

Green Corridor
Hygiene and Food Safety Policy & Procedure for
Food Preparation, Cooking and Serving

DOCUMENT CONTROL

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PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	Location
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CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

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SECTION 1

POLICY

The purpose of this policy is to ensure that Green Corridor complies with all legislation to ensure that the management of food and catering is carried out safely and that appropriate records are kept.

AIMS AND OBJECTIVES

The objectives of this policy are to ensure that:

- Green Corridor complies with Food Safety Legislation;
- Green Corridor has a robust, practical and achievable food safety management system;
- All risks associated with the provision of food are reduced to a tolerable level;
- All food handlers are trained/instructed/supervised to handle food in a safe and hygienic manner;
- Food preparation areas are hygienic and suitable for food preparation and food storage;
- Cleaning schedules are in place and are adhered to.

REFERENCES

The Food Safety Act 1990

The Food Hygiene Regulations 2006

The General Food Law Regulation (EU) 178/2002

Guidance on the application of EU food Hygiene law to community and charity food provision (March 2016)

Health and Safety at Work Act 1974

Personal Protective Equipment (PPE) at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 1999 (COSHH)

Management of Health & Safety at Work Regulations, 1999

Safer Food, Better Business for Caterers (Food Standards Agency)

RESPONSIBILITIES

The CEO has overall responsibility to ensure that the Head Chef is trained to a level suitable for their role. The Head Chef has overall responsibility to ensure that food preparation is managed effectively, that legislation is complied with and policies and procedures are kept up to date.

The Head Chef is responsible for:

- The administration of the Food Safety Management System;
- Carrying out hygiene inspections and audits of catering areas;
- Overseeing day to day food production and service to ensure safe food is being produced and served;
- Reporting any food safety issues which could compromise food safety to the CEO;
- Ensuring that catering equipment is maintained to a high standard;
- Ensuring that there are adequate cleaning schedules and cleaning products to carry out all cleaning tasks required to keep food safe and that cleaning procedures are followed, and schedules are completed accurately and in a timely manner;
- Ensuring kitchen users/ food handlers are following correct procedures and are kept informed of changes to food safety policy, procedures and legislation;
- Liaising with all relevant Green Corridor staff regarding dietary requirements and ensuring all requirements are adhered to and all foodstuffs are clearly labelled in relation to allergens;
- Carrying out/ monitoring effective stock control, stock rotation and stock checks;
- Conducting/ monitoring opening and closing checks of the kitchen and related areas.

KITCHEN AND RELATED AREAS

All food preparation areas comply with the standards as laid down in the Food Hygiene regulations 2006 and as advised by Hillingdon Environmental Health Department. The area is properly sealed to prevent the entry of pests, e.g. rodents, birds and insects.

Any sightings of pests must be reported to the CEO. All defects that may allow pest infestation, equipment breakdown, or health and safety risks must be reported to the CEO.

If any equipment becomes damaged in such a way as it could contaminate the food, it will be disposed of and replaced unless it is repairable to the necessary required standard.

Drawing pins and Sellotape must not be used in the kitchen areas. All notice boards will be white boards with magnetic holders. All paper notices will be laminated to enable effective cleaning. They should be fixed to walls or cupboard/drawer fronts using blue tack or sticker fixers.

No food or drink is to be consumed in the kitchen area unless for tasting for teaching/seasoning purposes.

Green Corridor will ensure the 'Safer Food, Better Business' guide produced by the Food Standards Agency and its related paperwork are used effectively.

FOOD POISONING AND INFECTION CONTROL

If there is any suspicion of food poisoning, the CEO must be informed immediately so that an investigation may take place and any outbreak be contained and monitored.

If an outbreak is suspected or confirmed, then Hillingdon Environmental Health Department must be informed/ consulted.

FOREIGN BODY IN FOODSTUFFS

Action to be taken if any foreign body is found in food and the following procedure to be strictly adhered to:

- All meals which contain the ingredients in which the object was found must be recalled immediately to the kitchen. If in doubt, recall all meals. Contamination could put people's health at risk;
- The meal/foodstuffs which contain the object must be left intact to ensure investigation into source of contamination;
- If a foreign body has been ingested, first aid to be carried out in accordance with need if necessary.

HEALTH AND SAFETY

- Only Authorised cleaning chemicals can be used for cleaning the kitchen and dining areas. All chemicals to be used according to manufacturer's instructions. Cleaning materials and equipment must be stored separately from foodstuffs. Cleaning chemicals to be stored in a labelled lockable COSHH cupboard;
- Risk assessments to be completed by Head Chef for all catering tasks, considering skills/ needs/ disabilities of kitchen users. Agreed safe methods of working must be effectively communicated to kitchen users. All risk assessments must be made available for view in the kitchen and should be reviewed daily to consider needs/requirements of kitchen users and whenever new/additional equipment /procedures are necessary;
- Manual handling – all kitchen users to ensure they use safe methods of work with regard to manual handling in accordance with Green Corridors policies and procedures;
- PAT Testing – Head Chef to ensure that all electrical equipment is in good condition and has an in-date PAT test sticker (if over one year) and liaising with CEO if PAT testing required;
- Equipment – HeadChef to ensure that all equipment is regularly checked, maintained and safe to use, including calibration, liaising with the CEO where necessary;
- Personal Protective Equipment (PPE) – It is the Head Chefs responsibility to ensure that PPE (long sleeve chef jackets, aprons, protective gloves, goggles, and oven gloves) is always available to kitchen users and is fit for purpose. kitchen users must wear PPE as directed. Food handlers have a legal and moral responsibility to ensure

that bacteria and other contaminants are not introduced into food. - as such PPE must be worn at all times. At Green Corridor all food handlers are required to wear mob caps/hats, enclosed shoes, chef's jackets and aprons;

- Warning signs to be displayed when wet mopping, or cleaning with any electrical equipment with leads or using water on floor surfaces;
- Head Chef to ensure correct fire extinguishers are in place in the kitchen and serviced and maintained annually.
- Head Chef to be fully trained as a First Aider, and ensure catering first aid kit is available and stored in the kitchen in a labelled cupboard.

RECRUITMENT

All Prospective employees applying to Green Corridor for a catering post will be expected to demonstrate a good understanding of basic personal and general hygiene relevant to catering duties, and job description.

H.A.C.C.P (Hazard Analysis Critical Control Points)

The following areas have been identified as potential hazards for which Critical Controls have been considered and are detailed below:

PERSONAL HYGIENE

Critical Control

Kitchen users should follow good personal hygiene practices to help prevent bacteria from spreading to food. They should also adhere to the guidelines they receive in Food Hygiene training. This includes:

- Washing their hands before preparing food;
- Wearing clean work clothes which they change into before starting work, not wearing the work clothes outside food preparation areas;
- Wearing a hat or hairnet when preparing food, and keep long hair tied back;
- Not wearing jewellery or watches (except a wedding band);
- Not smoking, drink, eat or chew gum while handling food;
- Not touching their face or nose, or coughing and sneezing;

Kitchen users/food handlers should be fit to prepare and handle food at all times which means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. Any kitchen users/food handlers who have diarrhoea and/or vomiting should report it to the Head Chef and either go home or do other activities at Green Corridor. They should not return to use the kitchen until they have had no symptoms for 48 hours. The Head Chef must ensure that food handlers are fully aware and understand

the importance of being fit for food preparation and what they need to report. Verbal checks to be made by Head Chef with potential food handlers prior to commencing food preparation.

Any visible cuts and sores must be completely covered with a blue waterproof dressing.

Green Corridor provides a separate secure area within the kitchen where kitchen users can change into their work clothes and store their outdoor clothes and other personal belongings.

PREVENTION OF CROSS CONTAMINATION

Critical Control

The following procedures and equipment are in place to prevent cross contamination:

- Colour coded boards which are only to be used for the foodstuffs as intended. When they become heavily scored they should be replaced as they are no longer hygienic;
- Separate temperature probes are used for checking the temperature of raw and high-risk foods. A dedicated temperature probe is used for raw meat. Probes cleaned and disinfected before and after each use. All temperature probes to be calibrated monthly according to the manufacturer's instructions;
- Temperatures taken and recorded at all stages of food production and service;
- Clearly labelled areas in refrigerators and deep freezers for raw and cooked foods;
- Hand washing facilities;
- Hair tied back at all times and hats worn;
- Cuts and wounds covered with a blue waterproof dressing and if on the hand a blue glove is also worn.

DELIVERIES AND FOOD SUPPLIES

Critical Control

All deliveries to be inspected on arrival by Catering and Hospitality Tutor or nominated Green corridor staff member, to be signed for once checked and deemed satisfactory.

Visual checks to be made on all items to ensure packaging intact, with temperature checks on non-ambient foodstuffs/products using a probe with temperatures recorded and retained. All non-vegetable/salad foodstuffs must have a use by or sell by date. Foodstuffs to be within these dates. Any deliveries that do not meet required standards must be rejected and credit note issued. Catering and Hospitality Tutor to ensure credit note received from the supplier.

All Foodstuffs/ ingredients to be purchased from reputable suppliers.

STORAGE

Critical Control

All foods are stored in conditions that are appropriate to their requirement:

- Perishable foods are stored in refrigerator units between 0°C & 5°C, covered and labelled with a use by date; these must be checked daily and discarded after the date has expired. Any food over 8°C must be discarded. Frozen foods are stored in deep freezers at -18°C or below;
- Tinned and dry food products are stored at ambient temperature in designated areas on racking or in labelled cupboards;
- No food to be stored directly on the floor;
- In the event of refrigerator or freezer breakdown and to ensure food safety and quality, alternative refrigeration must be sought immediately or and an adapted menu used for that day. Food must be probed to ensure it is fit for use;
- Any surplus foods that are opened are stored in a labelled, sealed and air tight container with a use by date. The containers must not be topped up; when empty they should be cleaned, dried and refilled;
- Instructions on all food containers and boxes should be checked to ensure they are being stored correctly;
- All food items must be date stamped (or date labelled) using day dots to ensure that the oldest is used first and that everything is used within its use by date.

PREPARATION OF FOOD

Critical Control

Raw and cooked foods are kept separate to prevent the risk of cross contamination. All preparation surfaces are cleaned, sanitised and dried after each use.

Any frozen foods which require defrosting are thawed in a refrigerator to ensure they do not enter the danger zone temperatures of 8-63. They must be cooked or used within 24 hours of defrosting.

Food must be covered and stored in correct conditions until required and not left lying around at room temperature.

Food is prepared to recognised standard recipes and/or procedures and the menu is followed unless variants have been agreed.

Food being brought in by others may carry a greater risk of food poisoning as Green Corridor is unable to guarantee temperature or food handling control over items.

Takeaway food is ordered at the discretion Green Corridor and they are encouraged to order from an establishment which has a hygiene rating of 5.

COOKING AND CHILLING

Critical Control

If food is not going to be served hot, it will be chilled within 90 mins to below 8°C. before being placed in correct fridge/ freezer. Foodstuffs to be chilled /frozen only once. All chilled food temps and cooling time will be recorded in SFBB records.

DEFROSTING

Critical Control

Once food has been defrosted, it should be treated as chilled foods. If food has been frozen and requires defrosting before use, then it must be defrosted in a fridge until the core temperature is above 3°C. A 24-hour period is usually adequate to ensure this.

REHEATING

Critical Control

All foodstuffs being reheated must reach a minimum core temperature of 75 °C. Food must be reheated only once, this temp to be checked and recorded.

All left over hot foods previously chilled or cooked to be disposed of.

If freshly prepared hot food not served immediately and is frozen, the cooling and chilling practices described above will apply as well as defrosting and reheating. Uneaten, previously frozen food must be disposed of.

TEMPERATURE RECORDS

Critical Control

To ensure that food poisoning organisms are not allowed to multiply on the food or in the equipment, the temperature must be kept within critical limits. All temperature records must be maintained by the Catering and Hospitality Tutor.

Chilled food must remain between 3-8°C.

Frozen food must remain at -12°C or below.

Freezers must remain at -18°C or below.

Hot holding -Hot food must remain at 63°C or above.

Core cooking temperature must reach no less than 80°C.

The Danger Zone temperatures are between 8-63°C as this is the ideal temperature when bacteria multiply.

Prior to serving, food must be more than 63°C unless it is buffet food. Buffet food must not be at room temperature for longer than 2 hours including preparation time.

MANAGEMENT

Critical Control

The 'Safer Food, Better Business' Diary is to be managed and monitored by the Head Chef. It is acceptable for suitably competent kitchen users/ Green Corridor employees to complete the daily entries in the diary and they must ensure that the Catering and Head Chef is immediately informed of any concerns.

This diary is a way to monitor and manage issues that arise which can compromise food safety.

The Daily Check List is to be used daily as a prompt and will be displayed near the kitchen exit door.

A Weekly Health & Safety Check List is to be completed weekly by the Head Chef who will ensure any issues that arise are acted upon in a timely manner and monitored accordingly.

All forms and Records to be kept in The 'Safer Food, Better Business' Diary which will be kept in the kitchen.

REVIEW

This policy and procedure document should be reviewed and updated on a regular basis or when necessary due to legislative changes.

KITCHEN CLEANING POLICY

Critical Control

Green Corridor will ensure that the Catering and Hospitality Tutor is aware of their responsibilities to maintain high standards of hygiene and cleanliness and their obligations under Green Corridors policies and procedures, and to comply with all legislation.

KITCHEN CLEANING PROCEDURE

Effective Cleaning

- Follow the manufacturer's instructions on how to use cleaning chemicals. This
- information can be found in the COSHH section in the 'Safer Food, Better Business' Diary.
- If there are manufacture's cleaning instructions for a piece of equipment, these need to be recorded and followed.
- Wash work surfaces and equipment thoroughly between tasks. Wash and disinfect them after preparing raw meat / poultry or eggs. This will help prevent cross contamination.
- and bacteria spreading onto other foods from the surface or equipment.
- Use the 'Clear and clean as you go' Safe method:
 - Take off outer packaging of food and throw it away before you bring food into the kitchen or storeroom;
 - Take extra care with how you throw away packaging and food waste from raw meat/poultry and eggs;
 - Clear away small kitchen equipment as soon as possible and put it in the cleaning area;
 - Wash or wipe away spills as soon as they happen. Disinfect work surfaces after wiping up spills from raw meat/poultry and eggs;
 - Wash work surfaces thoroughly between tasks. Use a new cloth (or one that has been washed and disinfected) to clean work surfaces before preparing ready-to-eat food.
- Regularly wash/wipe and sanitise all the items people touch frequently such as work surfaces, sinks, taps, door handles and switches. Where possible allow these to dry naturally at the end of each day/shift. It is important to keep these clean to prevent

dirt and bacteria being spread to people's hands and then taken from their hands to food and other areas. Drying naturally helps to prevent bacteria being spread back to these items on a towel/cloth used for drying;

- Wash and disinfect fridges regularly at a time when they do not contain much food. Transfer food to another fridge or safe cold area and keep it covered. If food is left out at room temperature, bacteria could grow;
- Pay special attention to how often you clean pieces of equipment that have moving parts. It is important to clean equipment properly to stop bacteria and dirt building up;
- Wash plates, dishwasher-proof utensils, equipment and removable parts in a dishwasher, if possible. A dishwasher washes items thoroughly at a high temperature which is a good way to clean equipment and kill bacteria. If a dishwasher is not available, wash plates, equipment, etc. in hot soapy water (diluted detergent). Remove grease and any food and dirt, then immerse them in very hot, clean water. Leave to air dry or dry with a clean cloth;
- Items that do not touch food are not as high a priority, but they should still be cleaned effectively. This prevents dirt and bacteria building up in the kitchen. This includes dry storage areas, floors and microwaves;
- When cleaning, food should be moved out of the way or covered. This is to prevent dirt, bacteria or cleaning chemicals getting onto food;
- The Kitchen Cleaning Schedules must be completed. They should be reviewed regularly to ensure effective cleaning at all times. This should be signed when the task has been completed;
- Ensure there is a good supply of cleaning chemicals, material and equipment. They should be suitable for the tasks and used correctly.

A cleaning schedule is in place for completion by the Head Chef/ Green Corridor employees as part of their duties and responsibilities.

The schedule details the following:

- Item to be cleaned;
- Frequency;
- Location of method;
- Product to be used;
- Protective clothing to be worn;
- Signature and date.

Cleaning duties will be assigned by the Catering and Hospitality Tutor and are signed off at the end of the shift as completed.

The completed schedules will be retained by the Catering and Hospitality Tutor and will be audited on a regular basis.

REVIEW

This procedure should be reviewed and updated on a regular basis or when necessary due to legislative changes.

H.A.C.C.P

Process	Hazards	Control	Monitoring	Time and temp limits	Corrective actions	Review
Goods in /purchase	Bacteria contamination	Order/purchase from listed/reputable suppliers	Supplier visits/Audits		Use alternative Supplier	When changing suppliers
Delivery/Receipt	Bacterial due to out of date foodstuffs and /or chilled/frozen food delivered at incorrect temperatures Cross bacterial contamination due to poor hygiene levels in delivery vehicle Physical contamination from damaged/ non food grade packaging	Temp checks. Check product dates Inspect delivery vehicles- check separation raw and ready to eat high risk foodstuffs Visual checks of packaging. Staff training	Check foodstuffs- record temps Check dates - Record Check packaging – record Check staff training records	Below 8°C. chilled foods, below - 18c frozen foods	Do not accept foodstuffs that are above required temps/out of date or with damaged packaging	Monthly
Storage	Bacterial growth in high risk foods due to being kept too long, incorrect storage/ storage at incorrect temperatures Cross contamination Contamination from pests Chemical contamination	Good stock rotation Temp controls Foodstuffs stored in washable containers Good pest control Keep all cleaning products away from food prep areas- use only food safe sanitizers in food prep areas Good cleaning practices Staff training	Day dot/ stickers/labelling Temp Records Visual checks Recorded in house pest inspection checks Cleaning schedules Check training records	Fridges below 8°C. Freezers below -- 18°C.	Dispose of out of date food	Monthly
Food Prep	Chemical, physical or bacterial contamination from in effective cleaning of food	Cleaning schedule followed Correct chemicals used			Review cleaning schedule Review chemicals	Monthly

	preparation surfaces/areas	Staff training			used Review training	
	Bacterial contamination of food by ineffective hand washing	Sufficient			Review training	Monthly
	Physical / bacterial contamination from outdoors/ own clothing	Supply hygienic clothing to be worn only on the premises			Review clothing (PPE) as necessary	Monthly
Cooking	Survival of spores and bacteria in cool spots and inadequate cooking of foods Transfer of bacteria from hands to cooked foods	Cook/reheat food to above 85c at core Stir food Minimal handling of high risk/ ready to eat foods Good hand washing Staff training	Temp monitoring using probe	Cook to above 85c	Carry on cooking until correct temp is reached	Monthly
	Physical contamination from non-food items/ foreign bodies	Remove non-food items(e.g. pens) from cooking and food prep area Check equipment for loose/broken parts	Cover food when possible Replace equipment when required		Review cleaning schedule	Monthly
Cooling	Bacterial growth in food that is cooled too slowly	Cool food quickly after cooking – chill within 90 mins	Cool down in shallow trays, use ice Cut large joints into smaller pieces Stir while cooling to avoid hot spots Temp monitoring and recording Staff training	Chill down to below 8°C. Within 90 mins		Monthly
Reheating	Growth of bacteria and spores in food	Reheat food to above 83c Staff training	Temperature monitoring and recording to maintain temperature	Cover food when possible	Only reheat once then dispose of	When changing menus /dishes
Serving	The transfer of bacteria from hands to food	Minimal handling of food after cooking Wash hands thoroughly				Monthly
Hot Holding	Growth of bacteria within the danger zone	Keep food above 63°C. Do not hot hold for longer than 1 hour Staff training		1 hour Above 63°C.		Monthly

