

PDCA Information About Food & Kitchen Hygiene



When using the kitchen please consider the safety of yourselves, your guests & other Hall users. **The kitchen is provided for your use but we ask you to only use the facilities for reheating or temporarily storing already pre-cooked food.**

Please do not use the facilities for preparing food from raw – in particular do not prepare:

- meat & meat products - in particular poultry, minced meat & patés
- seafood
- eggs & raw egg products - in particular mayonnaise
- unpasteurised milk (or milk contaminated after pasteurisation)
- soft & mould-ripened cheeses

Please ensure all fruit & vegetables are thoroughly washed before preparation on the kitchen surfaces.

Personal & Kitchen Hygiene

It is also important that you maintain levels of personal & kitchen hygiene. Please ensure that you:

- Wash your hands & nails with hot, soapy water before handling food, between handling cooked & uncooked foods, & after going to the toilet.
- Rinse your hands well & dry them on a clean hand towel, a disposable paper towel, or under a hand dryer. Wet hands transfer germs more effectively than dry hands.
- Use different cloths for different jobs (eg washing up & cleaning surfaces). Wash them regularly on the hot cycle or soak in a dilute solution of bleach.
- Wipe down & disinfect surfaces & utensils regularly, using a detergent or dilute solution of bleach - always read the safety instructions first.
- Wash up using hot, soapy water - use rubber gloves if necessary.
- Don't handle food if you have stomach problems such as diarrhoea & vomiting, or if you're sneezing or coughing frequently.
- Cover up cuts & sores with waterproof plasters.
- If possible, remove rings, watches & bracelets before handling food.
- Never use the same chopping boards for preparing raw meat as for fresh produce such as fruit & vegetables.
- Never use a marinade that has been used on raw meat for cooked food, unless it has been boiled thoroughly.
- Always use a clean plate to serve food.
- After using a knife or other utensil on raw meat, clean it thoroughly before using it on other foods.

Storing Food Correctly

It's very important that food is stored in the right place (eg fridge or freezer) & at the correct temperature. The fridge and cupboards should only be used for temporary storage. Please remove all food as soon as possible. **DO NOT LEAVE** it for others to remove leftovers.

Please ensure that you:

- Always check labels for guidance on where & how long to store food, in particular, fresh or frozen food.
- Store fresh or frozen food in the fridge or freezer within two hours of purchase - sooner if the weather is hot.
- Allow meal leftovers to cool to room temperature before storing them in the fridge, ideally within two hours of preparation. If necessary, divide leftovers into smaller portions to help food cool more quickly.
- Do not store raw food such as meat in the fridge.
- If you defrost frozen foods in the fridge then place them on a plate or in a container as they defrost so they don't drip on or contaminate other foods. **DO NOT DEFROST MEAT SEAFOOD ETC** in the fridge.
- Don't overfill the fridge - food may not cool properly. Keep the fridge at less than 5°C .
- Don't store opened tins of food in the fridge - transfer the contents to a suitable airtight container instead.

Cooking food safely

If food isn't cooked at a high enough temperature, bacteria can still survive. The following advice will help you to cook safely.

- Follow the recipe or packet instructions for cooking time & temperature, ensuring the oven is pre-heated properly.
- Food should be piping hot (steaming) before serving.
- Take special care that pork, sausages, burgers & poultry are cooked through & aren't pink in the middle. Using a clean skewer, pierce the meat. When cooked properly, the juices run clear. Lamb & beef joints & steaks can be cooked rare, but must be thoroughly sealed (browned) on the outside.
- Don't cook foods too far in advance. Keep cooked foods covered & piping hot until served.
- When microwaving, stir food well from time to time to ensure even cooking.
- Only reheat food once & serve piping hot.
- Use a food thermometer to check that food is cooked to the right temperature.
- Eggs contain harmful bacteria which can be dangerous to pregnant women, older people & babies. Don't serve eggs with runny yolks, or egg-containing foods that won't be cooked, for example homemade mayonnaise.

Special Occasions

Even if you're usually careful about food hygiene, it's very easy to slip up on special occasions such as parties. Here are some tips on how to keep food safe.

- Consider fridge space. Don't buy food too far in advance & transfer drinks bottles/cans to ice-buckets.
- Don't leave party foods that normally need to be refrigerated at room temperature for hours. Serve individual portions & keep leftovers stored in the fridge.
- Keep all serving bowls covered until the last minute take the food out of the fridge at the last minute & use a cool bag to keep it chilled & covered until you eat.
- Wash fruit & salad items thoroughly.
- For barbecues, only start cooking when the charcoals are glowing red with a layer of grey ash & move the food around the grill. Always check that food is cooked through. Food which is charred on the outside might not be cooked on the inside. Serve food straight away or keep it in a hot oven until you're ready to eat.
- Pre-cook poultry or sausages before your event and then finish them off on the kitchen.
- Prevent cross-contamination by using separate cool bags, plates & utensils for raw & cooked

Cleaning the Kitchen

- Please clean the kitchen before during and after you use it. In particular:
- Clean all surfaces with hot soapy water or surface cleaners. Use a clean cloth or paper towels.
- Dispose of all food waste and rubbish – please take it with you or place it in bins outside the hall
- Clean up spills as they occur so you won't be faced with one huge cleaning session.
- Clean all kitchen utensils, tools and appliances with hot soapy water.
- Put utensils away after use – don't leave cleaned utensils on dirty surfaces.
- Wash as you go. Fill one half of a double sink with hot soapy water and drop in utensils as you use them.
- After use remove all the food from the fridge, wipe down the inside with warm soapy water, clean all the shelves and trays, then replace the food.
- Please clean the oven, hob and grill after use.
- Remove all the food you have stored in the cupboards and wipe them down with a clean damp cloth.
- Sweep the floor, wipe up spills and mop the floor.

Safety

- Please read and observe the Hall safety rules.
- Take extra care when using sharp knives.
- Take special care when cooking or with hot foods.
- Do not allow children into the kitchen when cooking
- Check you know where the first aid kit is.

