available and it is usually written for commercial food businesses or sources that are difficult to verify. This policy takes the government document which is clearly the former type of document and identifies sections that are important to the type of activities that St. Mary's undertakes.

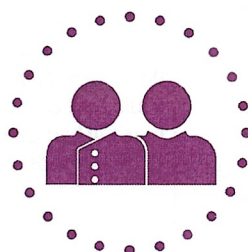
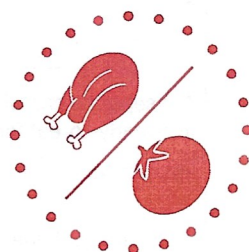
The document is called 'Safer food, better business for caterers'. An electronic copy can be obtained from The Food Standards agency at gov.uk. The file name of the document referred to in the following guidance comes is called sfbb-caterers-pack-fixed\_0.pdf. These details may change as time progresses but this policy will be updated to reflect what takes place.

The following sections of Safer food, better business for caterers are recommended. The information may continue on pages following the reference.

- 19 Separating foods
- 21 Food allergies, also page ~~70~~ 72
- 31 Handwashing
- 44 Chilling down hot food
- 46 Defrosting
- 52 Cooking safely
- 54 Foods that need extra care
- 56 Reheating
- 64 Ready to eat food
- 72 Managing food allergen information

These sections are a minimum. Although the document is large and not all sections applicable it is worth being familiar with all of its content.

# SAFER FOOD BETTER BUSINESS FOR CATERERS



BUSINESS NAME:

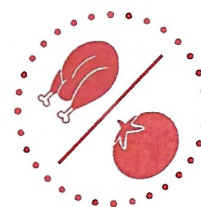
OWNERS NAME:

DATE OF COMPLETION:




## SAFE METHOD:

# SEPARATING FOODS



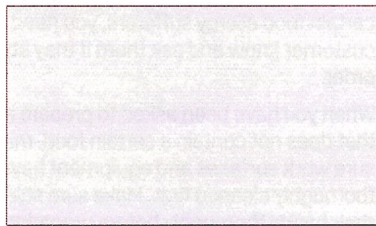
Keeping raw and ready-to-eat food separate is essential to prevent harmful bacteria from spreading. Raw foods include raw meats & unwashed salad, vegetables and fruits. Ready-to-eat foods include cooked foods, washed salads, garnishes, desserts and other foods that will not be cooked before eating.

For more information on separating foods visit [the FSA website](https://www.food.gov.uk/food-safety-standards)

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<b>Delivery and collection</b> Plan delivery times so that, if possible, raw foods arrive at different times to other foods. If delivered together, raw and ready-to-eat foods must be kept separate.	This helps to prevent harmful bacteria spreading from raw foods to ready-to-eat foods.	When do deliveries come? <div></div> Make a note in your diary.
<b>Storage</b> Ideally, store raw and ready-to-eat food in separate fridges, freezers and display units. If they are in the same unit, store raw meat, poultry, fish and eggs below ready-to-eat food. Unwashed fruit and vegetables should also be kept separate from ready-to-eat food and above raw meat. Use either separate containers for raw & ready-to-eat foods or clean and heat disinfect between uses. Cover cooked foods and other raw and ready-to-eat food using lids, foil or cling film. Coverings for raw and ready to eat foods should be kept separate.	This helps to prevent harmful bacteria spreading from raw food to ready-to-eat food.	How do you make sure raw and ready-to-eat food is stored separately? <div></div> Are separate containers used for raw and ready-to-eat foods? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, are containers cleaned and disinfected between used? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Defrosting</b> Keep raw foods that are defrosting in the fridge in a covered container, below ready-to-eat food, or in a separate area of the kitchen away from other foods. (See the 'Defrosting' method in the Chilling section.)	When raw foods are defrosting, the liquid that comes out can contain harmful bacteria, which could spread to other foods.	Where do you defrost foods? <div></div>
<b>Preparation</b> Prepare raw foods in different areas. If this is not possible, separate by preparing them at different times to ready-to-eat foods and thoroughly clean and disinfect between tasks using the '2 stage clean'. Where possible, ready-to-eat food preparation should take place before raw food preparation. Dedicated colour coded chopping boards and utensils should be used.	Harmful bacteria from raw meat/poultry can spread from chopping boards and knives to other foods. 	<b>Which of the following controls do you have in place?</b> Different areas for raw and ready-to-eat food preparation Yes <input type="checkbox"/> No <input type="checkbox"/> Same areas used for raw and ready-to-eat food preparation, separated by time and cleaning/disinfection Yes <input type="checkbox"/> No <input type="checkbox"/> Separate, colour-coded utensils for raw and ready-to-eat-food Yes <input type="checkbox"/> No <input type="checkbox"/>
Do not wash raw meat or poultry.	Washing meat does not kill bacteria and allergens, but it can splash harmful bacteria around the kitchen contaminating sinks, taps and surfaces and ready-to-eat food.	More information can be found on <a href="https://www.food.gov.uk/food-safety-standards">the FSA website</a> .





SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<p>Wash unwashed vegetables, salad and fruit in a separate, dedicated sink under running water.</p> <p>Where this is not possible, and the sink is used for other tasks, clean and disinfect the sink and use a dedicated bowl to protect the food during washing. Then place in a colander for a final rinse under running water.</p> <p>Further information on two stage cleaning is in the 'Cleaning Effectively' section.</p>	<p>To remove soil residues (which may contain bacteria) and pesticides on the fruit, salad and vegetables which may stop it being safe to eat.</p>	<p>Do you have a separate sink for washing fruit, salad and vegetables?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, do you clean and disinfect your sink using a two stage clean between uses and place fruit, salad and vegetables into a suitable container under running water?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Always use separate equipment, such as vacuum packers, slicers or mincers, for raw and ready-to-eat food.</p>	<p>It is not possible to remove harmful bacteria from complex machinery and these bacteria can spread to food.</p>	<p>Do you use different complex equipment for raw and ready-to-eat food preparation (e.g. mincers, etc)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Cooking, e.g. grill, barbecue</b></p> <p>When you add raw meat make sure it does not touch or drip onto the food already cooking or onto ready-to-eat foods.</p> <p>Remember to wash hands after handling raw meat or its packaging.</p>	<p>Bacteria could spread from the raw meat to the other food and stop it being safe to eat.</p>	<p>How do you keep raw meat separate from food already cooking?</p>  <p>Do you have separate probes for raw and ready-to-eat food temperature checks?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## THINK TWICE!

### Equipment with moving parts

You should not use the same equipment, such as vacuum packing machines, slicers and mincers, for both raw and ready-to-eat food. These are complex pieces of machinery with lots of moving parts and it is very difficult to clean them sufficiently, so bacteria from raw food could easily be transferred to ready-to-eat food.

To clean this equipment effectively, it needs to be taken apart. (Vacuum packing machines require a specialist to do this.) If you are unsure of what to do, check with the Environmental Health Team at your local council.

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> <li>If you think that ready-to-eat food has not been kept separate from raw food, throw away the food.</li> <li>If equipment/surfaces/utensils have been touched by raw food, wash, disinfect and dry them to prevent harmful bacteria from spreading.</li> </ul>	<ul style="list-style-type: none"> <li>Train staff again on this safe method.</li> <li>Improve staff supervision.</li> <li>Re-organise delivery times, storage and food preparation to make it easier to keep food separate.</li> <li>Make sure you have enough storage space and it is well organised.</li> </ul>

Write down what went wrong and what you did about it in your diary.

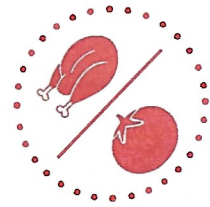


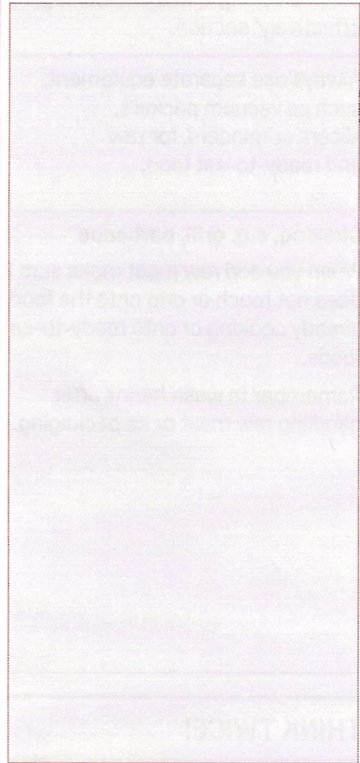
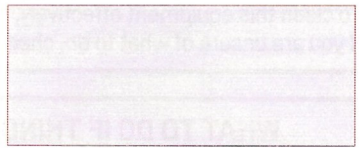
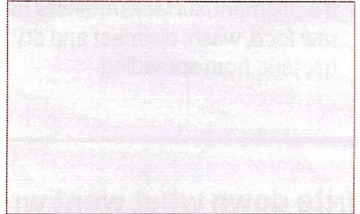
## SAFE METHOD:

# FOOD ALLERGIES

It is important to know what to do if you serve a customer who has a food allergy, because these allergies can be life-threatening. By law, you must tell your customers if certain food allergens are in the food you prepare (see the section on the next page).

You also need to refer to and complete the 'Managing Food Allergen information' pages in the Management section of this pack. All of the FSA's information, guidance and templates are available on [the FSA website](https://www.food.gov.uk/sfbb).



SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<b>Delivery and Collection</b> Make sure, at the point of delivery, you label the food and check you have all the ingredient information you need from the supplier.		
<b>Preparation</b> Make sure you do not contaminate foods for an allergic consumer while you are preparing food for them.  Check the labelling information to make sure that any ingredients used to prepare the dish do not contain the food they are allergic to, including oils, dressings, glazes, sauces and garnishes.  If the labels of any of the ingredients you are using to prepare that dish say they may contain certain food allergens or are not suitable for certain food allergy sufferers, you need to let the customer know and ask them if they still wish to order.  When you have been asked to prepare a dish that does not contain a certain food, make sure work surfaces and equipment have been thoroughly cleaned first. Make sure staff wash their hands thoroughly before preparing the dish. You should also have separate preparation boards and equipment dedicated to allergy-free meals.  If you make a mistake when preparing a dish for a customer with a food allergy, do not just remove the ingredient containing the allergen from the dish and still serve the food - start from scratch with fresh ingredients.  Remember: unlike bacteria, allergens are always present in the food and cannot be removed or destroyed by cooking.	This helps to prevent small amounts of the food that a person is allergic to getting into the dish accidentally, which could prove fatal.	How do you prepare foods for allergic consumers?  
<b>Storage</b> It is important to make sure all foods are labelled clearly listing the allergens in the food, fully covered, resealed or placed into sealed containers if needed and any food spillages in storage areas/equipment are cleaned up quickly. Make sure you clearly label containers with the ingredients.	Allergens can easily be transferred from one food to another meaning allergen-free foods can become contaminated and no longer allergen-free. This poses a risk to a customer with a food allergy being served food and suffering an allergic reaction.	How do you store foods once opened?  
<b>Service &amp; Take Away Orders</b> Cross contamination of a food allergy customer's orders can take place during transport from your business to the customer's home and during service. You should take steps to prevent contamination such as keeping the food for the customer with an allergy separate, labelled and covered well.  During service, it is also important to ensure that the right meal is served to the correct person.	If a food allergy customer's order is contaminated with allergens, they could suffer an allergic reaction.	How do you prevent contamination from allergens in take away orders?  





## THINK TWICE!

### Which ingredients can cause a problem?

You must provide information about allergens to your customers if they are used as ingredients in the food and drink that you provide. You can find further information on [the FSA website](https://www.food.gov.uk/food-allergies)

These are some of the foods people may be allergic to and where they may be found:

<b>Nuts</b> (Namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, Macadamia or Queensland nut).	In sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils.
<b>Peanuts</b>	In sauces, cakes, desserts. Don't forget groundnut oil and peanut flour.
<b>Eggs</b>	In cakes, mousses, sauces, pasta, quiche, some meat products. Don't forget foods containing mayonnaise or brushed with egg.
<b>Milk</b>	In yoghurt, cream, cheese, butter, milk powders. Also check for foods glazed with milk.
<b>Fish</b>	In some salad dressings, pizzas, relishes, fish sauce. You might also find fish in some soy and Worcestershire sauces.
<b>Crustaceans</b>	Such as prawns, lobster, scampi, crab, shrimp paste.
<b>Molluscs</b>	These include mussels, whelks, squid, land snails, oyster sauce.
<b>Cereals containing gluten (namely wheat (such as spelt and Khorasan wheat), barley, rye and oats)</b>	Also check foods containing flour, such as bread, pasta, cakes, pastry, meat products, sauces, soups, batter, stock cubes, breadcrumbs, foods dusted with flour.
<b>Celery</b>	This includes celery stalks, leaves and seeds and celeriac. Also look out for celery in salads, soups, celery salt, some meat products.
<b>Lupin</b>	Lupin seeds and flour in some types of bread and pastries.
<b>Mustard</b>	Including liquid mustard, mustard cress, mustard powder and mustard seeds, in salad dressings, marinades, soups, sauces, curries, meat products.
<b>Sesame seeds</b>	In bread, breadsticks, tahini, houmous, sesame oil.
<b>Soya</b>	As tofu or beancurd, edamame, tempeh, soya flour and textured soya protein, in some ice cream, sauces, desserts, meat products, vegetarian products.
<b>Sulphur dioxide</b> (when added and above 10mg/ kg in the finished food and drink)	In meat products, fruit juice drinks, dried fruit and vegetables, wine, beer.

### WHAT TO DO IF THINGS GO WRONG

If you think a customer is having a severe allergic reaction:

- do not move them
- ring 999 and ask for an ambulance with a paramedic straight away
- explain that your customer could have anaphylaxis (pronounced 'anna-fill-axis')
- send someone outside to wait for the ambulance
- if the customer has an adrenalin or Epi pen, help them to get it.

### HOW TO STOP THIS HAPPENING AGAIN

- Make sure all your staff understand how important it is to check all the contents of a dish if asked by someone who has a food allergy.
- Make sure you keep accurate and updated ingredient information for all ready-made products and staff know to check it.
- Review the way that staff prepare a dish for someone with a food allergy – are they cleaning effectively first and using clean equipment?
- Improve the descriptions on your menu.
- Train staff again on this safe method.
- Improve supervision.

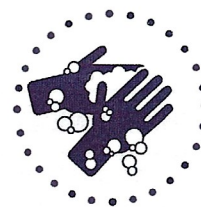
Write down what went wrong and what you did about it in your diary.





## SAFE METHOD:

# HANDWASHING



Effective handwashing is essential to help prevent bacteria spreading to food.

Make sure all staff who work with food wash their hands properly before handling or preparing food, including after handling raw food and before handling ready-to-eat food. **Remember: effective hand washing takes time.**

For a video demonstration, visit the [FSA YouTube channel](#)

### WASHING HANDS EFFECTIVELY

#### Step 1:

Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.



#### Step 2:

Rub your hands together palm to palm to make a lather.



#### Step 3:

Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.



#### Step 4:

Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly.



#### Step 5:

Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.



#### Step 6:

Rinse off the soap with clean running water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.



### CHECK IT

For hands to be washed properly, you need warm running water, liquid soap and preferably disposable towels.

Ideally, antibacterial soap should meet standard BS EN 1499 for extra protection against harmful bacteria and contamination.

Do you use liquid soap?

Yes ☐ No ☐ If no, what do you use?

Do you use disposable towels?

Yes ☐ No ☐ If no, what do you use?

Do you use antibacterial soap which meets standard BS EN 1499?

Yes ☐ No ☐ If no, what do you use?



## WHEN TO WASH YOUR HANDS

**BEFORE** touching or handling any food, especially ready-to-eat food (e.g. cooked meat) and **AFTER** touching raw meat, poultry, fish, eggs, unwashed vegetables or any packaging used for raw foods.



After touching a cut or changing a dressing.



When entering the kitchen e.g. after a break or going to the toilet.



After touching items such as phones, light switches, door handles, cash registers and money.



After touching or emptying bins.



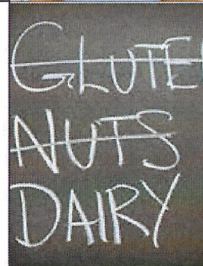
After touching your hair, face or blowing your nose.



After any cleaning.



Before preparing food for a customer who has declared a food allergy.



## THINK TWICE!

If you use disposable gloves in your business, they should never be used as an alternative to effective handwashing.

When using disposable gloves make sure you:

- Wash your hands thoroughly before putting them on and after taking them off.
- Always change them regularly, especially between handling raw food and ready-to-eat food.
- Throw them away after use or if damaged.

Hygienic hand rubs and gels can be useful when used as an additional precaution, but should **never** be used as a replacement for effective handwashing. If hand rubs or gels are used they should comply with standard BS EN 1500.

## WHAT TO DO IF THINGS GO WRONG

- If you think a member of staff has not washed their hands, make sure they wash them straight away and emphasise how important it is to wash their hands when working with food.

## HOW TO STOP THIS HAPPENING AGAIN

- Make sure that hand basins are convenient with plenty of soap and disposable towels.
- Train staff again on this safe method.
- Improve staff supervision.







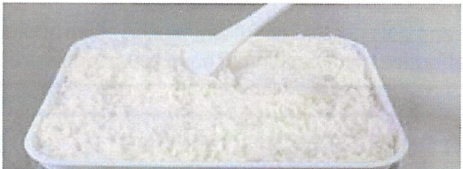
## SAFE METHOD:

# CHILLING DOWN HOT FOOD



Harmful bacteria can grow in food that is not chilled down as quickly as possible.

SAFETY POINT	WHY?
If you have cooked food that you will not serve immediately, chill it down as quickly as possible and then put it in the fridge.	Harmful bacteria can grow in food that is left to chill slowly.
Avoid cooking large quantities of food in advance, unless you need to.	Large quantities of food are more difficult to chill down quickly, especially solid food.

OPTIONS FOR CHILLING DOWN FOOD (YOU CAN USE ONE OR MORE OF THESE)	WHY?	TICK IF YOU DO THIS
Divide food into smaller portions.	Smaller amounts of food chill down more quickly. 	<input type="checkbox"/>
Cut joints of meat in half.	Smaller pieces of meat will cool more quickly. 	<input type="checkbox"/>
Cover pans of hot food and move them to a colder area, e.g. a storage room, or stand them in cold water. You can also use ice to speed up chilling.	This will make the food chill more quickly. 	<input type="checkbox"/>
Stir food regularly while it is chilling down.	Stirring helps food chill more evenly. 	<input type="checkbox"/>
Spread food out on a tray e.g. rice.	Spreading the food out will help it cool more quickly. 	<input type="checkbox"/>





OPTIONS FOR CHILLING DOWN FOOD (YOU CAN USE ONE OR MORE OF THESE)	WHY?	TICK IF YOU DO THIS
If you have a 'cool' setting on your oven, use it to chill down food.	Some ovens have a 'cool' setting, which can help to chill down food by increasing the air flow around it. (The oven should be cool first.)	<input type="checkbox"/>
Use a blast chiller to chill down food.	A blast chiller is specially designed to chill down hot foods quickly and safely.	<input type="checkbox"/>
If you have another method of chilling down hot food, e.g. putting pasta under cold running water, write the details here:		

### PROVE IT

If you would like to compare different chilling options, try them out with the same food. You will only need to do this once.

When you have just cooked the food, use a probe to test its temperature. (See the 'Prove it' method in the Management section for advice on using probes safely.) Then test the temperature again at regular intervals to find out how fast the food is being chilled down. Remember to use a clean probe each time you check the food.

Repeat the process with different chilling options to find out which is most effective.

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<p>If food has not been chilled down safely, re-cook it, if appropriate, or throw it away.</p> <p>Remember that some foods need extra care e.g. rice. See the safe method 'Foods that need extra care' in the Cooking section.</p>	<ul style="list-style-type: none"><li>• Review your chilling methods to make sure they are working properly. If appropriate, try out different methods and choose the one that best meets your needs.</li><li>• Make sure you always allow enough time and make portions small enough.</li><li>• Train staff again on this safe method.</li><li>• Improve staff supervision.</li><li>• If you chill down lots of hot food in your business you may wish to consider using a blast chiller.</li></ul>

**Write down what went wrong and what you did about it in your diary.**

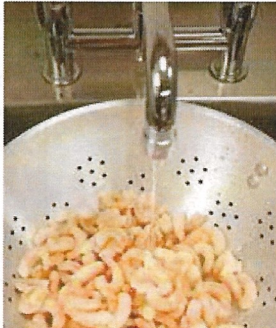


## SAFE METHOD:

# DEFROSTING



Harmful bacteria can grow in food that is not defrosted properly.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Food should be thoroughly defrosted before cooking (unless the manufacturer's instructions tell you to cook from frozen or you have a proven safe method).	<p>If food is still frozen or partially frozen, it will take longer to cook.</p> <p>The outside of the food could be cooked, but the centre might not be, which means it could contain harmful bacteria.</p>	<p>Do you check food is thoroughly defrosted before cooking?</p> <p>Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<b>OPTIONS FOR DEFROSTING FOOD</b>		
1. Ideally, plan ahead to leave enough time and space to defrost small amounts of food in the fridge.	<p>Putting food in the fridge will keep it at a safe temperature while it is defrosting.</p>	<p>Do you use this method? Yes <input type="checkbox"/></p> <p>How much time do you allow for defrosting?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
2. If you cannot defrost food in the fridge, you could put it in a container and then place it under cold running water.	<p>Cold water will help to speed up defrosting without allowing the outside of the food to get too warm.</p> 	<p>Do you use this method? Yes <input type="checkbox"/></p> <p>Which foods do you defrost in this way?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
3. Raw meat and poultry (including large joints and whole birds), should not be defrosted under cold running water unless they are in a sealed container. For more information visit <a href="#">the FSA website</a> .	<p>Harmful bacteria could be spread, contaminating sinks, taps and surfaces.</p>	<p>How do you defrost raw meat and poultry?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
4. If you use the sink to defrost some foods, make sure the sink is clean and empty. The sink should be cleaned and then disinfected after being used for defrosting.	<p>Cold running water will help speed up defrosting.</p>	<p>Do you use this method? Yes <input type="checkbox"/></p> <p>Which foods do you defrost in this way?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>







SAFETY POINTS	WHY?	HOW DO YOU DO THIS
5. Or you could defrost food in the microwave on the 'defrost' setting.	This is a fast way to defrost food.	Do you use this method? Yes <input type="checkbox"/> Which foods do you defrost in this way? <input type="text"/>
6. If necessary you could defrost food at room temperature. Follow the manufacturer's defrosting instructions. Food should be left out at room temperature for the shortest time possible. Ideally, defrost these foods in the fridge.	Foods will defrost quite quickly at room temperature, but harmful bacteria could grow in food if it gets too warm while defrosting.	Do you use this method? Yes <input type="checkbox"/> Which foods do you defrost in this way? <input type="text"/>
7. If you have another method of defrosting, write the details here: <input type="text"/>		Which foods do you defrost in this way? <input type="text"/>

### THINK TWICE!

Keep meat/poultry separate from other food when it is defrosting, to prevent cross-contamination. Once food has been defrosted you should use it immediately (within one day).

CHECK IT	WHY?	HOW DO YOU DO THIS?
When you think food has defrosted, it is important to check to make sure.	The outside may look defrosted but the inside could still be frozen.	Check for ice crystals in the food using your hand or a skewer. Do you use this check? Yes <input type="checkbox"/> 
		With birds, check the joints are flexible. Do you use this check? Yes <input type="checkbox"/> 
		If you use another check, write the details here: <input type="text"/>

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> <li>If food has not fully defrosted, continue to defrost the food until no ice crystals are left. Test again before cooking or reheating.</li> <li>Speed up the defrosting process e.g. by using cold water or a microwave (see the front of this sheet).</li> <li>Use an alternative menu item. If you do not have time to defrost for longer, replace the dish with a similar dish that is ready to serve.</li> </ul>	<ul style="list-style-type: none"> <li>Change your defrosting method and make it safer, e.g. defrost smaller amounts.</li> <li>Make sure you allow enough time to defrost.</li> <li>Train staff again on this safe method.</li> <li>Improve staff supervision.</li> <li>If you defrost lots of food in your business you may wish to consider creating extra fridge space or using a special defrosting cabinet.</li> </ul>

Write down what went wrong and what you did about it in your diary.





## SAFE METHOD:

# COOKING SAFELY



Thorough cooking kills harmful bacteria.

SAFETY POINT	WHY?
Where appropriate, follow the manufacturer's cooking instructions for food products.	The manufacturer has tried and tested safe cooking methods specifically for its products.
Preheat equipment such as ovens and grills before cooking.	If you use equipment before it has preheated, food will take longer to cook. This means that recommended cooking times in recipes or manufacturer's instructions might not be long enough.
Do not let raw food touch or drip onto cooked food e.g. when adding food to the grill/barbecue. Never use the same utensils, plates or containers for raw and cooked or ready-to-eat food.  It is a good idea to fully cook poultry in an oven first, then finish it on the barbecue.  If you are using left over marinade as a sauce, make sure it is cooked until steaming hot.	Raw food can carry harmful bacteria, which could spread onto cooked food and stop it being safe.  This will make sure that the poultry is cooked thoroughly. Juices should be clear, with no pink or red in them.  Marinades can carry bacteria from the raw meat or poultry, if not cooked thoroughly.
If you serve beef or lamb rare (whole cuts such as steaks and whole joints only), make sure all of the outside surfaces are fully cooked, e.g. by sealing in a pan.  	This will kill harmful bacteria on the outside of the meat. Pork and rolled joints should not be served rare.
Liver and offal, including dishes such as liver pate or parfait, must be cooked to a safe temperature in the centre of the meat (see 'Prove it').  	Harmful bacteria can be found in the centre of liver as well as the outside.
Turn meat and poultry during cooking.  	This helps it cook more evenly and thoroughly.
Make sure liquid dishes, e.g. gravy, soups, sauces and stews, are simmering and stir them frequently.  	This is to make sure the food is hot enough to kill bacteria. Stirring will help make sure the food is the same temperature all the way through.





## CHECK IT – USE THESE CHECKS TO TELL IF FOOD IS PROPERLY COOKED.

Check whole birds are cooked to a safe temperature in the thickest part of the leg (see 'Prove it'). The meat should not be pink or red and the juices should be clear.		The largest piece of meat in stews, curries etc. should be cooked to a safe temperature in the centre with no pink or red (see 'Prove it').	
Check whole cuts of pork and processed meat products, such as sausages and burgers, are cooked to a safe temperature in the centre with no pink or red (see 'Prove it').		Check combination dishes (e.g. contains meat and vegetables) are cooked to a safe temperature in the centre (see 'Prove it'). If you are cooking a large dish or batch, check in several places.	
Stir liquid dishes regularly and check they bubble rapidly and are heated to a safe temperature in several places before serving (see 'Prove it').		Check that all the outside surfaces of whole cuts of meat and whole joints (beef or lamb) are fully cooked.	
Check fish is cooked to a safe temperature in the centre and the colour and texture has changed (see 'Prove it').  Some fish (e.g. tuna) may be served 'rare' as long as they have been correctly frozen beforehand to kill any parasites which may be present and are fully seared on the outside to kill any harmful bacteria that may be present. Further guidance is available at <a href="https://www.food.gov.uk/food-safety-and-hygiene">the FSA website</a>		Check pork joints or rolled meat joints are cooked to a safe temperature in the centre (see 'Prove it'). The juices should not have any pink or red in them.	

## PROVE IT

Use a disinfected temperature probe to check dishes are properly cooked or reheated.

**Examples of safe time/temperature combinations for cooking include:**

80°C for at least 6 seconds

70°C for at least 2 minutes

60°C for at least 45 minutes

75°C for at least 30 seconds

65°C for at least 10 minutes

(See the 'Prove it' safe method in the Management section for advice on using probes safely).

### WHAT TO DO IF THINGS GO WRONG

- Cook the food for longer.
- Speed up the cooking process, for example by dividing the food into smaller quantities, or using different equipment.

### HOW TO STOP THIS HAPPENING AGAIN

- Review your cooking method. You might need to increase the time or temperature, or use different equipment.
- Train staff again on this safe method.
- Improve staff supervision.
- Repair or replace equipment.

**Write down what went wrong and what you did about it in your diary.**





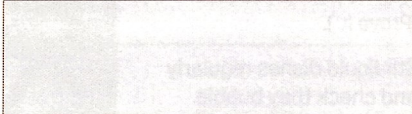
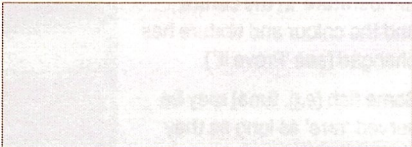

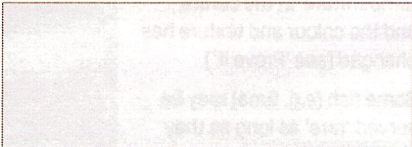
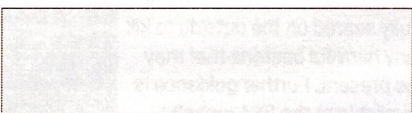
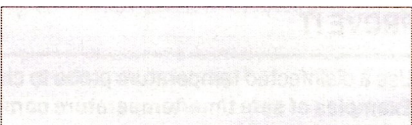

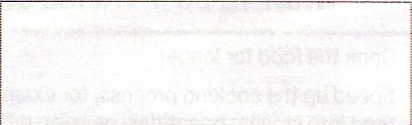
## SAFE METHOD:

# FOODS THAT NEED EXTRA CARE



Some foods need to be treated with extra care to make sure they are safe to eat.

Remember that raw food is often the main source of bacteria in the kitchen. Follow the advice in the 'Cooking safely' safe method on how to cook these foods. You should also take care with the following foods.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<b>Eggs</b> Cook eggs and foods containing eggs thoroughly until they are steaming hot or, if serving eggs or egg dishes lightly cooked (e.g. soft boiled or in fresh mayonnaise or mousse), either use: <ul style="list-style-type: none"> <li>• Pasteurised egg, or</li> <li>• British Lion code or equivalent assurance scheme</li> </ul>	Eggs can contain harmful bacteria. If you cook them thoroughly this kills any bacteria.  The British Lion code or equivalent assurance schemes demonstrates eggs have been produced in a safe manner and therefore can be eaten less than thoroughly cooked. Pasteurisation also kills harmful bacteria.	List the dishes containing eggs that you prepare or cook.   Do you cook eggs and food containing eggs thoroughly until they are steaming hot? Yes <input type="checkbox"/> If not, what do you do? 
Make sure you rotate stock and use the oldest eggs first. Use eggs within the 'best before' date. You can freeze them for use later if required.  Buy eggs from a reputable supplier.  Store eggs in a cool, dry place.	Harmful bacteria can grow in eggs that are not handled or stored correctly 	
<b>Rice</b> When you have cooked rice, make sure you keep it hot until serving or chill it down as quickly as possible and then keep it in the fridge.  You can make rice chill down more quickly by dividing it into smaller portions, spreading it out on a clean tray, or running it under cold water (make sure the water is clean and drinking quality).	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	How do you keep rice hot before serving?   If you chill down rice how do you do this? 
<b>Pulses</b> Follow the instructions on the packaging on how to soak and cook dried pulses, such as beans. 	Pulses can contain natural toxins that could make people ill unless they are destroyed by the proper method of soaking and cooking.  Tinned pulses will have been soaked and cooked already.	Do you follow the manufacturer's instructions when cooking pulses? Yes <input type="checkbox"/> If not, what do you do? 
<b>Shellfish (molluscs and crustaceans)</b> Make sure you buy shellfish from a reputable supplier. Keep the product label for 60 days, after opening.	If you do not use a reputable supplier, you cannot be confident that shellfish have been caught and handled safely.  It is a legal requirement to keep labels for 60 days to trace suppliers, if needed.	






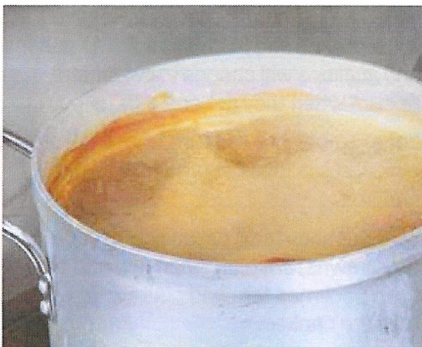

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Crabs, crayfish, lobster and scallops should be prepared by someone with specialist knowledge.	Some parts of these shellfish cannot be eaten and some are poisonous, so it is important to know how to remove these parts safely.	If you prepare crabs, crayfish, lobster and scallops, are these prepared by someone with specialist knowledge? Yes <input type="checkbox"/> If not, what do you do? <div></div>
Crustaceans and molluscs such as prawns and scallops will change in colour and texture when they are cooked. For example, prawns turn from blue-grey to pink and scallops become milky white and firm. Langoustines (also called scampi or Dublin Bay prawns) are pink when raw and the flesh becomes firm and pink-white when they are cooked. Always follow the manufacturer's instructions for preparation and storage.		List the types of shellfish you serve or use as an ingredient. <div></div>
Before cooking mussels and clams, throw away any with open or damaged shells.	If the shell is damaged or open before cooking, the shellfish might not be safe to eat.	
To check that a mussel or clam is cooked, make sure the shell is open and that the mussel or clam has shrunk inside the shell. If the shell has not opened during cooking, throw it away.		
<b>Fish:</b> Make sure you buy fish from a reputable supplier. If you buy fresh fish make sure you store it between 0°C and 4°C. If you buy frozen fish then keep it frozen until you are ready to use it.	Certain types of fish, such as mackerel, tuna, anchovies and herrings, can cause food poisoning if not kept at the correct temperature.	
<b>Other foods that need extra care:</b> Some businesses produce certain foods or use certain processes other than those included in this pack (some examples are provided below). If this is the case for your business, you must be able to demonstrate that you do these safely. Contact your the Environmental Health Team at your local council for additional guidance. <b>Example processes include:</b> Vacuum packing, sous vide, low temperature cooking, fermenting, smoking or curing meat/fish <b>Example foods include:</b> Kebabs, sushi/sashimi, liver parfait, fish/meat carpaccio and tartare, less than thoroughly cooked burgers		

## SAFE METHOD:

# REHEATING



It is very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked.

SAFETY POINT	WHY?
Make sure you use equipment that reheats/cooks food effectively and follow the equipment manufacturer's instructions.	<p>If equipment is not suitable for reheating, or is not used properly, the food might not get hot enough to kill bacteria.</p>  
Preheat equipment such as ovens and grills before reheating.	Food will take longer to reheat if you use equipment before it has preheated. This means that recommended reheating times in recipes or manufacturer's instructions might not be long enough.
<p>If you are reheating food in a microwave, follow the product manufacturer's instructions, including advice on standing and stirring.</p> <p>If you use a microwave to reheat food that you have cooked yourself, it is a good idea to stir it at stages while reheating.</p>	<p>The manufacturer has tested its instructions to make sure that products will be properly reheated. Standing and stirring are part of the process of cooking/reheating in a microwave and help make sure the food is the same temperature all the way through.</p> <p>When food is microwaved, it can be very hot at the edges and still be cold in the centre – stirring helps to prevent this.</p>
Serve reheated food immediately, unless it is going straight into hot holding.	<p>If food is not served immediately, the temperature will drop and harmful bacteria could grow.</p> 

## THINK TWICE!

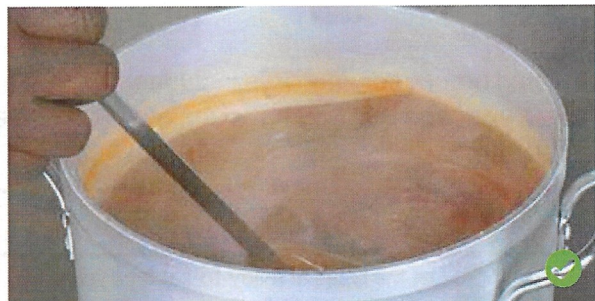
Remember, reheating means cooking again, not just warming up. Always reheat food thoroughly until it reaches a safe temperature in the centre (see 'Prove It' in 'Cooking Safely'). You should only reheat once. Do not put food into hot holding without reheating it properly first.





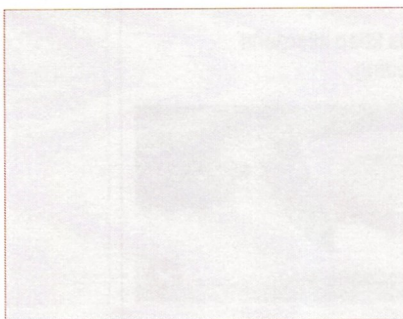
## CHECK IT

Check dishes reach a safe temperature in the centre (see 'Prove it' in 'Cooking Safely'). When checking microwaved foods, test in a number of different areas in case of cold spots.

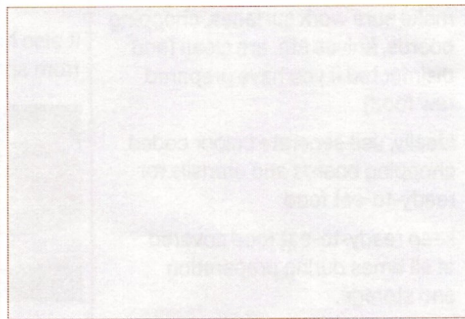


### YOUR CHECK

If you use a different check, you will need to prove that it is safe. See the 'Prove it' safe method in the Management section. Give details of your check here:



### TYPES OF DISH



### WHAT TO DO IF THINGS GO WRONG



- If the equipment seems to be working, reheat the dish for longer and then test it again.
- Speed up the reheating process by using smaller portions.

### HOW TO STOP THIS HAPPENING AGAIN

- Check your equipment is working correctly.
- Review your reheating method – you may need to increase the time and/or temperature, use different equipment or change the size of portions.
- Train staff again on this safe method.
- Improve staff supervision.

Write down what went wrong and what you did about it in your diary.





## SAFE METHOD:

# READY-TO-EAT FOOD



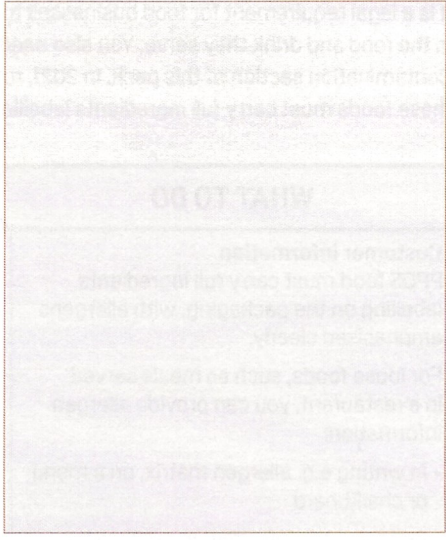
It is important to handle ready-to-eat food safely to protect it from harmful bacteria and allergens.

Ready-to-eat food is food that will not be cooked or reheated before serving. This includes salads, cooked meats, smoked fish, desserts, sandwiches, cheese and food that you have cooked in advance to serve cold.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<p>When preparing and handling food, you should:</p> <ul style="list-style-type: none"> <li>keep ready-to-eat food completely separate from raw meat, poultry, fish, eggs and unwashed vegetables</li> <li>make sure work surfaces, chopping boards, knives etc. are clean (and disinfected if you have prepared raw food)</li> <li>ideally, use separate colour coded chopping boards and utensils for ready-to-eat food</li> <li>keep ready-to-eat food covered at all times during preparation and storage.</li> </ul>	<p>This protects food from harmful bacteria and allergens. This is especially important for ready-to-eat food because it will not be cooked or reheated before serving.</p> <p>It also helps keep allergens from spreading.</p> 	<p>List the types of ready-to-eat food you use and how you handle them:</p> <div></div>
<p>Follow the manufacturer's instructions on how to store and prepare the food, if these are available.</p>	<p>The manufacturer's instructions are designed to keep the food safe.</p>	<p>Are you confident that you do this for all ready-to-eat food where instructions are available?</p> <p>Yes <input type="checkbox"/></p>
<p>When preparing fruit, <u>vegetables</u> and salad ingredients:</p> <ul style="list-style-type: none"> <li>peel, trim, or remove the outer parts, as appropriate</li> <li>wash them thoroughly by rubbing vigorously in a bowl of clean water</li> <li>wash the cleanest ones first</li> </ul> <p>Wash your hands before and after handling fruit and vegetables.</p> <p>If you have prepared vegetables that have dirt or soil on the outside, clean and then disinfect chopping boards and work surfaces before preparing other food.</p>	<p>The dirt on vegetables and salad ingredients can contain harmful bacteria. Peeling and washing helps to remove the dirt and bacteria.</p> 	<p>Do you do this? Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> <div></div>





SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<p>Make sure you keep ready-to-eat food cold enough. See 'Chilled storage and displaying chilled food' in the Chilling section.</p> <p>Do not use ready-to-eat food after the 'use by' date, if there is one.</p> <p>For food you have prepared, or removed from its original packaging, use stickers or another method to keep track of when food should be used by or thrown away.</p> <p>For guidance on how long to keep food once prepared or opened, follow manufacturer's storage instructions on the original product label. High risk ready-to-eat foods should be kept for a maximum of 3 days in total (day of cook/opening + 2) unless you have evidence that it is safe to keep them for longer. Cooked rice should only be kept for 1 day once prepared.</p>	<p>If these types of food are not kept cold enough, harmful bacteria could grow.</p> <p>You should never use food that has passed its 'use by' date because it might not be safe to eat.</p>	<p>Do you do this? Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> 
<p>If you slice cooked meat:</p> <ul style="list-style-type: none"> <li>follow the manufacturer's instructions when you clean the slicer</li> <li>avoid handling the meat as much as possible – use clean tongs or slice meat straight onto a plate</li> </ul>	<p>Meat slicers need careful cleaning and disinfecting to prevent dirt building up and to stop harmful bacteria growing, in particular on the slicing blade.</p> <p>Hands can easily spread harmful bacteria onto food.</p>	<p>Are staff trained how to clean the meat slicer properly, or supervised?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> <li>If you think that a food delivery has not been handled safely, reject the delivery.</li> <li>If ready-to-eat vegetables, fruit or salad ingredients have not been washed properly, wash them following the advice on the first side of this Safe method and clean any work surfaces etc. they have touched.</li> <li>If ready-to-eat food has been prepared on a work surface or with a knife that has been used for raw meat, poultry, fish, eggs or unwashed fruit and vegetables, throw the food away.</li> <li>If ready-to-eat food has not been chilled safely, throw the food away.</li> <li>If ready-to-eat food is past its use-by date, throw it away.</li> </ul>	<ul style="list-style-type: none"> <li>If you do not think a supplier handles food safely, consider changing to a new supplier.</li> <li>Review the way you receive deliveries.</li> <li>Review the way you store and prepare ready-to-eat food.</li> <li>Train staff again on this safe method.</li> <li>Improve staff supervision.</li> </ul>

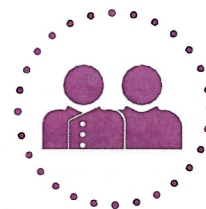
THINK TWICE!
<p>You should not use the same equipment, such as vacuum packing machines, slicers and mincers, for both raw and ready-to-eat food. These are complex pieces of machinery with lots of moving parts and it is very difficult to clean them sufficiently, so bacteria from raw food could easily be transferred to ready-to-eat food.</p> <p>If you are preparing both raw and ready-to-eat food, you should make sure where possible this is done in separate clean and disinfected areas. If this is not possible, surface and utensils used must be thoroughly cleaned and then disinfected between tasks.</p> <p>Make sure staff wash their hands thoroughly between tasks, especially when working with raw and ready-to-eat food. This stops bacteria and allergens being spread onto foods, surfaces and equipment.</p>

**Write down what went wrong and what you did about it in your diary.**



## SAFE METHOD:

# MANAGING FOOD ALLERGEN INFORMATION



How you handle allergens is important for food safety and to keep your customers safe.

It is a legal requirement for food businesses to provide accurate information about the allergenic ingredients used in the food and drink they serve. You also need to refer to and complete the 'Food Allergies' pages in the Cross Contamination section of this pack. In 2021, rules will change for food that is pre-packed for direct sale (PPDS) - these foods must carry full ingredients labelling on the packaging, with the allergens clearly emphasised.

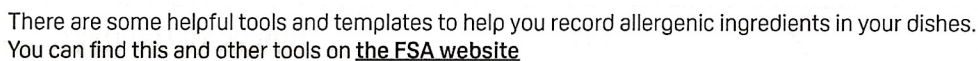
WHAT TO DO	WHY	HOW DO YOU DO THIS
<p><b>Customer information</b> PPDS food must carry full ingredients labelling on the packaging, with allergens emphasised clearly.</p> <p>For loose foods, such as meals served in a restaurant, you can provide allergen information:</p> <ul style="list-style-type: none"> <li>• in writing e.g. allergen matrix, on a menu or chalkboard</li> <li>• Providing the information orally to the customer (this must be verified in writing)</li> </ul> <p>Staff must know where allergen information can be found (e.g. recipe sheets, food labels) and be able to handle allergen information requests.</p> <p>If someone asks if a dish contains a certain food, this must include all the allergenic ingredients in the dish (and what they contain).</p> <p>Allergen information must be accurate, consistent and up-to date.</p>	<p>Customers with allergies need to know this information so they can make safe food choices to avoid an allergic reaction.</p> <p>There should be a way to check that the information provided is correct and complete.</p>	<p>Where do you keep allergen information for the foods you serve?</p> <div></div> <p>Do your staff know where to find accurate and up-to-date allergen /ingredient information for the foods you serve?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you trained all your staff in how to handle allergen information requests?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How often do you review staff training in allergen management?</p> <div></div> <p>When do you update your labels?</p> <div></div>
<p>For loose foods, such as meals served in restaurants, there must be clear signposting letting customers know where to obtain allergen information if they need it.</p>	<p>Customers need this information so that they can make safe and informed food choices.</p> <p>Customers should let you know if they need allergen information so you can help them make safe food choices.</p>	<p>Where do you display your signposting so customers know where to find allergen information?</p> <div></div>
<p>For loose foods, such as meals served in restaurants, it's a good idea to give information in the name or description of dishes on the menu, especially if they include the foods listed over the page, e.g. chocolate and almond slice, sesame oil dressing. Remember to update the menu when recipes change.</p>	<p>This helps people with food allergies to spot which dishes contain certain ingredients.</p> <p>Remember, you still need to have information on all allergenic ingredients available.</p>	<p>Do you use detailed information in the name or description of dishes on the menu?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>





WHAT TO DO	WHY	HOW DO YOU DO THIS?
<p>If your menu changes, make sure you change the list of ingredients with allergens for that food or drink and change the ingredients labels for PPDS foods.</p> <p>If you advertise foods as 'free from', you must take care not to add or contaminate the food with the allergen it is free from. You must also make sure that the environment is free from that allergen and that there is no risk of the food coming into contact with that allergen.</p> <p>It is important that precautionary allergen labelling, such as 'may contain' statements, are only used if the risk of allergenic cross contamination is high after a full risk assessment. You can get help with completing a risk assessment either by contacting your Local Authority or by using the guidance on the <a href="#">Food Drink Europe website</a> (pages 39-49).</p>	<p>If you do not have the correct ingredients listed, customers with food allergies could get the wrong information and could suffer an allergic reaction.</p> <p>If allergen information or labels state a food is 'free from' an allergen, customers may assume there is no risk of allergens coming into contact with that food. Even really small amounts of allergens can be enough to cause an allergic reaction.</p>	<p>Do you check if the allergen content of dishes is updated when you change your menu? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you make any 'free-from' meals or products? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How do you make sure that they do not contain the allergen they are free from? <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p> <p>If you intend to use any precautionary allergen labelling, have you completed a full risk assessment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Where do you keep your risk assessment? <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p>
<p><b>Deliveries</b> Check deliveries to make sure you have the correct order and labelling information is provided.</p>	<p>If you receive the wrong order or a different product, there may be different allergens in the food.</p>	<p>If you receive a different product what do you do to ensure your allergen information is up-to-date? <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p>
<p><b>Take Away – phone / online orders</b> If taking phone orders or using a website to advertise and/or take orders, you must be able to let your customers know what allergens are in the food you serve before the order is placed AND at the point of delivery to the customer.</p> <p>You could put a clear and easy to see statement on your website, printed menus and flyers to tell customers where they can obtain allergen information.</p>	<p>This allows customers with food allergies to know what is in the food they are ordering so they can choose what is safe for them to eat so they don't have an allergic reaction.</p>	<p>How do you let customers ordering over the phone or via a website know which allergens are in the foods you serve: <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p>
<p>You need to make sure your staff know how to take orders over the phone and/or online for food allergy customers.</p>	<p>If your staff do not know how to take orders over the phone/online for food allergy customers, this could result in the customer being served food which can be harmful to them</p>	<p>Are your staff trained in how to take orders over the phone/website for food allergy customers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>You must ensure take away orders for customers with food allergies can be clearly identified.</p>	<p>If a customer with a food allergy cannot easily identify which meal has been prepared for them, they could eat the wrong meal and have an allergic reaction.</p>	<p>How do you identify meals prepared for a customer with a food allergy at the point of delivery: <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p>





You can use this Think Allergy poster to help with staff training. This poster is also available in Simplified Chinese, Punjabi, Bengali and Urdu.

Use this allergen recipe chart to help you keep a record of the allergens in the food you prepare. Staff can also use this to give information to customers.

These individual allergen menu sheets can be used for one-off dishes, such as ‘specials’, when ingredients run out or to share information between shifts.