



Food Safety and Hygiene Policy and Procedures

PURPOSE

To minimise the risk of food-borne illness in CSA, as far as reasonably practicable, by ensuring that all food handling and preparation is done hygienically and in accordance with statutory requirements and relevant official guidelines.

SCOPE

Anyone in CSA involved in or having responsibility for the ordering, handling, preparation and serving of food for consumption by others.

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Record of Approval				
2	3 rd March 2017	Gill Shuttleworth Ivan Bousfield Evgueni Chepelin	Norma Hart Board of Trustees	March 2020
Rev	Date	Author	Approved	Review due

1 DEFINITIONS AND ABBREVIATIONS

CSA Camphill School Aberdeen

CMP Camphill Medical Practice.

FSA UK Food Standards Agency.

HACCP Hazard Analysis at Critical Control Points.

2 RESPONSIBILITIES

2.1 MANAGEMENT TEAM

- a) To ensure the implementation of this Policy throughout CSA.
- b) To take corrective action in the event of any persistent non-compliance brought to their attention.
- c) To ensure Aberdeen City Council Environmental Health Officer is notified of any suspected outbreak of food-borne illness.

2.2 HOUSE CO-ORDINATORS

- a) To oversee the practical implementation of this Policy and measures to prevent E-coli cross-contamination in the Houses.
- b) To ensure that food for consumption in the Houses is obtained from approved suppliers and to assist in the compilation of lists of such suppliers.
- c) To maintain records as required by the Policy.
- d) To ensure that all new co-workers, who may handle or prepare food in the Houses, are instructed in the use of schedules and in measures for prevention of E-coli cross-contamination, as a part of their initial induction at workplace.
- e) To delegate food handling and preparation and monitoring/recording duties as they see fit, paying due regard to the level of co-worker instruction and training required to perform particular duties competently and in accordance with regulations.
- f) To ensure the implementation of any necessary corrective actions, including ensuring the repair of malfunctioning equipment.
- g) To ensure that co-workers handling and preparing food in the Houses are instructed or trained appropriate to the level of duties they are required to undertake and in accordance with relevant regulations, liaising with the Human Resource manager as necessary in this respect.
- h) To ensure that any relevant co-worker illnesses are dealt with according to the CSA Fitness to Work Policy.
- i) To notify immediately any suspected outbreak of food-borne illness to the Management Team.
- j) To notify the Management Team of any persistent non-compliance with this Policy which cannot be resolved within the Houses.
- k) To assist the Health and Safety Officer in annual review of compliance with this Policy.

2.3 CO-WORKERS HANDLING/PREPARING FOOD

- a) To be thoroughly familiar with the schedules in Appendix 1 and section 5 on prevention E-coli cross-contamination and to handle and prepare food strictly in accordance with the principles and practices set out in them.
- b) To perform specified checks and monitoring and to record the results on the relevant forms.

- c) To report any problems, malfunction of equipment, or suggestions for improvement of procedures to the House Co-ordinator.
- d) To report any gastro-enteric illness they contract, in accordance with the CSA Fitness to Work Policy

2.4 HUMAN RESOURCE MANAGER

- a) To arrange appropriate co-worker training in food safety and hygiene as required.
- b) To ensure that anyone recruited specifically to handle and prepare food (e.g. a cook) has the necessary qualifications.

2.5 HEALTH & SAFETY OFFICER

- a) To undertake annual audits of compliance with this Policy in all locations in CSA where food is being prepared for consumption by children and young people.
- b) To take appropriate action when problems or instances of persistent non-compliance with this Policy, or suggestions for its improvement are brought to his/her attention.
- c) In consultation with the Management Team as appropriate, to notify Aberdeen City Council Environmental Health Officer of any suspected outbreak of food-borne illness.

3 POLICY STATEMENT

CSA is acutely aware of the rapidity with which food-borne illness can spread in a communal setting, and of the potential severity of such an outbreak, if strict hygiene is not observed in the preparation and handling of food. It is therefore the policy of CSA to ensure that all food handling and preparation on its premises are carried out in accordance with recognised hygiene protocols. To this end, CSA has based its food hygiene policy broadly on the internationally accepted principles of Hazard Analysis at Critical Control Points (HACCP). The food hygiene schedules used by CSA are adapted from *Safe Catering (2003 and 2007)* published by the Northern Ireland Branch of the UK Food Standards Agency.

It is recognised that the various Houses in CSA have their own practices for handling and preparing food, tailored to their particular circumstances and residential composition. Therefore, this Policy does not attempt to prescribe the procedures to be followed in the Houses, other than establishing standard record forms. Rather, it sets out the overall food hygiene framework within which all food handling practices in CSA must operate. Thus for each step in the food handling chain, from purchasing and receipt, through storage, preparation and cooking to serving for consumption, the schedules in Appendix 1

- identify the main hazards;
- outline control measures and specify critical limits (eg maximum fridge temperatures);
- specify requirements for monitoring and verification of controls/critical limits;
- specify requirements for corrective action in the event of unsatisfactory situations;
- specify necessary records.

PROCEDURES

4 SCHEDULES

The schedules setting out the framework for the hygienic handling and preparation of food on CSA premises are given in Appendix 1.

5 PREVENTION OF E-COLI CROSS-CONTAMINATION

CSA is aware about a risk of E-coli cross-contamination between raw foods and ready-to-eat (RTE) foods. It is our policy to follow the guidance and factsheet of the FSA for prevention such contamination during food preparation on CSA premises.

The category of raw foods that may contain E-coli and other harmful bacteria includes:

- raw meat (beef, lamb, goat, venison, pork, bacon, poultry and the offal of all the mentioned meat);
- fresh produce – fruits and vegetables that are not supplied as RTE;

Water supplies on CSA premises are regularly tested on compliance with potable water standards.

Our policy is to apply the following measures:

1. Adequate SEPARATION between raw and RTE foods:
 - a. **Work areas** can be used for both raw and RTE foods, but only if **separated by time**. Surfaces must be thoroughly cleaned and disinfected before being used for RTE foods.
 - b. Staff must wash hands between handling raw and RTE foods. It is best practice to use disposable gloves and/or aprons for raw food preparation.
 - c. In **storage**, there should be sufficient separation between raw and RTE food to avoid cross-contamination. It is advisable to store raw meat below RTE foods to avoid juices dripping onto RTE food or its packaging. Using sealed containers can also reduce the risk of contamination.
 - d. **Utensils** including chopping boards, tongs, containers etc. should, where possible, be dedicated for either raw or RTE food and colour coded to help staff identify their use. Where this is not possible they should be put through a dishwasher between uses. Make sure that dishwashers are properly maintained, loaded correctly, run on a full cycle and not interrupted once started.
 - e. **Sinks**: a single sink may be used for washing raw and RTE foods and for washing utensils, but this needs to be managed properly, for example washing RTE foods/utensils before raw food/utensils. The sink will also need to be effectively cleaned before being used for RTE products. The use of a bowl or colander to wash food is best practice.
 - f. Complex equipment, such as weighing scales, mixers or temperature probes may be used for both raw and RTE foods, if cleaning and disinfection will be undertaken between raw and RTE food. This cleaning and disinfection can be undertaken using the two-stage process described below.
2. Effective CLEANING AND DISINFECTION practices:
 - a. A **dishwasher** or a steam cleaner should be used to clean and disinfect equipment and utensils.
 - b. **Chemical disinfection** may be appropriate where a dishwasher or heat disinfection is not possible. For example, it may be appropriate to chemically clean a temperature probe that cannot be put through a dishwasher or a work surface that cannot be heat disinfected.
 - c. To effectively disinfect areas used for both raw and RTE foods, a **two-stage cleaning process** must be followed:

Stage 1: Use a detergent to clean and remove any visible dirt followed by rinsing with clean water.

Stage 2: Disinfect using a disinfectant at the correct dilution and contact time recommended by the chemical manufacturer.
 - d. Sanitisers can be used as both a detergent and a disinfectant. When using sanitisers the two-stage cleaning and disinfection process, as described above, must still be carried out. You should apply the sanitiser first to provide a clean surface and then again to disinfect. Disinfection will not work on visibly dirty surfaces.
 - e. **Disinfectants** and sanitisers must at least meet the requirements of one of the following standards: BS EN 1276 or BS EN 13697; or other standards that meet the same conditions and requirements. Appendix 6 contains a list of recommended disinfectants with COSHH information.
 - f. Best practice is to use disposable single-use cloths when cleaning. If this is not possible make sure you use separate designated cleaning equipment for raw and RTE areas, for example **colour coded cloths**.

3. Good PERSONAL HYGIENE, particularly washing hands thoroughly and handling food hygienically:
 - a. Staff should wash and dry their hands thoroughly using a recognised technique.
 - b. It is very important to wash hands before handling RTE foods, after going to the toilet, after touching raw meat/unwashed raw vegetables or touching surfaces that have come into contact with raw food.
 - c. Wash hands in a separate basin that is dedicated for handwashing and is supplied with hot and cold running water, cleaning materials and a hygienic means of drying hands.
 - d. Anti-bacterial hand gels should not be used instead of handwashing. They can be used afterwards as an extra level of protection.
 - e. Wear clean protective clothing and if this becomes soiled, change it before handling RTE foods.
4. Effective and appropriate MANAGEMENT CONTROLS AND STAFF INSTRUCTION AND TRAINING:
 - a. We ensure that our food safety management is up-to-date and effective to control the risk of cross-contamination and that the above measures are being implemented.
 - b. We ensure that co-workers are instructed in the above measures during initial H&S induction at workplace and before they are involved in food preparation. When children and young people are involved in food preparation, an adequate level of supervision is applied to ensure that they follow the above measures.

6 FURTHER READING AND ASSOCIATED DOCUMENTS

Safe Catering FSA Northern Ireland, 2003 and 2007.

CSA Fitness to Work Policy.

Germs Love to Travel FSA 2004

Food Law Inspectors and your Business FSA 2006 amended 2008.

Ten Tips for Food Safety FSA Scotland.

Cook Safe: <http://www.foodstandards.gov.scot/cooksafe>

E. coli O157 Control of Cross-contamination. Guidance for food business operators and local authorities.

E.-coli O157 Cross-contamination Factsheet - Caterers

(FSA publications can be found online at www.food.gov.uk)

Regulation EC 852/2004 on the hygiene of foodstuffs. European Journal 29 April 2004

Food Hygiene (Scotland) Regulations 2006. Stationery Office Ltd

7 APPENDICES

Appendix 1 Food Hygiene Schedules

Appendix 2 List of Food Suppliers

Appendix 3 Food Reheating Temperature Record

Appendix 4 Fridge/Freezer Temperature Record

Appendix 5 Kitchen Cleaning List

Appendix 6 COSHH Cleaning and Disinfection Materials

8 APPENDIX 1 FOOD HYGIENE SCHEDULES

INTRODUCTION

Charts 1 - 4 outline the four main ways food is prepared and served at CSA. These are

- ready-to-eat foods;
- food cooked to serve cold later;
- food cooked to eat hot immediately;
- food cooked, cooled and reheated before serving.

The large box on the left of each chart summarises the preparation and serving method and lists the kinds of food to which it applies. The flow diagrams on the right of the charts identify the steps involved from purchasing the foods to serving them. The steps in red boxes are those which are very important to food safety and must therefore be carefully controlled (critical control points). For each of these steps, tables 1 – 6 then address

- what can go wrong (the likely hazards to food safety);
- what to do about it (appropriate controls/critical limits);
- how to check (monitoring/verification);
- what to do if things are not right (appropriate corrective action).

Finally, tables 7 and 8 apply to all steps and deal with the avoidance of nut allergies and contamination of food with chemicals or foreign objects.

The aim of the tables is to provide a framework for food hygiene and safety in CSA, not to impose a set of standard procedures. Houses remain free to follow catering routines suited to their particular needs, provided that such routines operate within this framework.

CHART 1

READY-TO-EAT FOODS

These foods are delivered already cooked/ready to eat. They require careful handling as they may not receive any reheating to destroy bacteria.

Cooked/Ready to Eat foods include:

- Cooked meats and poultry, smoked/cured fish, oysters, dairy products, e.g. soft cheeses
- Prepared salads and dressing, e.g. coleslaw, potato salad
- Any pre-cooked dishes, e.g. quiche, cooked chicken, which may be served cold or reheated

List of foods below:

Ham, salami, cheeses, dairy products (yoghurt)

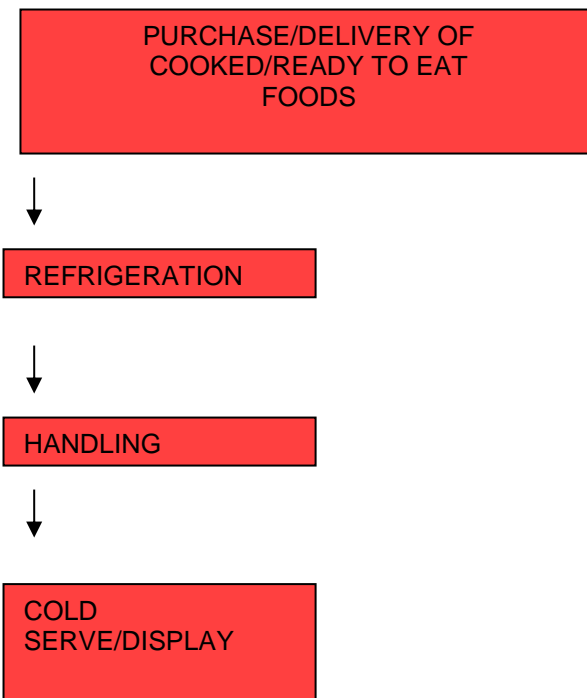


CHART 2

FOODS COOKED TO SERVE COLD LATER

These are foods which are cooked. After cooking they will be cooled and served cold.

'Cook—Cold Serve' foods include:

- Roast beef
- Chickens (for salads/sandwich fillings)

List of foods below:

Egg spread, potato salad, pasta salad, rice pudding custard

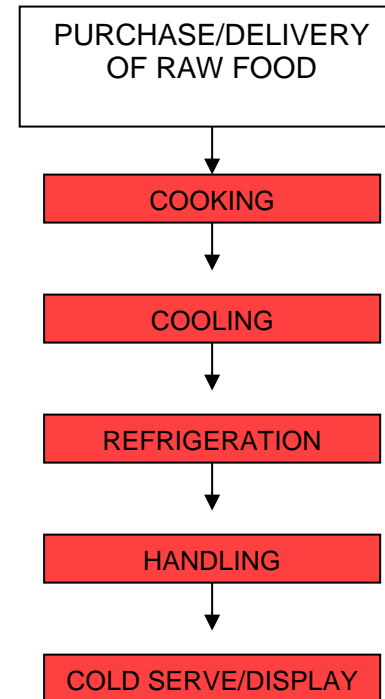


CHART 3

FOODS COOKED TO EAT HOT IMMEDIATELY

These are foods that are cooked and served shortly after cooking.

'Cooked to Eat Hot' foods include:

- A variety of dishes including chicken, beef, fish

Sample menus below:

Monday: Risotto, vegetable soup, pizza

Tuesday: Spaghetti bolognese, Roast beef, Goulash

Wednesday: Pasta bake, quiche, lasagnes

Thursday: Roast chicken, Chinese chicken, chicken stroganoff

Friday: Fish pie, Kedgeree, fish and chips

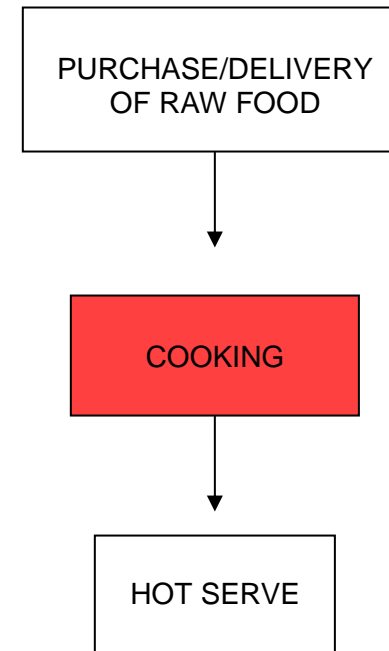


CHART 4

FOODS COOKED, COOLED AND REHEATED BEFORE SERVING

These are foods that are cooked in advance (like our lunch) and that will be reheated at a later stage and served hot. After cooking they will be cooled and placed in cold storage.

'Cook—Reheat' foods include:

- See sample menu (Chart 3)

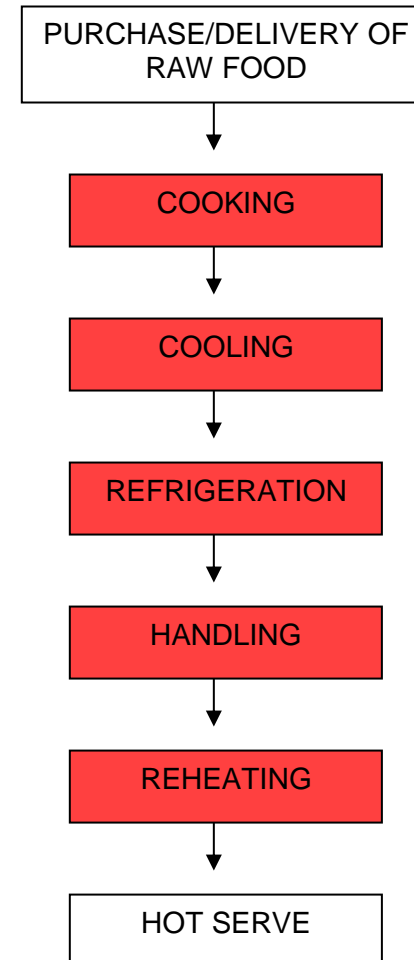


TABLE 1

STEP: PURCHASE/DELIVERY OF COOKED/READY TO EAT FOOD

HAZARDS What can go wrong?	CONTROLS/CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Contamination of cooked/ready to eat food with food poisoning bacteria.</p> <p>Growth of food poisoning bacteria.</p>	<p>Buy from a reputable supplier.</p> <p>Make sure high risk food is protected by proper packaging/containers.</p> <p>Make sure delivery transport delivers chilled food below 5°C or frozen as required within two hours of leaving fridge/freezer and place in cold storage immediately on arrival</p> <p>Date and label food to ensure stock rotation</p> <p>Store below 5°C.</p>	<p>Record supplier details.</p> <p>Visit and inspect supplier.</p> <p>Check packaging/containers and condition of food for signs of damage and contamination.</p> <p>Check frozen food is not defrosting.</p> <p>Check delivery for date coding.</p> <p>Measure the air temperature by</p> <ul style="list-style-type: none"> • placing a thermometer probe inside the unit • looking at the temperature of the display gauge. 	<p>Consider using a different supplier.</p> <p>Reject food which is not protected/is in damaged or dirty packaging or visibly contaminated.</p> <p>Reject chilled food if temperature is above 8°C or if frozen food is showing signs of defrosting.</p> <p>Reject food if 'use by' date has Passed</p> <p>Check the operation of the fridge and adjust if necessary. If a temperature of less than 5°C cannot be achieved, call engineer. Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination.</p>

TABLE 1 (Cont.)

HAZARDS What can go wrong?	CONTROL/CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
Contamination of ready to eat fruit and vegetables with food poisoning bacteria (e.g. from soil).	Trim and wash thoroughly before consumption and store appropriately (i.e. root veg below fruit, wash salad and keep in fridge)	Look at the food.	Wash more thoroughly or throw out.

TABLE 2

STEP: REFRIGERATION OF COOKED/READY TO EAT FOOD

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Growth of food poisoning bacteria.</p>	<p>Store below 5°C.</p> <p>Rotate stock to make sure foods are not kept too long. Make sure high risk food is date-coded, including food which is cooked on the premises.</p>	<p>Measure the air temperature by</p> <ul style="list-style-type: none"> • placing a thermometer probe inside the unit • looking at the temperature of the display gauge. <p>Date codes examined by person who prepares meals</p>	<p>Check the operation of the fridge and adjust if necessary. If a temperature of less than 5°C cannot be achieved, call engineer. Where possible, transfer food to another fridge. Store correctly to avoid cross-contamination.</p> <p>Throw out food once its date code has passed.</p>
<p>Contamination of cooked/ready to eat food with food poisoning bacteria.</p>	<p>Store raw/cooked/ready to eat food:</p> <ul style="list-style-type: none"> • cooked/ready-to-eat above raw food or in a separate part of the fridge • in colour coded covered containers 	<p>Regularly check how food is stored.</p>	<p>Throw out cooked/ready to eat food if it may have been contaminated.</p>

TABLE 3

STEP: HANDLING OF RAW/COOKED/READY TO EAT FOOD

Raw food:

- raw meat (beef, lamb, goat, venison, pork, bacon, poultry) and the offal of all the mentioned meat;
- fresh produce – fruits and vegetables that are not supplied as ready-to-eat

HAZARDS What can go wrong?	CONTROL/CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Growth of food poisoning bacteria.</p> <p>Contamination of cooked/ready-to-eat food with food poisoning bacteria</p>	<p>Time the food spends outside the fridge should be as short as possible (less than 2 hours recommended).</p> <p>Use small quantities of food at a time. Fill up supplies from the fridge.</p> <p>Thaw frozen cooked food in the fridge.</p> <p>Handle food as little as possible Use a bowl or colander to wash food Use tongs where appropriate</p> <p>Wash hands before handling cooked/ready-to-eat food using a recommended technique</p> <p>Make sure wash hand basin is provided with warm water, soap and clean towels</p> <p>Use clean equipment and utensils</p>	<p>Check the times.</p> <p>Look at staff practices while they are handling food.</p> <p>Check where frozen cooked food is defrosted</p> <p>Look at staff practices while they handle food</p> <p>Check supplies at wash hand basin</p> <p>Check that utensils are clean</p>	<p>Return food to fridge. Throw out food if temperature has risen significantly for too long. (Contact EHO for advice if necessary.)</p> <p>More supervision/better training/re-training of staff.</p> <p>Return food to fridge.</p> <p>More supervision/better training/re-training of staff</p> <p>Replace supplies</p> <p>Clean equipment. Repair/replace equipment that cannot be properly cleaned</p>

<p>Cross-contamination of cooked/ready-to-eat food with food poisoning bacteria from raw food</p>	<p>If cooked and raw foods are being prepared at the same time use separate areas of work surface for each</p> <p>Use clearly colour coded equipment (e.g. chopping boards, tongs, containers) for raw and cooked/ready-to-eat food</p> <p>Use disposable gloves and aprons for raw food preparation</p> <p>After preparation of raw food put equipment through a dishwasher cycle or clean and disinfect</p> <p><u>Two stage cleaning</u> of worktop, sink and equipment after preparation of raw food: 1) wash with detergent 2) disinfect using recommended disinfectant</p> <p>Use colour coded cloths for cleaning raw and cooked/ready-to-eat food preparation areas</p> <p>Wash hands after handling raw food using a recommended technique</p>	<p>Look at staff practices while they prepare raw food</p> <p>Check that colour coded equipment is properly used</p> <p>Check that disposable gloves and aprons are available in the kitchen</p> <p>Check cleaning/disinfection of equipment as ongoing supervision of practice</p> <p>Check that colour coded cloths are used</p> <p>Check this is done</p>	<p>Better training</p> <p>Better training</p> <p>Better training</p> <p>Better training</p>
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TABLE 4

STEP: COOKING

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Survival of food poisoning bacteria.</p>	<p>Make sure centre of food is heated to 75°C or hotter.</p> <p>OR</p> <p>If it is not practical to use thermometer every time either:</p> <ul style="list-style-type: none"> • specify correct cooking time/oven temperature • look at the food (e.g. cook until juices run clear). • follow manufacturers instructions <p>Make sure that frozen foods, especially poultry and large joints, are thoroughly defrosted before cooking - unless manufacturer states otherwise.</p>	<p>Probe</p> <p>Check that the time/temperature combination is correct by probing the food regularly.</p> <p>Check operation of equipment from time to time.</p> <p>Check that foods are fully defrosted.</p>	<p>Continue cooking</p> <p>Continue cooking until time/temperature combination is achieved. Change time/temperature combination.</p> <p>Repair/replace equipment.</p> <p>Thaw for a longer period.</p>

TABLE 5

STEP: COOLING

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Possible growth of any food poisoning bacteria which survive cooking.</p> <p>Contamination of cooked food with food poisoning bacteria.</p>	<p>Reduce the temperature of cooked food to below 5°C as quickly as possible</p> <p>Within 90 minutes place cooked food in storage fridge</p> <p>Cool in a clean area away from raw food or other sources of contamination.</p> <p>Make sure food handlers observe good standard of personal hygiene in order to avoid contamination.</p>	<p>Probe thermometer</p> <p>Look at where and how food is cooled.</p> <p>Look at staff practices</p>	<p>Improve cooling procedures/facilities. For example:</p> <ol style="list-style-type: none"> 1. Place in large shallow container; 2. Place in a clean, well ventilated area <p>More supervision/better training/retraining of staff.</p> <p>Throw out any cooked food if it may have been contaminated.</p> <p>Improve training and instruction.</p>

TABLE 6

STEP: REHEATING

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
Survival of food poisoning bacteria as a result of inadequate reheating of the food.	<p>Make sure centre of food is heated to 82°C or hotter.</p> <p>NOTE: It is recommended that the finished dish is reheated only once.</p> <p>Make sure that frozen high risk foods are thoroughly defrosted before reheating - unless manufacturer states otherwise.</p>	<p>Check that the time/temperature combination is correct by probing the food. Use probe thermometer every time food is reheated.</p>	<p>Continue reheating until 82°C is achieved (or other suitable time/temperature combination).</p> <p>Check reading of probe thermometer once a term in iced and boiling water. Replace probe if reading is outside the range -1°C to +1°C and 99°C to 101°C</p>
Contamination of cooked food with food poisoning bacteria from probe thermometer.	<p>Clean and disinfect probe prior to use by washing and disinfecting (see Table 3: Two stage cleaning)</p>	<p>Check that the food is fully defrosted.</p> <p>Check probe has been properly cleaned and disinfected.</p>	<p>Thaw for a longer period.</p> <p>Clean and disinfect probe. More supervision and better training or retraining of staff.</p>

TABLE 7

FOREIGN OBJECT/CHEMICAL CONTAMINATION
IMPORTANT! THESE HAZARDS, CONTROLS AND CHECKS APPLY TO ALL STEPS

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
Receipt of food contaminated with foreign objects, chemicals or pests.	Buy from an approved supplier.	Visit and inspect supplier. Maintain list of approved suppliers.	Consider using a different supplier.
Contamination of food within premises by foreign objects, e.g. metal nuts, bolts, ceramic pieces, wood splinters, rust, paint	Make sure food is free from contamination by foreign objects, chemicals or pests. Maintain structure and equipment properly.	Check food. Check structure and equipment are in good condition.	Reject food which may have been contaminated with any foreign objects/chemicals or pests. Repair/replace structure and equipment.
Glass	Limit use of glass items, particularly for storage and during preparation.	Check that glass items are not used where possible. Where glass items are used, make sure they are in good condition.	Replace glass items with those made from plastic/stainless steel or other suitable materials. Remove damaged glass items.
Staples, plastic and other packaging materials.	Remove and dispose of wrappings carefully	Check staff practices.	Improve procedures. Better supervision/training/retraining of staff.
Stones, soil, slugs, etc.	Wash vegetables thoroughly.	Check staff practices.	Rewash vegetables.
Pest droppings, insects	Make sure premises are pest-proof. Store food in pest-proof containers.	Check premises are pest-proof and free from pests. Check staff practices.	Improve premises and pest control measures. More supervision/better/training/re-training of staff.

TABLE 7 (cont.)

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Pest droppings, insects (cont.)</p> <p>Contamination from personnel, e.g. hair, buttons, jewellery.</p> <p>Contamination of food with chemicals e.g. cleaning chemicals and pesticides.</p>	<p>Keep windows closed Employ a pest control company.</p> <p>Make sure staff wear suitable clean clothing Tie hair back or wear hat Limit jewellery to plain rings</p> <p>Store chemicals in properly labelled containers.</p>	<p>Check clothing worn by staff</p> <p>Check storage of chemicals.</p>	<p>Discard any food which may have been contaminated in the premises.</p> <p>More supervision/better training/retraining of staff.</p> <p>Provide suitable storage area for cleaning materials. Discard any food which may have been contaminated in the premises.</p>

TABLE 8

NUT/PEANUT ALLERGY
IMPORTANT! THESE HAZARDS, CONTROLS AND CHECKS APPLY TO ALL STEPS

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	CORRECTIVE ACTION What if it's not right?
<p>Contamination of food by peanut/nut containing food (PNC food).</p>	<p>Know which incoming products contain peanuts/nuts/nut oil/nut derivatives by agreeing composition & labelling with supplier. Ask supplier to notify changes.</p> <p>Make sure all foods containing nuts/peanuts are properly labelled during storage, preparation and use.</p> <p>Store all unwrapped PNC foods separate from non-PNC foods in covered containers.</p> <p>Clean all equipment, utensils, thermometer probes & work surfaces immediately after use for PNC foods.</p> <p>Use colour coded containers and equipment for PNC foods.</p>	<p>Check labels or accompanying documents.</p> <p>Check labelling.</p> <p>Check storage.</p> <p>Check cleaning procedures.</p> <p>Check equipment.</p>	<p>DO NOT CONSIDER FOODS AS BEING NUT FREE IF THERE IS ANY UNCERTAINTY. USE FOR NON-ALLERGIC PEOPLE ONLY.</p> <p>IF IDENTITY OF FOODS IS UNCERTAIN, USE FOR NON ALLERGIC PEOPLE ONLY.</p> <p>IF NON-PNC FOODS MAY HAVE BEEN CONTAMINATED BY PNC FOODS, USE FOR NON-ALLERGIC PEOPLE ONLY.</p> <p>Improve staff awareness/training. Change procedures.</p>

TABLE 8 (cont.)

HAZARDS What can go wrong?	CONTROL/ CRITICAL LIMITS What can I do about it?	MONITORING/ VERIFICATION How can I check?	MONITORING/ VERIFICATION How can I check?
Contamination of food by peanut/ nut containing food (PNC food) (cont.).	Wash hands thoroughly after handling PNC foods. Prevent cross contamination during cooking by: <ul style="list-style-type: none"> • using deep saucepans to prevent splashing. • placing below non-PNC foods in oven. • cooking at a different time. • using non-nut based cooking oil which has not been used previously for PNC foods. • using refined peanut oil which has not been used previously for PNC foods. 	Check staff practices. Check cooking procedures	IF NON-PNC FOODS MAY HAVE BEEN CONTAMINATED BY PNC FOODS, USE FOR NON-ALLERGIC PEOPLE ONLY. Improve staff awareness/ training. Amend procedures.

9 APPENDIX 2 LIST OF FOOD SUPPLIERS

LIST OF FOOD SUPPLIERS FOR CAMPHILL SCHOOL ABERDEEN (JANUARY 2013).

General Groceries.

Sainsbury's, shop and online.
Tesco, shop and online.
Asda.
Kelly of Cults.
Newton Dee Store.
Cosco
Greencity Wholefoods

Meat.

Murtle Farm and Garden
Garvald Home Farm
Above supermarkets

Fish.

King Foods.
Granite City Fish Company Ltd.
J. Charles – fish merchants
Reids Fish

Vegetables.

Lembas
Above supermarkets.

Dairy Products.

Lembas
Newton Dee Store
Newton Dee Farm
Above supermarkets.

Bread.

Newton Dee Bakery.
Above supermarkets

10 APPENDIX 3 FOOD REHEATING TEMPERATURE RECORD

DAY	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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28												
29												
30							☺					
31		☺		☺			☺		☺		☺	

11 APPENDIX 4 FRIDGE/FREEZER TEMPERATURE AUGUST 201 – JULY 201

DAY	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
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	/	☺	/	☺	/	/	☺	/	☺	/	☺	/

12 APPENDIX 5 KITCHEN CLEANING LIST

Cleaning list for the kitchen

Term/Year:

House:

	Floor (every day & everywhere)							Big fridge (once a week)	Small fridge (once a week)	Cooker (once a week)	Inside larder (once a week)	Outside larder (once a week)	Potato Peeler (once a week)
Week													
Week													
Week													
Week													
Week													
Week													
Week													
Week													
Week													
Week													

Others (please list and tick):

13 APPENDIX 6 COSHH CLEANING AND DISINFECTION MATERIALS**COSHH Summary for cleaning and disinfection materials**

Material/Use	Substance Users/Risk to Health	Control measures/PPE	First Aid
Bio D Multi-surface Sanitiser (meets BS EN 1216)	EYE: Not classified as an eye irritant. However contact with the undiluted product is likely to cause irritation or stinging. SKIN: Prolonged or repeated contact with the undiluted product may cause dryness and slight irritation. INGESTION: Low order of acute toxicity. Ingestion of this product is not regarded as a significant health hazard, may cause stomach ache, diarrhoea, nausea and vomiting. INHALATION: Unlikely to present any significant hazard at ambient temperature.	HANDLING PRECAUTIONS: Operators are recommended to wear rubber gloves Avoid prolonged contact with skin. Wash off splashes with water.	EYE: Flush with plenty of clean water for at least 15 minutes. If irritation persists seek medical advice. SKIN: Remove any contaminated clothing and rinse off incidental splashes with water. INGESTION: Drink plenty of water or milk. Do not induce vomiting without medical advice. INHALATION: N/A