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## **INTRODUCTION**

For those schools that come under the present contract administered by the Council, it is the Catering Contractor's responsibility to undertake the health and safety issues highlighted in this document. The present contractor has the relevant procedures in place to meet all current legislation set out in this manual and through these gathers evidence to prove "due diligence".

School kitchens and dining rooms are subject to the Food Safety Act 1990. The Act makes it an offence to possess or sell unfit food which is not of the nature, substance or quality that the customer demands.

Under the Food Premises (Registration) Regulations 1991 school kitchens must be registered with the Council's Public and Environmental Services Department. An application must be made in writing to the Environmental Health Section of the department.

The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 cover food hygiene in relation to:

- cleanliness;
- layout and design;
- washing facilities;
- lighting;
- ventilation;
- changing facilities;
- transport;
- equipment;
- removal of waste;
- pest prevention and control;
- water supply;
- personal hygiene;
- training;
- temperature at which food must be kept.

These regulations introduce requirements including the following:

- The proprietor of any food business must identify any steps critical to ensuring food safety and must ensure adequate procedures are identified, implemented, maintained and reviewed (a procedure known as food hygiene analysis).
- Insect-proof screens must be placed on any openings to the outside of the building.
- Food handlers must be supervised, instructed and/or trained in the food hygiene matters which are appropriate to their work.

The following completed forms in this section should help to establish due diligence in the event of any proceedings under the Food Safety Act 1990 and the corresponding regulations. The Food Safety Act 1990 describes due diligence as "carrying out checks". Therefore documentary evidence of any food hygiene controls should be available. Food hygiene controls may include written cleaning schedules and monitoring systems, regular hygiene audits, routine temperature monitoring and delivery checks.

The forms in this section should be written into a food safety policy and staff should be trained in their use.

## **RISK ASSESSMENT**

The general risk assessment form provided in section 3(11) can also be used for risk assessing transport issues.

## **KITCHEN SAFETY**

### **Objective**

The objective of the following form is to provide a checklist for use during an inspection of school kitchens and to allow the results of such an inspection to be recorded.

### **Key Points**

#### **Floors**

Falls are one of the most common causes of injury in kitchens and dining areas. Many are the result of spilt liquids or foods. Floors should be free of obstruction, and spills and leaks should be cleaned up immediately. Condensation on the floor can also create problems and must be dealt with.

#### **Food Preparation Machinery**

Many of the machines used in kitchens are potentially dangerous. Staff should be adequately trained in all aspects of any machine before using, as per Regulation 9, Provision and Use of Work Equipment Regulation 1998. Employers of young people under the age of 18 are required to assess the risk to young people before they start work, taking into account their inexperience, lack of awareness of potential risks and their immaturity in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations 1999.

#### **Kitchen Equipment**

Burns and scalds are common injuries in kitchens. These can be caused by cooking equipment and sterilising sinks, which should be used with care, after adequate training being given.

#### **Hazardous Substances**

Some of the substances used in kitchens, eg: oven cleaner, automatic dishwasher liquid, are hazardous, and assessments must be carried out and control measures introduced to comply with the Control of Substances Hazardous to Health Regulations 1999.

#### **Manual Handling**

Kitchen staff often have to do some heavy lifting, eg: kitchen deliveries or carrying heavy pans. They may also have to set up tables and chairs in the dining room. Under the Manual Handling Operations Regulations 1992, any tasks which involve a risk of injury should be avoided if reasonably practicable; if they cannot be avoided a risk assessment must be carried out and appropriate steps introduced to reduce the risk of injury as far as is reasonably practicable. For example, using trolleys to move tables and chairs.

**KITCHEN SAFETY**

Name in BLOCK capitals:	
Signature:	Location
Position:	
Time:	Date:

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
<b>Notices</b>								
Fire								
First-Aid								
<b>Lighting</b>								
General								
Over machines								
<b>Environment</b>								
Ventilation								
Temperature								
Space								
<b>Floors</b>								
<b>Free from obstruction</b>								
Slip resistance								
Leaks								
Condensation								

**KITCHEN SAFETY  
(continued)**

Name in BLOCK capitals:	
Signature:	Location
Position:	
Time:	Date:

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
Spills procedure								
Cleaning procedure								
<b>Machinery</b>								
Guarding								
User competence								
Cleaning procedure								

## **DELIVERY MONITORING**

### **Objective**

The objective of the following form is to record the minimum details which are required when food products are checked in after they have been delivered by suppliers. It is important to monitor food deliveries in order to ensure that the food supplied is consistently safe and of a high quality. This is the first step in the 'food production chain' and problems at this stage can only lead to further reductions in quality and, perhaps, food poisoning at a later stage.

### **Key Points**

A competent member of staff should always be available to check each food product as it is delivered. The date and time of arrival and the name of the supplier should be recorded.

Columns are provided for details of the product, its "use by" or "best before" date code, any temperature recording, the weight and/or quantity, the initials of the person receiving the goods and any comments such as "damaged", "damp", "unsatisfactory temperature", "to be returned", etc.

It is strongly recommended that the temperature of any chilled or frozen food is monitored to ensure that these are within satisfactory parameters. Chilled foods should be delivered at a temperature of below 5°C and frozen food at temperatures of -18°C or below.

This form should be retained centrally for one year as documentary evidence of "due diligence" should the need arise.



## **FOOD SAFETY AUDIT**

### **Objective**

The objective of this form once it is completed is to provide evidence that standards are regularly monitored. The weekly food safety audit is particularly important as it allows defects in cleanliness, food handling, maintenance and pest prevention and control to be identified quickly and an action plan for their correction to be agreed.

### **Key Points**

The form provides a basic check-list and can be adapted to meet the requirements of individual schools. Items can be added or deleted as required.

Ticking the "Yes" column indicates that standards are satisfactory within the agreed predetermined parameters, or that legal requirements have been complied with. The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 may be used as a guide.

Ticking the "No" column indicates that standards are unsatisfactory or that there is a lack of compliance with the requirements. If this column is ticked, further action is required. Details of any defect should be recorded. Defects which need to be rectified by the caretaker or maintenance manager should also be recorded on the *Maintenance* form, which can be found later in this section.

Comments in the "Action Required" column should be kept brief, eg: "clean", "remove", "paint", etc.

It is advisable for the "Carried Out By" column to be completed by a competent person. Tasks are more likely to be completed if they have been delegated to a particular person by a manager, rather than left for whoever "gets round to it". The "Date Completed" column should be filled in as soon as the remedial work has been finished and checked.

The "Delivery checks", "Daily delivery temperature checks" and "Thermometers and daily temperature checks" items in the first column of the form relate to management monitoring systems which may have been delegated to supervisory level. It is important to establish that records are properly maintained and that the thermometers used are functioning correctly and have been calibrated within the previous six months.

A weekly audit would not be considered excessive, but it should be remembered that the frequency of audits is likely to vary depending on the nature and scale of the operation. Smaller, more controlled kitchens may only require monthly checks.

It is suggested that this form is retained centrally for one year as documentary evidence of "due diligence", should the need to prove this arise.

**FOOD SAFETY AUDIT**

Name in BLOCK capitals:	
Signature:	
Position:	
Location:	Date:

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
Delivery checks								
Daily delivery temperature checks								
Thermometers and daily temperature checks								
<b>Walk-In Cold Room or Freezer</b>								
Floors								
Walls								
Shelves								
Tray storage containers								
Food storage								
Light								
Ceiling								
Doors and seals								
Stocking of food								
Temperature								

**FOOD SAFETY AUDIT  
(continued)**

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
<b>Dry Stores</b>								
Floors								
Walls								
Ceiling								
Stocking								
Loose dry goods								
Lighting								
<b>Main Kitchen Area</b>								
Ovens								
Mixers								
Pot rack								
Other storage racks								
Grills								
Canopy								
Food preparation area								
Food service area								
Fryers								
Refrigerators								
Microwave								
Floors								
Refuse bins and bin lids								
Lights								
Free-standing equipment								

**FOOD SAFETY AUDIT  
(continued)**

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
<b>Main Kitchen Area (continued)</b>								
Ventilation								
Cutlery								
Crockery								
Services								
Dishes								
<b>Wash-Hand Basins</b>								
<b>Washing-Up Area</b>								
Dishwashing machines								
Dishwashing temperature								
Chemical supplies								
Pot wash sinks								
<b>Personal Hygiene</b>								
Staff								
Jewellery								
Clothing								
Smoking								
First-aid								

**FOOD SAFETY AUDIT  
(continued)**

Item	Satisfactory		Defect	Action Required		Follow-Up Action		Comments
	Yes	No		Immediate	Follow-Up	Carried Out By	Date Completed	
<b>Pest Control</b>								
Infestation								
Records								
Recommendation								
Insect screens								
<b>Refuse Disposal</b>								
Internal								
External								
<b>Notices</b>								
Cleaning schedule								
“Now wash your hands”								
“For hand washing only”								
“No smoking”								
<b>Other school specific</b>								

## **FOOD HYGIENE TRAINING**

### **Objective**

The objective of the following form is to provide a record of the level and type of training which has been completed by each member of staff. Such a record is particularly useful for monitoring compliance with the "instruction and/or training" requirement in the Food Safety (General Food Hygiene) Regulations 1995 and if a "due diligence" defence is required in the event of proceedings under the Food Safety Act 1990.

### **Key Points**

The in-house training courses listed on the *Record of Food Hygiene Training* form constitute the minimum core training that all staff should receive. The other training courses may be required by supervisory staff.

The trainee's name should be entered in column one and the date should be entered against the appropriate training. Staff should sign their initials to state that they have received the training and tutors should sign their initials to say that they have provided the training.

Details of the courses attended should also be recorded on the individual *Staff Training History* record for each member of staff.

### **Further Information**

The Bracknell Forest Borough Council's Environmental Health Officers (01344 351400) can provide a list of providers of Basic, Intermediate and Advanced Food Hygiene training.



## **MAINTENANCE**

### **Objective**

The objective of the following form is to allow those defects which should be corrected by the maintenance manager, the caretaker or the person responsible for organising maintenance work or contracts to be recorded.

### **Key Points**

The form should be used in conjunction with the *Food Safety Audit* form which can be found earlier in this section. Any defect which is discovered during the audit and which can be dealt with internally should be entered in the "Defect" column of this form, as should any defect which is discovered between audits.

All kitchen staff should have access to this log, which should be kept in a central location. The log should be reviewed regularly by maintenance staff and management in order to ensure that the work is progressing.

"Priority" should be based on three criteria:

- Risk to food contamination or temperature control.
- Non-compliance with food hygiene legislation.
- Serious safety defect likely to result in injury to members of staff, parent helpers, contractors, other visitors or pupils.

It is recommended that this form should be retained for one year after all work is completed as evidence of good maintenance procedures and practice.

**RECORD OF MAINTENANCE**

<b>Defect</b>	<b>Date</b>	<b>Reported By</b>	<b>Priority</b>	<b>Comments</b>	<b>Date Completed</b>

## **WEEKLY CLEANING ROTA**

### **Objective**

The objective of this rota is to help to ensure that basic cleaning standards are maintained.

### **Key Points**

The tasks listed can be added to or amended depending on the needs of the particular school's catering unit and the equipment available.

Particular schools may find it necessary to alter the date and the frequency of some of the tasks, depending on the particular circumstances.

A "Competent Person's Check" is important in order to ensure that cleaning is being undertaken. The name of the competent person should be entered and the date of the check should also be recorded. Unless cleaning standards are monitored regularly against the schedule, it is difficult to prove "due diligence" with respect to the maintenance of adequate standards.

All cleaning staff must be adequately trained with regard to cleaning products and methods of cleaning. They should also be supervised adequately.

This record should be retained for one year after completion.

**WEEKLY CLEANING ROTA**

Name in BLOCK capitals:	
Signature:	
Position:	
Week commencing:	Date:

<b>Task</b>	<b>Date of Task</b>	<b>Frequency of Task</b>	<b>Operator's Name</b>	<b>Competent Person's Check</b>	<b>Date Checked</b>
Cutting boards	Each day	After use			
Utensils/Knives/Slicers	Each day	After use			
Sinks	Each day	After use			
Mixers/Peelers	Each day	After use			
Door handles	Each day	4 x per day			
Wash hand basins	Each day	4 x per day			
Floors	Each day	2 x per day			
Refrigerators & cold rooms	Each day	Daily			
Bins & refuse areas	Each day	Daily			
Dishwashers	Each day	Daily			
Microwave & Combo Ovens	Each day	Daily			
Steamers	Each day	Daily			
Ovens/Grills/Fryers		Weekly			
Walls/Legs/Tables etc		Weekly			
Freezers		Fortnightly			

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