

HERIOT-WATT CHAPLAINCY

CATERING ACTIVITIES

Heriot-Watt Chaplaincy:

Soup Lunch/ Wednesday Meal Guidelines, Policies and Procedures

Introduction:

The Chaplaincy Centre at Heriot Watt University aims to offer support to all University Students studying at its Edinburgh campus, if they so wish. One way to do so is to provide low cost or free meals.

Throughout semester time, the Chaplaincy Centre will aim to run a Tuesday Soup lunch and a Wednesday evening meal, with occasional other events serving food prepared onsite.

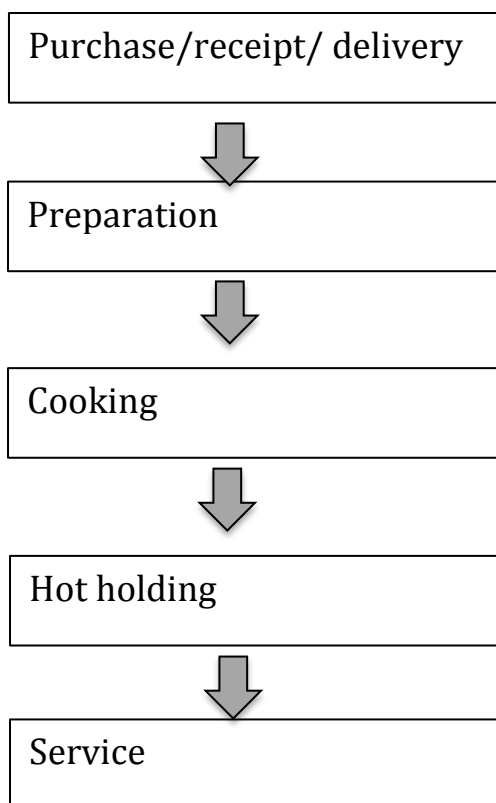
These guidelines and policies have been devised in order to ensure that student meals are prepared and provided safely and that the Chaplaincy Centre operates within current food hygiene legislation and guidelines. They are based on the principles of HACCP and our understanding of good practise and how this is translated appropriately to the scale and style of our catering.

Catering Activity: **TUESDAY SOUP LUNCH**

The chaplaincy kitchen will prepare, cook and serve a choice of two soups served with bread, between 12.30pm and 2pm on Tuesdays during semester time.

This document describes the HACCP-based procedures we will use to achieve this.

PROCESS STEPS:



Relevant HACCP Charts:

- Purchase/ receipt/ delivery/ collect
- Ambient storage
- Preparation – cooked/ready to eat foods
- Cooking
- Hot holding
- Service – hot onsite to customers

Occasionally there may be ambient storage or refrigerated storage, only during the preparation of food so these charts are also included.

HACCP Charts

These charts will help establish critical limits and corrective actions. The following charts apply to our catering activities:

PURCHASE, RECEIPT/DELIVERY, COLLECT

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Growth of Harmful Bacteria Cooked/ready-to-eat foods	* Store food at a temperature that will discourage the growth of harmful bacteria * Make sure that all food is within its appropriate 'use by' date	* Check refrigerator/chill temperature * Visual check on 'use by' dates	* Recheck temperature and consider if food is safe to use. * Dispose of food if necessary * Service Engineer to check/repair equipment * Dispose of food beyond 'use by' dates
	What you need to do: Keep to your Temperature Control House Rules Keep to your Stock Control House Rules	What you need to do: Complete Cold Food Record Complete Weekly Record	What you need to do: Refer to your Temperature Control and Stock Control House Rules
Cross Contamination From raw to cooked/ready-to-eat foods	* Keep raw and cooked/ready-to-eat foods separate * Use safe handling practices	* Observe and supervise separation practices * Observe and supervise safe handling practices	* Dispose of food which may be contaminated * Review staff training
	What you need to do: Keep to your Cross Contamination Prevention House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Training and Cross Contamination Prevention House Rules
Other Contamination eg. from equipment	* Keep the refrigerator/chill clean * Make sure that food is protected and/or covered	* Observe and supervise cleaning of refrigerator/chill * Observe and supervise protection of food	* Dispose of food which may be contaminated * Review staff training
	What you need to do: Keep to your Cleaning House Rules Keep to your Stock Control House Rules	What you need to do: Complete Cleaning Schedule Complete Weekly Record	What you need to do: Refer to your Cleaning and Stock Control House Rules

AMBIENT STORAGE (storage at room temperature)

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Presence and Growth of Harmful Bacteria	Minimise the time food is out of the refrigerator/ chill	Observe and supervise preparation of food	* Consider if the food is safe to use * Dispose of unsafe food * Review staff training
	What you need to do: Keep to your Temperature Control House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Training and Temperature Control House Rules
Cross Contamination to other ready-to-eat foods	*Keep raw food apart from the ready-to-eat foods *Keep raw food, to be eaten raw, apart from other raw food which will later be cooked *Use safe handling practices	*Observe and supervise separation practices *Observe and supervise separation practices *Observe and supervise handling practices	*Dispose of ready-to-eat food which may be contaminated *Consider if the raw food is safe to use *Review staff training
	What you need to do: Keep to your Cross Contamination Prevention House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Training and Cross Contamination Prevention House Rules

REFRIGERATED STORAGE

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Growth of Harmful Bacteria Cooked/ready-to-eat foods	Store food at a temperature that will discourage the growth of harmful bacteria Make sure that all food is within its appropriate 'use by' date	Check refrigerator/chill temperature Visual check on 'use by' dates	*Recheck temperature and consider if food is safe to use. *Dispose of food if necessary Service Engineer to check/repair equipment *Dispose of food beyond 'use by' dates
	What you need to do: Keep to your Temperature Control House Rules Keep to your Stock Control House Rules	What you need to do: Complete Cold Food Record Complete Weekly Record	What you need to do: Refer to your Temperature Control and Stock Control House Rules
Cross Contamination From raw to cooked/ready-to-eat foods	Keep raw and cooked/ready-to-eat foods separate Use safe handling practices	Observe and supervise separation practices Observe and supervise safe handling practices	* Dispose of food which may be contaminated * Review staff training
	What you need to do: Keep to your Cross Contamination Prevention House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Training and Cross Contamination Prevention House Rules
Other Contamination eg. from equipment	Keep the refrigerator/ chill clean Make sure that food is protected and/or covered	Observe and supervise cleaning of refrigerator/chill Observe and supervise protection of food	*Dispose of food which may be contaminated *Review staff training
	What you need to do: Keep to your Cleaning House Rules Keep to your Stock Control House Rules	What you need to do: Complete Cleaning Schedule Complete Weekly Record	What you need to do: Refer to your Cleaning and Stock Control House Rules

PREPARATION COOKED/READY-TO-EAT FOOD (including salad preparation)

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Growth of Harmful Bacteria Cooked/ready-to-eat foods	Minimise the time food is out of the refrigerator/chill	Observe and supervise preparation practices	*Consider if the food is safe to use *Dispose of unsafe food
	What you need to do: Keep to your Temperature Control House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Temperature Control House Rules
Cross Contamination From raw to cooked/ ready-to-eat foods	Keep raw and cooked/readyto-eat foods separate Use safe handling practices Wash salad ingredients	Observe and supervise separation practices Observe and supervise handling practices Observe and supervise salad washing practices	*Dispose of food which may be contaminated *Review practices *Review staff training
	What you need to do: Keep to your Cross Contamination Prevention House Rules	What you need to do: Complete Weekly Record	What you need to do: Refer to your Training and Cross Contamination Prevention House Rules
Other Contamination e.g. from equipment	Use good personal hygiene practices Make sure that equipment and utensils are clean Make sure that equipment and utensils are in a good state of repair	Observe and supervise personal hygiene practices Observe and supervise cleaning Observe and supervise the condition of equipment and utensils	*Dispose of food which may be contaminated *Dispose of defective equipment/utensils *Review staff training
	What you need to do: Keep to your Personal Hygiene House Rules Keep to your Cleaning House Rules Keep to your Maintenance House Rules	What you need to do: Complete Weekly Record Complete Cleaning Schedule Complete Weekly Record	What you need to do: Refer to your Personal Hygiene, Cleaning and Maintenance House Rules

COOKING

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Survival of Harmful Bacteria	Cook the food to a temperature that will destroy harmful bacteria Refer to NOTE 1 below	Check that the specified cooking temperature is reached OR Refer to NOTE 2 below	*Continue cooking until your specified temperature is reached *Service Engineer to check/repair equipment Review staff training
	What you need to do: Keep to your Temperature Control House Rules	What you need to do: Complete Hot Temperature Record	What you need to do: Refer to your Training and Temperature Control House Rules

NOTE 1 –

Cooking food until the CORE TEMPERATURE is 75°C or above will ensure that harmful bacteria are destroyed. However, it should be noted that lower cooking temperatures are acceptable provided that the CORE TEMPERATURE is maintained for a specified period of time as follows : • 60°C for a minimum of 45 minutes • 65°C for a minimum of 10 minutes • 70°C for a minimum of 2 minutes

NOTE 2 –

It may not be practical to check the core temperature with a thermometer every time food is cooked. An alternative method of monitoring may include : Following an established cooking practice (time/temperature formula) and always adhering to the same cooking conditions. (refer to Temperature Control House Rules of this manual)

ADVICE ON EGGS - Eggs can carry harmful bacteria inside and on their shells. For this reason, eggs need to be handled carefully. Caterers cooking for vulnerable people are advised to use pasteurised eggs for all dishes that will be eaten raw or lightly cooked.

HOT HOLDING (including buffets)

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Growth of Harmful Bacteria Cooked/ready-to-eat foods	Hot hold food at a temperature that will discourage the growth of harmful bacteria	Check that specified hot holding temperature is maintained OR Follow an 'Established Hot Holding Practice' (TIME/TEMPERATURE FORMULA) with occasional temperature checks (refer to your Temperature Control House Rules for guidance)	*Consider if food is safe to use *Dispose of food if necessary *Service Engineer to check/repair equipment
	What you need to do: Keep to your Temperature Control House Rules	What you need to do: Complete Hot Holding Record	What you need to do: Refer to your Temperature Control House Rules
Other Contamination e.g. from equipment, food handlers and customers	Make sure equipment and utensils are clean Make sure that food is protected as far as practicable, e.g. sneeze guards and/or covers	Observe and supervise cleaning Observe and supervise protection of food	*Dispose of food which may be contaminated *Review suitability of equipment *Review staff training
	What you need to do: Keep to your Cleaning House Rules Keep to your Stock Control House Rules	What you need to do: Complete Cleaning Schedule Complete Weekly Record	What you need to do: Refer to your Training, Cleaning and Stock Control House Rules

SERVICE - HOT ON SITE SERVICE TO CUSTOMER (food served in restaurants and takeaways)

HAZARD(S) AT CCP(S) What can go wrong	CONTROL MEASURES AND CRITICAL LIMITS What action has to be taken to effectively reduce or get rid of the hazard? What are the critical limits?	MONITORING AND RECORDING How are the control measures checked and recorded?	CORRECTIVE ACTION What should be done if the control measure fails and/or critical limits are not met?
Growth of Harmful Bacteria Cooked/ready-to-eat foods	Serve food immediately	Observe and supervise serving practices	*Consider if the food is safe to use *Dispose of unsafe food
	What you need to do: Keep to your Temperature Control House Rules	What you need to do: Complete Hot Temperature Record	What you need to do: Refer to your Temperature Control House Rules
Other Contamination e.g. from equipment, food handlers	Use good personal hygiene practices Make sure equipment and utensils are clean Make sure that food is protected and/or covered	Observe and supervise personal hygiene practices Observe and supervise cleaning Observe and supervise protection of food	*Dispose of food which may be contaminated *Review staff training
	What you need to do: Keep to your Personal Hygiene House Rules Keep to your Cleaning House Rules Keep to your Stock Control House Rules	What you need to do: Complete Weekly Record Complete Cleaning Schedule Complete Weekly Record	What you need to do: Refer to your Training, Personal Hygiene, Cleaning and Stock Control House Rules

House rules:

1. Training
2. Personal hygiene
3. Cleaning
4. Cross contamination (Includes info on allergen control and E. Coli 0157 control)
5. Temperature control
6. Pest Control
7. Waste Control
8. Maintenance
9. Stock rotation

1. House Rules: Training

Food is prepared in the Chaplaincy kitchen by Chaplaincy staff and volunteers.

Before any food preparation activities take place, all persons will receive a minimum training in the **Essential of Food Hygiene**.

All Staff - In-house training

- Any persons involved in food preparation will have a minimum of written and verbal training in food hygiene essentials, prior to any food preparation.
- Written training is based on “The Four Cs” – **Cleaning, Cross-contamination control, Cooking and Chilling** (See hand out)
- Verbal training will expand on the written hand out and include instruction on **hand washing technique, personal hygiene** (personal cleanliness, clothing, illness, cuts etc.) **cross-contamination control** (use of separate food preparation areas, chopping boards, utensils, cleaning and disinfecting of areas and kitchen equipment, use of gloves, storage of raw or cooked food), **temperature control** in storage and cooking, (Including use of the probe thermometer) and **monitoring and recording** temperatures to ensure critical limits are not breached. Additionally, all persons involved in food preparation will be given guidance on **allergy awareness**.

Regular Volunteer staff- Elementary Food Hygiene

- In addition to the above in-house training, volunteers who regularly prepare food for chaplaincy meals will attend an elementary food hygiene course.

Kitchen Supervisor

- The kitchen supervisor will be trained to Intermediate level in food hygiene
- In addition, the kitchen supervisor will attend training in using a HACCP based system to manage the catering activities of the Chaplaincy Kitchen.
- Records will be kept and updated by the kitchen supervisor, detailing all training received by individual volunteers
- The kitchen supervisor will be responsible for monitoring when refresher training is necessary, for all volunteers.

Verbal training checklist:

Date:

Subject			Covered ✓
Hand washing technique			
Personal Hygiene	Cleanliness	Hair	
		Coughing	
		Cuts and sores	
		Jewellery	
	Clothing	Outdoor clothing	
		Aprons	
		Disposable gloves	
		Hand washing	
	Illnesses		
Cross Contamination	Separating food preparation areas		
	Chopping board use and cleaning		
	Utensil use and cleaning		
	Waste disposal		
	Preparing high risk foods		
	Storage of raw and ready to eat foods		
Temperature control	Storage temperatures		
	Cooking Temperatures		
	Hot holding Temperatures		
	Monitoring and recording		
Allergy Awareness			

Food Hygiene Essentials	Thank you for volunteering to cook with us today! In order for us to provide food that is safe to eat it is vital that you comply with the following:
Good Food Hygiene= Controlling harmful bacteria that can cause serious illness	



Cleaning

- **HAND WASHING!!!!** (See Separate note)
- Clean and disinfect food areas **before** and **between** tasks
- Clean and clear as you go
- Use designated products and cleaning cloths
- Do not let food waste build up
- Follow cleaning schedule

Cooking

Thorough cooking kills bacteria. It is extremely important that food is cooked properly and hot all the way through before serving.

Hand washing

Please wash hands

- before handling food,
- after the toilet,
- after handling raw food or raw food packaging,
- after touching bins or waste,
- after every break,
- after eating or drinking,
- after cleaning,
- after blowing your nose.

Cross-contamination

- Clean and disinfect all work surfaces and equipment **before** and **after** you have prepared food.
- Use different equipment for raw meat/poultry and ready to eat food, or heat disinfect in between (dishwasher)
- Keep raw and ready to eat food apart at all times
- Store raw food below ready to eat food in the fridge
- Use separate cleaning cloths for raw food areas and ready to eat food areas
- Use disposable aprons and gloves when handling/ preparing raw meat/poultry
- **HAND WASHING!!!!** (See separate note)

Chilling

- Chilled food should be kept below 5 degrees, in the fridge for as long as possible
- Cool cooked food quickly, and put covered, in the fridge

**Happy
Cooking**

Hand washing Guide:



Supervision will be given to ensure the proper hand-washing technique is followed.

Training Record: Occasional Volunteers

Date:

Training given by:

[illegible]

Regular Volunteers

Name:

Training	Date attended	Volunteer confirmation
In-house training		
Elementary Food Hygiene		
Refresher Course (specify)		
Refresher Course		
Refresher Course		
Refresher Course		
Additional training		

Kitchen Supervisor**Name:**

Training	Date attended	Confirmation
In-house training		
Intermediate Food Hygiene		
Refresher Course (specify)		
Refresher Course		
HACCP training		
Refresher Course		
Additional training		

2. House Rules: Personal Hygiene

For food preparation to be safe in the chaplaincy kitchen it is essential that all food handlers, (whether staff, regular volunteers or occasional volunteers), meet high standards of personal hygiene. Personal Hygiene will form part of the training in essential food hygiene and will emphasise the following:

- No one who has diarrhoea and/ or vomiting will be allowed to enter the food handling area, or be allowed to handle food in any way. Food handlers with boils or septic lesions will also be excluded. All food handlers must inform the kitchen supervisor if they are at all unwell.
- Outdoor clothing, bags, scarfs etc. are to be left in the cloakroom or Chaplaincy office.
- Long hair must be tied back and jewellery removed. Only a plain wedding band and sleeper earrings are permitted.
- Perfume and strong smelling toiletries should not be used prior to food handling
- Cuts should be covered with blue waterproof dressings.
- Eating sweets, chewing gum, tasting food with fingers or previously used spoons is not allowed.
- Smoking is not permitted in or around the premises.
- Aprons (cotton, washable) should be worn in the food preparation area. And removed when leaving the food preparation area (for example when going to the bathroom).
- Disposable aprons and disposable gloves should be worn when handling raw foods.
- When serving ready to eat food, clean aprons and gloves should be used.
- Food handlers should wash hands
 - a) Before handling food
 - b) After using the toilet
 - c) After touching packaging
 - d) After touching raw food
 - e) After eating
 - f) After a break
 - g) After touching hair, clothing, nose
 - h) After touching a rubbish bin
 - i) Between different food preparation activities
- Only food handlers are permitted in the food preparation area.

3. House Rules: Cleaning

Cleaning and disinfecting are vital to maintain good food hygiene, to prevent food poisoning and to eliminate materials that may attract pests.

- All staff will follow a **monthly, weekly** and **daily** cleaning schedule. The daily schedules are appropriate on the days when the kitchen is operational. (Tuesdays and Wednesday during semester time).
- Method of cleaning and disinfection will depend on the item needing cleaned.
For utensils and movable items, the main form of cleaning and disinfection will be to use the industrial dishwasher
For non-movable items the main method of cleaning and disinfection will be to clean and disinfect in place. (See “clean and disinfect in place procedure”)
Occasionally, for large items which cannot fit into the dishwasher, these will be cleaned in the Twin sinks, and sterilised using sterilising solution. (See “Twin sink procedure”)
- In addition, the fabric of the kitchen will be cleaned and disinfected according to the cleaning schedules.

Monthly Cleaning schedule:

The following table highlights the areas in the food premises to be cleaned monthly.

MONTHLY CLEANING:									
		Record							
Area	Method								
Utensil drawers	Clean & Disinfect								
Closed storage units	Clean & Disinfect								
Behind appliances	Brush out and mop								
Ceilings	Wipe down								
Storage below and right of sinks	Clean								

Weekly Cleaning Schedule:

The following areas will be cleaned weekly.

AREA	METHOD	RECORD																
		Date:																
Storage Area - below sink	Clean & Disinfect																	
Fridge -interior	Clean & Disinfect																	
Fridge -exterior	Clean & Disinfect																	
Microwave -interior	Clean & Disinfect																	
Microwave -exterior	Clean & Disinfect																	
Window ledges/non- food contact surfaces	Clean & Disinfect																	

Daily Cleaning Schedule:

On the days when the chaplaincy kitchen is operational as a food premises the daily cleaning schedule will be followed, both pre and post catering activity.

AREA	Method
Work surface	Clean &Disinfect
Splash backs	Clean &Disinfect
Wash hand basin	Clean &Disinfect
Sinks and taps	Clean &Disinfect
Cooker surface	Clean &Disinfect
Floor	Brush and mop
Door handles	Clean &Disinfect
Cleaning cloths	Hot machine wash
Dishtowels	Hot machine wash
Aprons/ work cloths	Hot machine wash/ disposal
Refuse Bins	Clean &Disinfect/ Empty and replace bag
Dishwasher	Drain and clean cycle (after)

Cleaning Guidance:

Clean and Disinfect requires

- 1) Pre-clean: removal of food residue using disposable cloths
- 2) Main clean: using hot water and detergent
- 3) Disinfectant : antibacterial spray or wipes
- 4) Air dry

In addition, the following checks will be made prior to operation:

Paper towels – in dispenser for hand drying

Hand wash fluid- beside hand wash sink

Disposable cleaning cloths (blue = cleaning, green=food prep surfaces) – in drawer beside sink

Clean Dish towels – in trays beside sink

Disinfectant wipes- in container beside sink

Antibac spray/ disinfectant wipes – beside sink

Bin bags – in closed cupboard beside sink

Disinfectant floor cleaner – in closed cupboard beside sink

Cleaning during food preparation:

Due to the small size of the Chaplaincy kitchen, and to ensure food is prepared in a safe and hygienic way, the food preparation area will be cleaned and cleared during food activities.

The following rules apply:

1. Sinks should be cleaned and disinfected between food preparation and equipment washing
2. Work surfaces should be cleaned and disinfected between preparation of different food stuffs
3. All utensils and equipment (where possible) will be cleaned and put through the dishwasher, between each food preparation activity to ensure high levels of hygiene are maintained.
4. All food waste, (peelings/ discarded food) and food packaging will be cleared and disposed of immediately, in the closing refuse bin. The area will then be cleaned and disinfected prior to starting the next activity.

4. House Rules: Cross Contamination control

Cross contamination is one of the main causes of food-borne illnesses. The most significant cause of contamination is micro bacterial. It can occur when raw food comes in to contact with ready to eat food or through poor food hygiene. In addition there can be physic contamination, chemical contamination, and contamination by allergens. The following house rules must be followed at all stages to ensure cross contamination does not occur.

a. Purchase and Delivery

- Separate raw meat, poultry, seafood, eggs and dairy from other foods in your trolley.
- At the checkout, place raw meat, poultry and seafood in separate plastic bags to keep their juices away from other foods.
- Check the delivery vehicle that the above conditions are met.

b. Packaging

- When food packaging is removed it should be discarded straight away to prevent foreign matter entering food, and removed from the food preparation area.
- Hands should be washed after handling packaging
- Food should be moved to clean food preparation area, once unpacked, and hand should be thoroughly washed
- Area used to unpack should be cleaned and disinfected afterwards.

c. Storage in fridge

- Raw meat/ poultry must be stored in fridge below other foods, to prevent contamination through drip
- Any items stored at ambient temperature, prior to food preparation should be kept separated from all ready to eat items.

d. Food Preparation areas

- Food preparation areas should be cleaned and disinfected prior to food prep (*see cleaning house rules*)
- Separate areas of the kitchen (where possible) should be used to prepare raw food and other foods. If this is not possible then there must be a time separation. When there is a change in food preparation activity then the area/ worksurface must be cleaned and disinfected.
- All utensils (Knives, spoons, chopping boards, pots, bowls etc.) will be put through the dishwasher, (to heat disinfect) prior to use
- Where a piece of equipment cannot be put through the dishwasher, the item will be cleaned and disinfected in place (*see cleaning house rules*)
- After each use, utensils will be put through the dishwasher
- Hands must be washed after any food preparation activity and in line with hand washing guidelines (*see House rules for Training – hand washing guidelines*) and **especially after handling raw meat of poultry**

- When a sink has been used to wash or prepare food, it must be cleaned and disinfected after use, and prior to it being used for washing activities
- The correct colour of chopping board should be used (displayed in the kitchen)
- Wear disposable gloves when handling raw meat and dispose of them and wash hands immediately after use.
- All food handlers must have good personal hygiene (*see personal hygiene house rules*)
- Green disposable cloths should be used to clean raw food areas. Blue disposable cloths should be used for other cleaning
- Disinfectant chemicals will be of food-grade standard.
- All surface, door handles, food preparation areas should be cleaned and disinfected after use (*see cleaning house rules*)

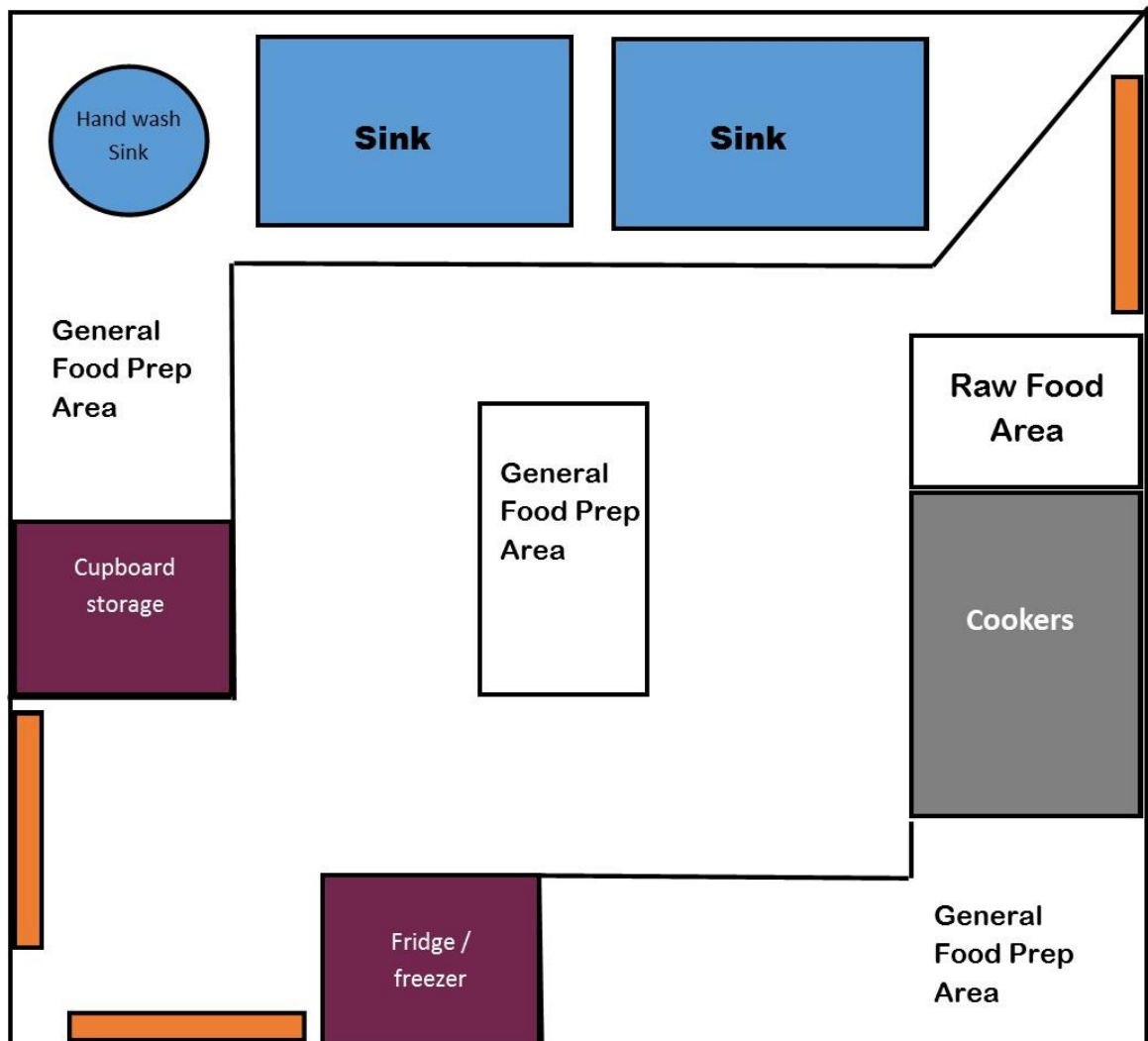
e. Allergens

- In order to prevent illness caused by an allergic reaction, if any of the 14 major allergens are present, they will be displayed clearly on the wall next to the serving area. These include 1) **Celery**, 2) **Cereals containing gluten**, 3) **Crustaceans** (crab/ lobster/ prawns/ shrimp paste), 4) **Eggs**, 5) **Fish**, 6) **Lupin**, 7) **Milk**, 8) **Molluscs**, 9) **Mustard**, 10) **Nuts**, 11) **Peanuts**, 12) **Sesame seeds**, 13) **Soya**, 14) **Sulphur Dioxide** (sulphites)
- Only known reputable suppliers will be used when obtaining food, to be certain the correct information about allergens has been given
- Any allergenic ingredient will be stored separately from other food, in a sealed container, prior to food preparation. (no ingredients will be retained after the day of the meal)
- Cross contamination controls, (listed above) will be strictly adhered to, including cleaning and disinfecting of surfaces, equipment and utensils, hand washing, personal hygiene etc. Where possible, separate utensils should be used with allergenic ingredients to prevent cross contamination.
- All food handlers must be aware of allergenic ingredients.

f. E. Coli 0157

- Key control measures of **separation** of equipment, **cleaning and disinfecting** and **personal hygiene and hand washing** will be used to guard against contamination from E.coli 0157.
- Separate work areas, storage, equipment, cleaning cloths will be used for raw meat, fruit and vegetables and ready to eat foods where feasibly possible. (*see cross contamination house rules above*)
- If physical separation is not possible then there must be a time separation, where in between the area, equipment, utensils etc. are cleaned and disinfected. (using official standard cleaning chemicals, or heat cleaning i.e. through the dishwasher)
- Cleaning cloths are single use and afterwards should be discarded. Green cloths should be used for raw food, and blue cloths for other areas.
- Food handlers must wash and dry their hands before handling food and s]changing activity, in the separate hand wash basin
- Use disposable gloves and aprons and change when handling ready to eat food. Wash hands prior to putting on gloves, and after removing them.

Kitchen layout and designated areas



5. House Rules: Temperature Control

Storage of food at the correct temperature is key to good food hygiene practises. This helps limit bacterial multiplication and protects against bacterial food poisoning. Chaplaincy food is (generally) prepared and served immediately after preparation.

The following rules apply:

- Thermometers will be calibrated monthly
- On each day where the chaplaincy is operational as a food premises, the fridge temperature will be checked, (both morning and afternoon).
- Food delivered to the chaplaincy will be temperature checked on arrival. Chilled food will be tested to see if it is below 5 degrees, and placed in fridge within 15 minutes of delivery.
- Frozen food, on delivery, will be checked that it has remained frozen and will be placed in freezer within 15 minutes of delivery.
- Soup will be cooked to a temperature above 80 degrees. (For Tuesday soup lunch, soup is simmered for half an hour prior to serving).
- Temperature of soup will be checked prior to transfer to Soups kettles. Temperature should be above 80 degrees. (probe thermometer will be cleaned and disinfected before and after use).
- Temperature will be checked in soup kettles prior to serving, and should be above 80 degrees.
- The temperature of the soups will be kept at 80 degrees, (no less than 75 degrees) for the duration of the soups lunch. If the temperature falls below 75 degrees then the soup will be re-boiled. (held above 82 degrees for 5 minutes)
- Bread (served with soup) will be served at ambient temperature.
- Butter (served with the bread) will be at ambient temperature only for the duration of the soup lunch. (maximum 2 hours) Any left over butter will be discarded.
- When cooking other food, an oven thermometer will be used to verify the correct temperature of the oven.
- Other food items cooked will be tested to ensure they are cooked to above 75 degrees.
- Food served hot will not be allowed to cool prior to serving and will be held in a hot holding cupboard at 75 degrees. Food will be checked at half hourly intervals when being held, to ensure it is above 63 degrees.
- If the temperature of hot food falls to below 63 degrees, then the food will be thoroughly reheated to 82 degrees.
- Any food to be served cold will be chilled quickly (in less than 2 hours) and stored in the fridge below 8 degrees.
- All temperature records will be kept as part of the daily all-in-one record.

MONTHLY PROBE THERMOMETER CHECK

Probe thermometer record

Month												
Reading in Iced water												
Reading in Boiling water												
Checked by												

- The readings in **iced water should be -1°C to +1°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.
- The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

Date of yearly calibration		Date of next yearly calibration	
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6. House Rules: Pest Control

- The kitchen supervisor will check, (weekly), fly screens/ holes in masonry or plaster work/ door openings/ hatches. This is to ensure the premises remains pest proof. This will be recorded in the weekly record.
- The fly screens will be cleaned weekly to remove any flies/ debris.
- Refuse bins are sealed and operated by foot
- Refuse bins will be cleaned and disinfected, with a new black bag placed inside the bin, prior to any catering activity.
- Refuse bins will be emptied and the black bags replaced daily. Refuse will not be left overnight in the kitchen.
- Black bags are removed to blue skips (gait 3)
- Any food awaiting preparation will remain covered.
- Any stored food will be in sealable containers, in kitchen cupboards, above ground level
- All packaging (e.g. cardboard boxes, used in delivery) will immediately be removed to university skips.
- Edinburgh city council's pest control department will inspect premises on a 3 monthly basis. A record of each visit is kept. (see separate file)
- During food preparation, all food items will be checked for any evidence of pests. Any food that shows evidence will be discarded and the catering activity stopped.
- The chaplaincy will dispose/ remove any leftover food after each catering event.

7. House Rules: Waste Management

- Any packaging materials will be either removed from the kitchen immediately or placed into the black bag in the pedal operated, sealing refuse bin
- Any waste generated during food preparation will be immediately put into the pedal operated refuse bin
- The refuse bin will be cleaned and disinfected prior to food preparation activities (*see cleaning house rules*) and a fresh black bag put in.
- Black bags will be removed at the end of the catering event, and no waste will be left in the kitchen overnight. (*See pest management house rules*)
- All refuse is taken to either the blue or green skips located on Gait 3.

8. House Rules: Maintenance

- The kitchen fabric will be checked weekly to ensure it is in a good state of repair.
- Work surfaces, sinks, walls, doors, floors, window openings will be checked weekly to ensure they can be cleaned effectively and do not allow pests to enter.
- Any deficiency will be reported to the university maintenance team in order for the repair to be made. (as soon as is possible) Catering activities may need to be suspending until repairs can be made.
- Mains water supply and hot water temperatures will be check twice annually, according to the university schedule
- Water quality will be check according to the university schedule
- The Dishwasher, Cookers and extractor fan will be serviced annually
- The cookers will be professionally cleaned annually
- The cooker hood filter will be replaced annually
- All kitchen utensils will be checked every semester for breakage, and any broken items will be discarded.
- All issues will be recorded in the weekly record

9. House Rules: Stock control

- The chaplaincy will buy in food fresh for each event, and will not store leftovers to be used again.
- The chaplaincy will use known, reliable suppliers, and record the supplier for traceability purposes in the all-in-one record.
- Delivered food will be checked that the packaging is intact and in good condition, the food item is within its use-by date, the food is transported and delivered at the correct temperature, chilled food is transferred to the fridge within 15 minutes, (*See temperature control house rules*)
- During food preparation, food containing allergens will be kept separate from food which does not contain allergens (*See cross contamination control house rules*)
- Food awaiting preparation will be stored at the correct temperature, and will remain covered until needed.
- Food held in the hot cupboard will be covered and in stainless steel gastronomes, until service
- All leftover food will be removed from the food premises, and discarded appropriately. (*see waste control house rules*)

RECORDS

WEEKLY Cleaning Schedule

AREA	METHOD	RECORD													
		Date													
Storage Area - below sink	Clean & Disinfect														
Fridge -interior	Clean & Disinfect														
Fridge -exterior	Clean & Disinfect														
Microwave -interior	Clean & Disinfect														
Microwave -exterior	Clean & Disinfect														
Window ledges/non-food contact surfaces	Clean & Disinfect														

MONTHLY CLEANING :

Area	Method	Record													
Utensil drawers	Clean & Disinfect														
Closed storage units	Clean & Disinfect														
Behind appliances	Brush out and mop														
Ceilings	Wipe down														
Storage area beside sink	Clean & Disinfect														

Clean and Disinfect requires

- 1) Pre-clean: removal of food residue using disposable cloths
- 2) Main clean: using hot water and detergent
- 3) Disinfectant : antibacterial spray or wipes
- 4) Air dry

DAILY Cleaning Schedule (Prior to and after Food Preparation)

AREA	Method	Record											
		Date:											
Work surface	Clean &Disinfect												
Splash backs	Clean &Disinfect												
Wash hand basin	Clean &Disinfect												
Sinks and taps	Clean &Disinfect												
Cooker surface	Clean &Disinfect												
Floor	Brush and mop												
Door handles	Clean &Disinfect												
Cleaning cloths	Hot machine wash	Use Clean		Use Clean		Use Clean		Use Clean		Use Clean		Use Clean	
Dishtowels	Hot machine wash	Use clean		Use clean		Use clean		Use clean		Use clean		Use clean	
Aprons/ work cloths	Hot machine wash/ disposal	Use Clean		Use Clean		Use Clean		Use Clean		Use Clean		Use Clean	
Refuse Bins	Clean &Disinfect/ Empty and replace bag												
Dishwasher	Drain and clean cycle (after)												

CHECK

Paper towel

Hand wash fluid

Disposable cleaning cloths (blue = cleaning, green=food prep surfaces)

Dish towels

Disinfectant wipes

Bin bags

Disinfectant floor cleaner

Clean and Disinfect requires

- 1) Pre-clean: removal of food residue using disposable cloths
- 2) Main clean: using hot water and detergent
- 3) Disinfectant : antibacterial spray or wipes
- 4) Air dry

WEEKLY RECORD

The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using 'CookSafe'.

WEEK COMMENCING:

TRAINING Have the House Rules been followed?	YES	NO	N/A
New Staff training including Induction Rules			
Formal Training/Retraining Rules			
Other Training			
PERSONAL HYGIENE Have the House Rules been followed?	YES	NO	N/A
Hand Washing Rules			
Personal Cleanliness Rules			
Protective Clothing Rules			
Illness/Exclusion/Return to Work Rules			
CLEANING Have the House Rules been followed?	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Cleaning Chemicals Rules to include contact time, application and dilution			
CROSS CONTAMINATION PREVENTION Have the House Rules been followed?	YES	NO	N/A
Rules on Delivery			
Rules on Storage			
Rules on Preparation			
Cooking and Cooling			
PEST CONTROL Have the House Rules been followed?	YES	NO	N/A
Pest Proofing, Insect Screens/Fly-killing Devices Rules			
Good Housekeeping Rules			
WASTE CONTROL Have the House Rules been followed?	YES	NO	N/A
Waste in Food Rooms and Waste Collection Rules			
MAINTENANCE Have the House Rules been followed?	YES	NO	N/A
Premises Structure Rules			
Equipment Rules			
STOCK CONTROL Have the House Rules been followed?	YES	NO	N/A
Rules on stock control measures			
TEMPERATURE CONTROL Have the House Rules been followed?	YES	NO	N/A
Rules on Temperature Control			
RECORDS	YES	NO	N/A
Have all necessary Temperature Checks been recorded using the correct recording form/s?			

If the answer to any of the above questions is "NO" then enter the corrective action details in the table below

HOUSE RULES DEVIATIONS OBSERVED	CORRECTIVE ACTIONS TAKEN

Manager/Proprietor's Signature Date

ALL-IN-ONE RECORD page 1 of 2

To be completed daily and used as an alternative to the individual records: 'Delivery Record', 'Cold Food Record', 'Hot Temperature Record', 'Hot Holding Record' and 'Off Site Temperature Record'

DATE:

DELIVERIES – You decide how many food items should be probed in each delivery

Supplier's name			
Details of food items			
Van condition • Cleanliness • Separation of Raw and Cooked/Ready-to-eat food			
Food temperature • Critical Limit - Chilled: • Critical Limit – Frozen:			
Food condition • Packaging/Contamination			
Within date codes • 'Use-by' or 'Best-before'			
Corrective Actions • Reject Food • Review supplier • Review staff training			
Allergy Awareness • Does the food delivered match the order and are you aware of the composition of the food? Yes ☐ No ☐			
Corrective Actions (if applicable):			

COLD FOOD RECORD

Refrigerators/Chill/Cold Display • Critical Limit	Unit		Unit		Unit		Unit	
Temperature checks (Recommended twice daily)	AM	PM	AM	PM	AM	PM	AM	PM
Freezers • Critical Limit	Unit		Unit		Unit		Unit	
Function checks (Recommended once daily)								
Corrective Actions • Recheck Temperature • Consider if food safe to use • Review staff training •								

ALL-IN-ONE RECORD page 2 of 2

HOT TEMPERATURE RECORD – You determine the monitoring frequency in your Temperature Control House Rules

Write Your Critical Limit for Cooking here :

Write Your Critical Limit for Cooling here :

Write Your Critical Limit for Reheating here :

Food Item	COOKING			COOLING		REHEATING
	Time Started Cooking	Time Finished Cooking	Core Temp	Time Started Cooling	Time Finished Cooling	Core Temperature

Corrective Actions:

Cooking :

- Continue cooking until your specified temperature achieved
- Consider if food is safe to use/dispose of food which may be contaminated

Cooling :

- Consider if food is safe to use/dispose of food which may be contaminated
- Revise cooling procedure/review staff training

Reheating :

- Continue reheating until your specified temperature is achieved
- Review staff training

Notes:

HOT HOLDING RECORD AND/OR OFF SITE TEMPERATURE RECORD

You determine the monitoring frequency in your Temperature Control House Rules

Write Your Critical Limit for Hot Holding and/or Off Site Temperatures:

Food Item	Core Temp	Time of Check

Corrective Actions:

- Consider if food is safe to use
-

Notes:

Manager/Proprietor's Signature _____ Date _____

Remember to also complete the **Weekly Record** each week