

Preparation and Handling

Examples of food

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring/Verification)	What if it's not right? (Corrective Action)
<p>Growth of food poisoning bacteria in cold food.</p>	<p>Time the food spends outside the fridge should be as short as possible. <input type="checkbox"/> I do this</p> <p>Take out small quantities of food from fridge at a time. <input type="checkbox"/> I do this</p>	<p>Look at staff practices. <input type="checkbox"/> I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Consider if the food is safe to use. Dispose of unsafe food.</p> <p>More supervision/better training/re-training of staff.</p>
<p>Contamination of ready-to-eat food with food poisoning bacteria that may be on hands, equipment, utensils, cloths, surfaces and raw food.</p>	<p>Wash hands after touching raw food and before handling ready-to-eat food/equipment/utensils. <input type="checkbox"/> I do this</p> <p>Handle food as little as possible. <input type="checkbox"/> I do this</p> <p>Use tongs or other utensils where appropriate. <input type="checkbox"/> I do this</p> <p>Use gloves correctly where appropriate. <input type="checkbox"/> I do this</p> <p>Where possible only handle food when it is cold (bacteria will multiply more rapidly on warm food). <input type="checkbox"/> I do this</p>	<p>Look at staff practices while they are handling food. <input type="checkbox"/> I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Dispose of unsafe food.</p> <p>More supervision/better training/re-training of staff.</p>
	<p>Use clean equipment and utensils. <input type="checkbox"/> I do this</p>	<p>Check that equipment and utensils are clean. <input type="checkbox"/> I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Clean equipment and utensils. Repair/replace equipment which cannot be properly cleaned. Review cleaning schedules and practices.</p>

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring/Verification)	What if it's not right? (Corrective Action)
<p>Contamination of ready-to-eat food with food poisoning bacteria that may be on hands, utensils, cloths, surfaces and raw food. (continued)</p>	<p>Use separate complex equipment (e.g. vacuum packing machines, meat slicers, food mixers and mincing machines) for raw and ready-to-eat foods.</p> <p>Note: *Complex equipment is the term given to items of equipment that can be very difficult to clean.</p>	<p>Check that separate complex equipment is used for raw and ready-to eat foods.</p> <p>(Record on on SC5, sec 5 pgs 6-7)</p>	<p>Dispose of unsafe food</p> <p>Better supervision/ better training/ re-training of staff.</p>
	<p>Use clearly defined and separate worktop/chopping board/area for ready-to-eat foods only. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Check that the worktop/chopping board/area used for ready-to-eat food is only used for that purpose. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Dispose of unsafe food</p> <p>More supervision/ better training/ re-training of staff.</p>
	<p>If this is not possible, separate by preparing them at different times and wash and disinfect worktop/ chopping board/area before use for ready-to-eat foods. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Check cleaning/disinfection of equipment/surfaces. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Review cleaning schedules and practices.</p>
	<p>Use colour-coded utensils. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Check that colour-coded utensils correctly used. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Review staff practices.</p>
	<p>Use clean cloths <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(See section 4, pg 7)</p>	<p>Check that clean cloths are being used. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on SC 5, sec 5 pgs 6-7)</p>	<p>Disinfect/Replace cloths.</p> <p>Review cleaning schedules and practices.</p>
<p>Contamination of ready-to-eat fruit and vegetables with food poisoning bacteria (e.g. from soil)</p>	<p>Trim and wash thoroughly. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Look at the food. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Wash more thoroughly or throw out.</p>
	<p>Clean and disinfect worktops/ chopping boards/sinks/ equipment/utensils/ cloths after use. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Check cleaning/disinfection of worktops/chopping boards/ sinks/equipment/utensils/ cloths. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on SC5, sec 5 pgs 6-7)</p>	<p>Review cleaning schedules and practices.</p>

Advice on Preparation and Handling

Preventing Cross Contamination

To protect ready-to-eat food from food poisoning bacteria:

- Keep ready-to-eat foods separate from raw meat/poultry/fish, eggs and unprepared fruit/vegetables. This is to prevent food poisoning bacteria getting on to the ready-to-eat foods. Prepare raw meat/poultry/fish, eggs and unprepared fruit/vegetables in different areas from other foods. If this is not possible, separate by preparing them at different times and clean and disinfect thoroughly between tasks.
- Never use the same chopping board or knives for preparing raw meat/poultry/fish, unprepared fruit/vegetables and for ready-to-eat food (unless they have been thoroughly cleaned and disinfected in between). This helps to prevent food poisoning bacteria spreading from one food to another. This is especially important for ready-to-eat foods because they will not be cooked before serving.
- Staff should always wash their hands thoroughly before preparing food. If wearing gloves, the correct procedures should be followed (refer to advice on Personal Hygiene in section 4 pages 20-22).



Complex Equipment

Complex equipment is the term given to items of equipment that can be very difficult to clean. This may be because it is hard to access all parts of the equipment or because it is made up of a number of small parts and surfaces may not be smooth or easy to clean. These include vacuum packing machines, meat slicers, food mixers and mincing machines. Complex equipment used for ready-to-eat food must never be used for raw food. This is to prevent food poisoning bacteria getting onto ready to eat foods. You should review the equipment that you use and identify where you might need separate equipment for use with raw and ready-to-eat foods.

What to do if things go wrong

- If you think that ready-to-eat food has not been kept separate from raw meat/poultry/fish, eggs and unprepared fruit/vegetables throw it away.
- If equipment/surfaces/utensils have been touched by raw meat/poultry, eggs and unprepared fruit/vegetables wash, disinfect and dry them to prevent food poisoning bacteria from spreading.

Slicing Cooked Meat

If you slice cooked meat:

- Avoid handling the meat as much as possible - it is a good idea to use clean tongs or slice meat straight onto a plate, as hands can easily spread food poisoning bacteria onto the food.

Preparing Raw Poultry

Do not wash raw poultry. Raw poultry may be contaminated with food poisoning bacteria, therefore do not wash as this can spread bacteria around the kitchen.

Preparing Vegetables and Salad Ingredients

The dirt on vegetables and salad ingredients can contain food poisoning bacteria. When preparing vegetables and salad ingredients:

- Peel, trim, or remove the outer parts, as appropriate.
- Wash them thoroughly in clean drinking water (ideally in a separate sink).
- If you have prepared vegetables that have dirt or soil on the outside, clean and disinfect chopping boards and work surfaces before preparing other foods.



Foods requiring special care during handling

Foods such as oysters, beef carpaccio and sushi, which are eaten raw, require to be handled as carefully as ready-to-eat foods. These foods however still present a contamination risk to other ready-to-eat foods.

These foods should be handled by someone with specialist knowledge.

These foods require to be stored and handled separately from both conventional raw foods such as raw meat and other ready-to-eat foods.



The service of raw and partially cooked foods presents a hazard which cannot be fully controlled.