

# INTRODUCTION.

The aim of this workbook is to increase knowledge of the **four “C’s” – cooking; cooling; cross contamination and cleaning**. This will help to improve standards in your restaurants and takeaways, making it easier to comply with food safety law and reduce the risk of food poisoning and other food related complaints.

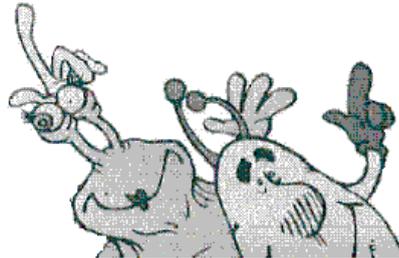
The four sessions each cover one of the topics. To help understand the topics fully, we need to look at some basic facts.

**Food poisoning** occurs when:

- food is prepared too far in advance
- it is stored at room temperature
- it has not been thawed, cooked or cooled properly, or
- cross-contamination has occurred.

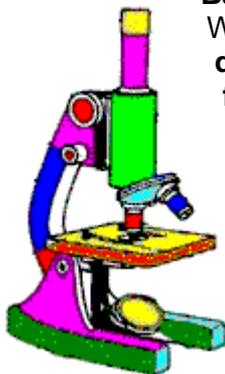


Most cases of food poisoning are due contaminated with bacteria. **Not all harmful**; some are even good for us. used to produce yogurt and cheese, for good bacteria in our bodies help us to



to eating food **bacteria are** Helpful bacteria are example, and the digest food.

**Harmful bacteria can cause illness in people and animals and can cause death in young children and people who are already ill or old.**



**Bacteria are tiny organisms, which cannot be seen** without a microscope. When **harmful bacteria** are present in the food in large numbers, **the food does not look, smell or taste any different**. Because **we cannot tell if the food is contaminated**, we need to **make sure it is cooked and stored correctly**. We also have to make sure that we treat foods carefully so that we **do not introduce any contamination**.

**Bacteria are found everywhere**, on raw foods (fish, shellfish, meat, chicken, fruit, vegetables etc) and water; on insects; rodents, animals and birds; in dust, soil and on people.



**Bacteria can get into our food at any point**, from the time the animal or food is in the field to the moment the food is put on the table to eat. If they are allowed to survive and multiply, they can cause illness when that food is eaten.

**Bacteria multiply very fast; and time to multiply.** They temperatures above 70°C. why **proper handling**, help **reduce the risk of food**



**they need moisture, food, warmth** multiply best between 5°C and 63°C, but are killed at Below 5°C most bacteria multiply very slowly. This is **washing, cooking, chilling and storage** of food can **poisoning**.

Sometimes these hands, or by known as **cross-careful cleaning** food handlers poisoning.



bacteria are spread to other foods, for example by our kitchen utensils or dirty surfaces or cleaning cloths. This is **contamination**. **Good food handling practices and** of premises, surfaces, equipment, cleaning equipment and themselves will also help reduce the risk of food

# CHILLING, COOLING AND STORAGE.

## Deliveries.



- **Never** leave deliveries outside, or unrefrigerated inside.
- **Arrange** for food to be delivered when there will be someone there.
- **Check** high-risk foods are delivered at a safe temperature. Check dates and packaging.
- **Always** refrigerate perishable and high-risk foods immediately after delivery.

## Cold Storage.



- **Stack shelves carefully**, so air can circulate freely. **Never** put hot food into fridges.
- **Always** put foods into clean containers, label and date them. This helps with stock rotation, too.
- **Always** store raw meat at the bottom of the fridge. Store other uncooked foods below cooked and ready to eat items. Separate fridges are best.
- **Check regularly** that foods in fridges and display cabinets are at the correct temperature. (**8°C or below**) Foods in freezers should be at **-18°C** or colder.
- **Check “use-by”** dates regularly and **discard any out of date food**. It is an offence to have or sell food beyond its “use by” date.
- **Do not** store foods in open tins, bin liners or carrier bags.

## Dried goods storage.



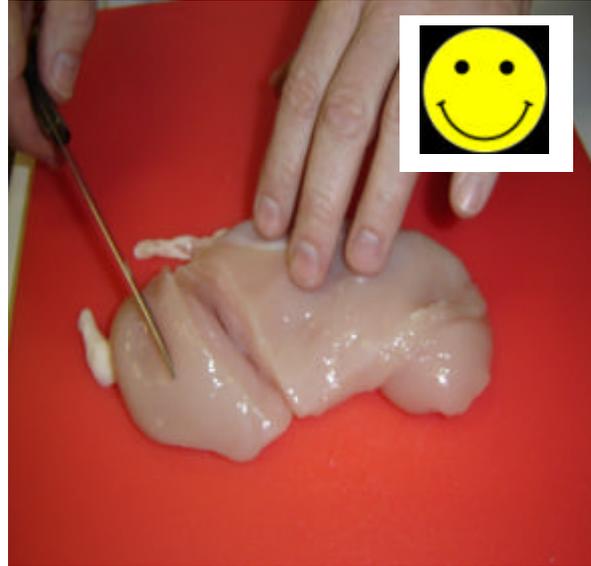
- The storeroom should be **clean, cool, well lit, well ventilated and pest-proofed**.
- **All** Items should be **stored tidily** and **off the floor** for easy cleaning.
- **Opened packages** should be put into **clean tubs with close-fitting lids**.
- Check **“best before”** dates regularly; **don’t keep old stock** and **check regularly for any evidence of pest activity**.

## Cooling.



- **Always** cool hot food as quickly as possible (**within 90 minutes**), so bacteria cannot grow. **Avoid** keeping food warm.
- **Place** hot food into shallow trays; this helps to reduce the temperature quickly. Food can then be refrigerated sooner.
- **Always** defrost frozen food in a fridge, so the outside of the food does not become warm while the inside is still frozen. **Ensure** the food is properly defrosted right through.
- **Plan** what you need for the next day and remove foods from the freezer early enough to **defrost in the fridge**. Defrosting in the sink is bad practice.

## CROSS CONTAMINATION.



- **Food poisoning** happens when bacteria are transferred from raw foods, animals and insects, dirty surfaces, dirty equipment and dirty hands to cooked or ready to eat foods.
- **Raw meat and fish** must **always** be prepared on **separate boards**.
- **Hands can transfer bacteria** from all hand contact surfaces, such as fridge door handles, light switches, etc. **Contact surfaces should be disinfected regularly.**
- **Hands must be washed** with soap to reduce the risk of contaminating other foods and contact surfaces. **Antibacterial soap is best.**
- Equipment and wiping cloths can transfer bacteria. **Always use a clean** board and knife for cooked or ready to eat foods.



- **Bacteria** are **present** on all **raw meat, fish and unwashed vegetables.**
- **Raw meat and fish** should **always** be placed on a tray at the **bottom of the fridge** to **prevent** blood from dripping onto other foods.
- Outer packaging should **always** be removed, to prevent any contamination to cooked foods within the fridge and the food should be placed in clean, covered containers.



- **Hands must be washed** on entry to the kitchen, after handling raw food, touching dirty equipment, emptying waste and refuse, going to the toilet, coughing, smoking and at regular intervals throughout service.
- **Antibacterial hand wash, clean towels** (paper is best) and **hot water must** be available **at all times** to assist with good hygiene standards.



- Clean, **light coloured** overalls **must** be worn at the start of each service to reduce the risk of cross contamination.
- Long hair **must** be tied back.
- Your **personal hygiene must always** be of a very high standard. Shower or bath, and change personal clothing, every day and wash hair regularly.
- **Toilets** and **wash hand basins** must **always** be clean and have soap and clean towels at all times.

# COOKING, REHEATING AND HOT HOLDING.

## Cooking.



- **Cooked and reheated food must reach 75°C or hotter at the centre.**
- **A thermometer is the most accurate way to measure the temperature of food.**

## Reheating.



- Food should **only be reheated once**, to a temperature of **75°C or above**.
- **Remember** to stir food to ensure thorough reheating.
- **Ensure** equipment is in good working order and well maintained, and carry out regular checks.

## Hot holding.



- Food being kept hot **must be 63°C or above** and should be kept in clean containers.
- Tongs and serving equipment must be **washed regularly** during service and stored hygienically.



- **Use** antibacterial wipes or a suitable disinfectant or sanitiser on a clean, disposable cloth to ensure bacteria are not transferred to other foods being checked.
- Thermometers must **always** be cleaned **before** and **after use**.

## CLEANING & DISINFECTION.



- **“Clean as you go”** to reduce or destroy harmful bacteria. **Always** clean up spills as they occur.
- **Dirty kitchens** are full of harmful bacteria, which will contaminate food being prepared, equipment and encourage pests.
- **Dirty toilets will mean dirty staff.**



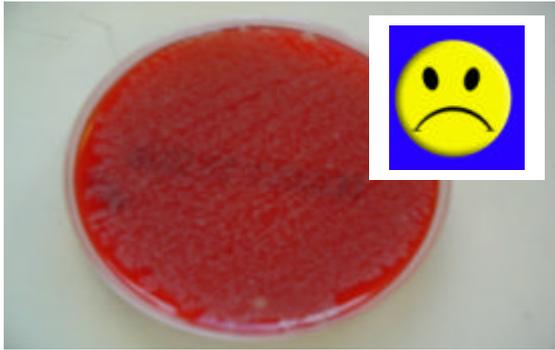
### Cleaning Chemicals.

**Detergents:** - remove grease and food particles.

**Disinfectants:** - **reduce** numbers of harmful bacteria, so they cannot cause illness.

**Sanitisers:** - **remove** grease **and reduce** numbers of bacteria.

- **Always** use washing up liquid and **clean hot water** to remove grease and dirt. You **must change** the water regularly throughout service.
- **Always** use **clean cloths** and antibacterial spray (sanitiser) to reduce harmful bacteria.
- Crockery, cutlery and equipment **must** be disinfected.
- **Never use beer mats for cleaning** or for **handling foods**. **Clean**, light-coloured cloths are best.
- **Keep separate cloths for “raw” areas, so bacteria are not transferred to “cooked” areas.**
- **Clean, hot water must** be used at all times whilst cleaning equipment and tables.
- If sinks are used for both washing up and food preparation, **they must be disinfected between uses.**



- **Harmful bacteria grow on dirty hands, dishcloths and equipment.**
- You **must** ensure **thorough hand washing, cleaning and disinfection** within the kitchen **at all times** to **reduce or destroy** harmful bacteria.



- **Clean and disinfect** your cleaning equipment.
- **Always** wash the mop and leave it to dry after use. Empty the dirty water from the bucket.
- **Separate** mops, buckets, cloths, etc. **must** be used for toilet areas. **Equipment used in the toilets** should **not** be stored with the equipment used in the kitchen.
- **Always follow the manufacturers instructions on cleaning chemicals.**

**TEMPERATURE CONTROLS**

**Date**                      **Month** ..... **Year** .....

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Food			
						Cooked	Reheated	Hot cabinet	Display
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

**Cooking Temps above 75°C**  
**Refrigerator Temps below 8°C**

**Reheating Temps above 75°C**  
**Hot holding temps above 63°C**

## CHINESE DAILY & WEEKLY CLEANING SHEET

WEEK COMMENCING .....

EQUIPMENT	MON	TUES	WED	THUR	FRI	SAT	SUN	CHEMICALS	sign
1. CANOPY 2. FILTERS 3. FRYERS								Degreaser / soap	
1. TABLES 2. CHOPPING BOARDS								soap / anti bacterial	
1. INSIDE FRIDGE 2. DOOR SEALS 3. DOORS								soap / anti bacterial	
STAFF TOILET. Are soap, toilet paper and towels provided?								anti bacterial, descaler	
WOK RANGE								washing up liquid	
1. FOOD SHELVES 2. HOT CABINET								soap / anti bacterial	
KITCHEN FLOOR								degreaser or soap and bleach	
COOKED & RAW FOOD CONTAINERS								soap / anti bacterial	
DRY STORE 1. WALLS 2. FLOOR 3. SHELVES								soap / anti bacterial	
MICROWAVES								soap / anti bacterial	
1. WASHING UP SINK 2. FOOD SINK								Hard surface cleaner, anti bacterial	
1. KITCHEN DRAWERS 2. CUPBOARDS								soap liquid	
RAW MEAT BLOCK								soap / anti bacterial	
FREEZERS WORKTOP								soap / anti bacterial	
KITCHEN 1. TILES 2. WALLS								soap / anti bacterial	
WASH HAND BASINS								anti bacterial	
WASTE BINS/IN & OUT								anti bacterial / bleach	
OUTSIDE YARD								Bleach & hot water	
<u>MANAGERS SIGNATURE</u>									

IF YOU ARE UNSURE WHAT CHEMICALS TO USE PLEASE SEE YOUR MANAGER

DO NOT MIX CHEMICALS AT ANY TIME UNLESS YOU HAVE HAD TRAINING FROM YOUR MANAGER

ALWAYS FOLLOW MANUFACTURES INSTRUCTIONS AND WEAR SUITABLE PROTECTIVE CLOTHING. INCLUDING GLOVES