



## 2.1 FOOD HANDLERS ESSENTIAL FOOD HYGIENE

To be read and signed off by all employees before starting work

## Introduction

Good food hygiene standards are achieved by being aware of things that could cause food poisoning or contamination and following the hygiene rules and procedures to prevent them happening.

These notes have been prepared to help you understand the 'essentials' of food hygiene.

Please study the notes carefully and raise any questions that you have with your Manager.

When you have read the notes, please sign and date the confirmation slip at the end and return it to your manager for their records.

## Our Food Hygiene Policy

A full copy of our Food Hygiene Policy is available for you to read at any time. Please ask your manager where it is kept.

It is a document which contains a signed **Statement** of Policy and details of everyone's **responsibilities** for standards of food hygiene, including yours!

The signed Statement of Policy is displayed here:

## Bacteria

There are 3 types of bacteria:

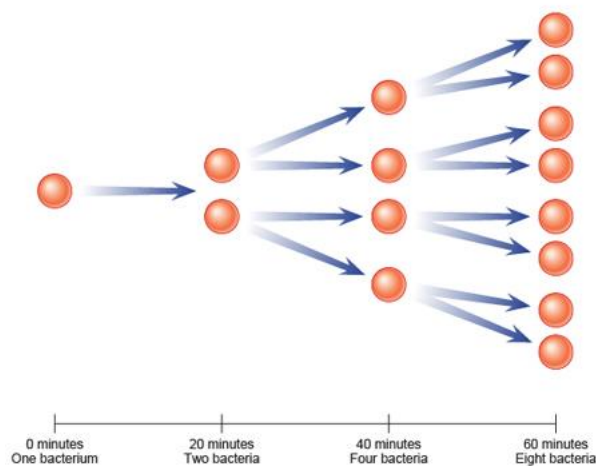
- **friendly** bacteria (*can be used to make foods such as yoghurt*)
- **spoilage** bacteria (*cause food to 'go off'*)
- **pathogenic** bacteria (*cause food poisoning*)



By following good food hygiene practices, food poisoning can be avoided by:

- preventing contamination
- preventing growth of bacteria
- destroying bacteria by thorough cooking or using disinfectants

Bacteria multiply by splitting into 2, then those split into 4 etc. In ideal conditions this can result in high numbers of bacteria in a short period of time



They need 4 basic requirements to grow:

- **Food**

All bacteria need something to live on - pathogenic bacteria like high-protein foods. If it will receive no further cooking, it is called 'high-risk' food. Ready-to-eat (RTE) foods do not necessarily contain protein, but can transfer harmful bacteria.

- **Moisture**

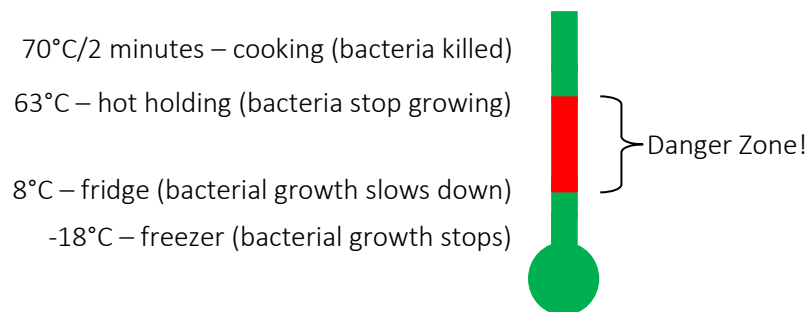
Without moisture bacteria cannot grow, which is why drying food is a safe method of preservation.

- **Time**

Given the right conditions one single bacterium can become millions in hours. They take between 10 and 20 minutes to multiply in ideal conditions.

- **Warmth**

They love temperatures between 8°C and 63°C. Below 8°C bacterial growth slows down. The best temperature for bacterial growth is 37°C (human body temperature).



Cooked foods must be chilled as rapidly as possible through the danger zone. This can be achieved by using blast chillers, shallow, metal trays, fans or cold water.

## Hazard Analysis Critical Control Points (HACCP)

What is HACCP?

Hazard Analysis Critical Control Points is a Food Safety Management System that we use to ensure the food we sell to our customers is safe to eat.

It identifies what (and where) things can go wrong (the hazards) and where it is critical that we control it for food safety (the Critical Control Points or CCPs).

You may be asked to assist in the monitoring and recording of CCPs.

Use a probe thermometer which has been disinfected either using probe wipes or a sanitizer.

This may involve taking and logging food **temperatures** including:



### Food arriving at the premises

- Chilled food should be delivered at or below 8°C. If it is above 8°C, then it should be rejected.
- Frozen food should be delivered at or below –15°C and should be rejected if it is higher than this.

### Chilled storage

- Refrigerators and walk-in chillers should be operating at or below 8°C and freezers should be at or below –18°C.
- These checks should be carried out and recorded twice a day.
- If food is above 8°C, you should move it to an alternative refrigerator.
- If it has been above 8°C for more than 4 hours then the food must be discarded.

### Frozen storage

- Freezers should be operating at or below –18°C.
- If food is above -15°C, you should move it to an alternative freezer.

### Cooking or reheating

- During every service two temperature checks should be undertaken to ensure that the centre of the food has reached at least 70°C for 2 minutes.

## **Cooling**

- High risk foods should be cooled and refrigerated within 90 minutes.
- The time and temperature before and after cooling should be recorded.

## **Hot holding**

- The temperature of foods which are being held hot should be checked and recorded during every service.
- The foods must be above 63°C.

## **Ready-to-eat foods**

Ready-to-eat foods (RTE) will have no further cooking to kill any bacteria that might be present on the food.

Examples of ready-to-eat foods:

- cooked meat and meat products (or raw meat to be used in foods like carpaccio)
- cooked poultry and poultry products
- dairy products
- cooked shellfish (or shellfish which are eaten raw, like oysters)
- cooked eggs (or eggs to be eaten raw)
- cooked rice (carbohydrate)
- washed fruit and vegetables

We must take great care in the handling and storage of these foods - they should be kept out of the danger zone temperatures as much as possible and protected from sources of contamination.

## Control of cross-contamination

*Contamination* is the occurrence of any objectionable matter in the food or food environment.

*Cross-contamination* is the transfer of bacteria from contaminated foods to ready-to-eat (RTE) foods by direct contact or indirect contact using a 'vehicle' such as hands or a cloth.

There are three main types contamination:

1. *Bacterial* e.g. food poisoning bacteria enter the food
2. *Physical* e.g. a 'foreign body (such as a piece of glass) enters the food
3. *Chemical*: e.g. a chemical (such as a cleaning chemical) enters the food

We can prevent this by:

- storing foods correctly (non-ready to eat foods below/away from 'ready to eat' food)
- using the correct separate equipment such as knives, chopping boards, slicers, vacuum packing, mincers for RTE and non RTE
- washing hands between handling RTE and non RTE foods
- disinfecting food and hand-contact surfaces, (see cleaning section)
- disinfecting the food sink before RTE food use
- only preparing RTE foods in clean areas
- using paper towels to turn off manually operated taps if automatic taps not provided
- covering food during storage
- keeping glass out of the kitchen
- never decanting chemicals into unmarked containers
- ensuring lids are tightly fitted to chemical containers



**Ready to Eat Foods Only**

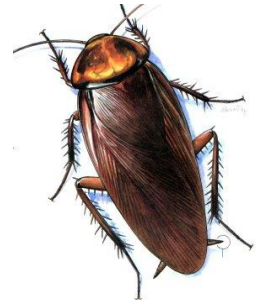
Food Alert / Hands Partnership 0207 244 1900 [www.foodalert.com](http://www.foodalert.com)

## Pest control

Pests such as mice, rats, cockroaches, flies and ants carry bacteria and can contaminate food.

You can help us to control the risks posed by pests by:

- covering food during storage
- keeping food off the floor
- keeping food areas clean and tidy by carrying out daily and weekly cleaning tasks
- reporting any sightings of pests and droppings to your manager immediately
- not touching or moving bait boxes



## Personal hygiene

Bacteria that can cause food poisoning can be carried in our stomachs, noses, throats, ears and hair. They can also be present in cuts, sores, boils and spots.

As dirt harbours bacteria, you must keep your body and clothes extremely clean. A good personal hygiene routine is essential, washing your hair and body at least once every day. Your clothing must also be kept clean and changed every day and, in particular, after handling raw foods.

### When you arrive at work you must:

- wash your hands
- put on your clean protective uniform
- put on clean, closed shoes/clogs with non-slip soles
- keep your hair tied up, if it is shoulder length or longer
- remove all jewellery, apart from sleeper earrings and plain wedding rings)
- cover all cuts/sores/boils with a clean, blue waterproof dressing - these dressings should be changed regularly



## Hand washing procedure

- under hot running water
- using anti - bacterial soap
- only in wash hand basins, not food preparation or washing up sinks
- if you don't have automatic taps, it is recommended you use a piece of disposable paper towel when using the taps
- use the 6-stage procedure listed below
- drying hands thoroughly is important because wet hands spread bacteria more easily. You should use paper towel or hot air dryers. Try to avoid using anything that will re-contaminate hands such as your uniform.



1. Rub palm to palm



2. Rub back of your hands



3. Rub palm to palm (interlocked)



4. Rub backs of fingers



5. Rub all parts of hands



6. Rub both palms with fingertips

### **What not to do!**

- chew gum or eat whilst handling food
- spit into food
- dip fingers into food and lick fingers  
always use a clean spoon for tasting
- scratch yourself
- over-handle food
- sneeze over food
- cough into food

### **Also**

- nail polish must not be worn, as it may chip and fall into the food
- your finger nails should be kept short and clean; no false nails
- use a deodorant
- perfume and aftershave must not be worn as it may taint food
- jewellery must be removed as it can harbour bacteria or fall into food

### **What should you do if you are ill?**

As a food handler, it can be extremely dangerous for you, your colleagues and your customers if you feel, or have recently been ill. It is essential you tell your manager if you do not feel well and especially if you:

- have been sick;
- have diarrhoea, vomiting or an upset stomach;
- live with anyone who is sick, or has diarrhoea;
- were ill while on holiday;
- have ear, nose or throat infections;
- have infected sores or cuts;
- have skin irritations or infections; and/or
- think you are suffering from a disease that could be passed on through food.

If you have diarrhoea and/or vomiting you must not handle food and can only resume your usual duties when you have been symptom-free for 48 hours.  
Your Manager will advise you.

## Cleaning

Remember, dirt carries bacteria and you cannot see bacteria - so all working areas must be kept clean.

Clean-as-you-go! All surfaces and equipment which come into contact with food should be thoroughly cleaned and disinfected after preparing batches of food, particularly raw food either with a detergent and disinfectant or a sanitiser which is applied twice.



Surfaces which come into contact with ready-to-eat (RTE) foods need to be disinfected regularly, for example chopping boards, utensils and slicing machines. The best way is for the equipment to be passed through the dish washer. Failing that they should be disinfected using sanitiser.

Some surfaces in the kitchen are regularly touched by food handlers, such as fridge door handles, microwave door handles and hand wash basin and equipment sink taps. These should also be disinfected regularly throughout the day.

Disinfectants/sanitiser must be left for the designated 'contact time'.

The use of clean, disinfected equipment prevents bacteria spreading to other food, where they could multiply and possibly affect your customer.

Equipment which has been used for raw food must never be used for RTE food unless it has been thoroughly cleaned and disinfected.

Dirt, food waste and scraps which carry bacteria end up in your bins - so bins must be regularly emptied and cleaned.

## Food allergies

We are legally required to provide accurate information on food allergens which may be present in the foods we serve to our customers.

Please be aware of our policy regarding the handling of customer enquiries concerning potential food allergens (e.g. peanuts). If you are in any doubt, please ask your Manager.

### Guidance for Front-of-House staff

1. If a customer states they have a food allergy, the customer's condition must be taken seriously. Note the foods mentioned by the customer, whatever they are.
2. Go to the designated person who has accurate information about the ingredients present in our food
3. If there is serious doubt about whether a food is free of a certain ingredient, inform the customer that you cannot be sure.



### Guidance for chefs

1. Follow company procedures regarding allergen controls during food preparation (see allergen policy).
2. Ensure you provide accurate information on menu information, if asked.
3. Ensure allergen information is available and kept up-to-date.

**PLEASE CONFIRM YOU HAVE READ AND UNDERSTOOD THESE NOTES**



**Ensure your manager has taken you through these notes.**

If you understand the information you have been provided with, please complete this slip and return it to your Manager

**Name**.....

I confirm that I have read and understood the **Essentials of Food Hygiene Notes** and understand my responsibilities outlined in the **Food Hygiene Policy**.

**Signed**.....

**Date**.....

This confirmation must be kept with the company food hygiene training records.