

HYGIENE IN THE SELF CATERING AREAS

To ensure a good standard of cleanliness throughout the kitchen areas and to help reduce the risk of food poisoning, it is essential that basic hygiene rules are followed in the handling, storage, preparation and cooking of food.

FOOD PREPARATION AREAS

- It is important that the kitchen is kept clean at all times.
- Wash all utensils and work surfaces thoroughly with a suitable cleaning agent - particularly after preparing raw meat.
- Change and thoroughly wash dish cloths and tea towels regularly.
- Breakages, cracked crockery and faults should be reported so that they may be replaced.
- Waste bins in the kitchen should be emptied daily.

PERSONAL HYGIENE

- Wear a clean apron and overall.
- Keep long hair covered or tied back.
- Wash hands before preparing food, after handling raw meat and after using the toilet.
- Any cuts or sores should be covered with a clean dressing. (**blue plasters**)
- Any person suffering from a stomach upset, gastro enteritis, skin or throat infections, or a heavy cold **should not be preparing food for other people.**

STORAGE AND PREPARATION OF FOOD

- Do not overcrowd the fridge and keep food covered.
- Keep raw and cooked food separately. Do not allow trays of raw meat to drip onto other food.
- Do not use food after the 'eat by' date.
- Allow frozen joints and poultry to defrost completely before cooking. Smaller items, such as beef burgers, may be cooked from frozen.
- Do not refreeze thawed food.
- Wash fruit, vegetables and salad stuffs thoroughly in cold, running water.
- Cooked food, not intended to be eaten straight away, should be put in the fridge within two hours of cooking. Cool hot foods quickly before putting into the fridge. (Small portions cool more quickly).
- The fridge temperature should be at or below 5° C and the freezer at or below -18° C. Temperatures will be affected when the doors have been opened. Recheck temperatures (not until at least one hour later). If the temperature does not recover then please inform the office.

- Poultry must be completely cooked before eating. When you stick a knife into the thickest part of the thigh the juices should run clear. It is better to cook stuffing separately.
- Left over food should only be re-used if operatives are conversant with re-heating strategies - otherwise food should be disposed of.

GENERAL RULES

- There is a no smoking policy in all buildings.
- Please do not pour fat or oil down the drains - place in a suitable container and then put in the wheelie bin.
- Please use the colour coded cutting boards provided to avoid damage to the work surface and cross contamination.
- **It is important to keep a small portion of each meal in the fridge for a minimum of 48 hours in case the Area Health Officer requests a sample.**