

# Food Risk/Hazard Assessment

Step	Hazard	Action	Monitoring
<u>Planning</u>	Inappropriate food use. Includes:- allergies special diets	Planning to be undertaken by qualified kitchen staff. (Lynn Dahill)	Appraisal of staff. Ofsted inspection. Environmental Health Checks.
<u>Purchase</u>	High-risk (ready-to-eat) foods contaminated with food-poisoning bacteria or toxins.	Buy from reputable supplier only (Tesco, Sainsbury and Bookers), within 2 miles. Use food chill storage bags for transfer.	Check date marks, temperatures and condition of food. Use well known brands.
<u>Receipt of Food &amp; Separating foods</u>	High-risk (ready-to-eat) foods contaminated with food-poisoning bacteria or toxins. Cross contamination. Growth of food-poisoning bacteria. Production of poisons by bacteria.	Deliveries should be unloaded in a clean area and outer packaging 'carrying bags' should be discarded as they could carry dirt or leaks from other items. Foods that are defrosting should be stored in a sealed container and should be stored in the fridge below any ready-to-eat foods. Raw and ready to eat foods should be stored on separate shelves within the fridge. Raw meat and poultry should be stored below ready-to-eats foods to prevent them dripping onto the food. All food should be covered. Raw meat and poultry should be prepared at different times on the correct colour chopping boards and areas and utensils should be cleaned thoroughly between tasks with the Killlex that is provided. When grilling ensure that raw meats do not drip onto the food on the grill that is already cooking.	Check it looks, smells and feels right. Check temperature according to food group. Store correctly without delay Lynn Dahill to monitor

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<p><u>Pest control</u></p>	<p>Cross contamination. Pests carry harmful bacteria. Rubbish can provide shelter and food.</p>	<p>The kitchen and areas around should be regularly checked for pests or signs of pests. Deliveries should be checked for pests or any signs of pests such as gnawing or droppings. External areas are to be kept clear and tidy to prevent pests and bins should have lids fully closed.</p>	<p>Lynn Dahill should make these checks and report any problems to management.</p>
<p><u>Preparation</u></p>	<p>Contamination of high-risk (ready-to-eat) foods.</p>	<p>Wipe surfaces with anti-bacterial agent ( Killlex ) Use single use cloths for wiping up meat juices and soil from vegetables. Limit exposure to room temperatures during preparation. Prepare with clean equipment. Use colour-coded cloths and boards.</p>	<p>Visual checks. Cleaning schedules.</p>
<p><u>Personal Hygiene</u></p>	<p>Cross contamination. Preventing harmful bacteria spreading. Foreign objects.</p>	<p>Staff should always wash their hands thoroughly in the 'hand washing' sink before handling or preparing food. Kitchen towel should be used to dry hands thoroughly and discarded after use. Clothes worn by staff working in the kitchen should be clean and not worn outside the food preparation area. If staff have long hair then it should be tied back and preferably covered with a hair net or hat. Jewellery should be kept to a minimum when dealing with food as they can collect and spread dirt and harmful bacteria. Kitchen staff should not smoke, eat or chew whilst handling food as harmful bacteria can spread onto</p>	<p>Lynn Dahill should monitor all staff entering the kitchen.</p>

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		<p>their hands from their mouth and then onto the food.</p> <p>Staff working in the kitchen should be 'fit for work' and not suffering from illnesses or diseases that could cause problems with food safety. If kitchen staff are suffering from diarrhoea and/ or vomiting then they should not return to work until they have had no symptoms for 24 hours.</p> <p>Any cuts or sores should be completely covered with a brightly coloured waterproof dressing.</p>	
<u>Handwashing</u>	Harmful bacteria spreads quickly and easily on hands	<p>Kitchen staff should wash their hands effectively in running water with soap. Hands should be washed thoroughly, ensuring that each finger, thumb, finger tip, nail and palm is washed. Hands should then be rinsed in clean water and dried with a disposable towel. The towel should then be disposed of appropriately.</p> <p>Hands should be washed:</p> <ul style="list-style-type: none"> <li>• When entering the kitchen e.g. after break or going to the toilet and smoking although smoking is prohibited within the nursery premises.</li> <li>• Before touching ready to eat foods.</li> <li>• After touching raw meat/poultry and eggs.</li> <li>• After emptying bins.</li> <li>• After cleaning.</li> </ul> <p>After touching a cut or changing a dressing</p>	Lynn Dahill should monitor all staff entering the kitchen.

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<p><u>Cloths</u></p>	<p>Cross contamination</p>	<p>Clean disposable cloths are to be used daily. Cloths should be changed regularly throughout the day. Single use cloths/ kitchen towel should be used to clean surfaces and utensils that have been used with raw meat, poultry and eggs and should be discarded after use.</p>	
<p><u>Cooking</u></p>	<p>Survival of food-poisoning bacteria.</p>	<p>Cook food to at least 75°C in the centre.</p>	<p>Cooking times. Check the temperature of foods and record – including foods that are cooled for cold service.</p>
<p><u>Cooling &amp; Chilling down hot food</u></p>	<p>Harmful bacteria can grow in food that cools down slowly. Large amounts are difficult to cool down.</p>	<p>Hot food that has been cooked and is not going to be served immediately should be chilled as quickly as possible and then put in the fridge. Ways of cooling foods down quickly are as follows:</p> <ul style="list-style-type: none"> <li>• Divide it into smaller portions to allow the food chill down more quickly.</li> <li>• Cover pans of hot food and stand them in cold water, the cold water will make the contents of the pan chill more quickly.</li> </ul> <p>Stirring the food whilst cooling it will help it to cool down quicker. It is important to ensure that no</p>	<p>Lynn Dahill to make checks and report any problems to Management.</p>

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		food is contaminated in this process.	
<u>Defrosting</u>	Defrosted food will take longer to cook if it's still partially frozen. Outside of food may be cooked but inside may not be cooked, therefore may contain harmful bacteria.	Unless the manufacturer's instructions say otherwise, food should be thoroughly defrosted before cooking. Other ways of defrosting food safely are: <ul style="list-style-type: none"> <li>• Put small amounts of food in the fridge where it can defrost at a safe temperature.</li> <li>• If food cannot be defrosted in the fridge it could be put in a container and placed under cold running water.</li> <li>• Food can also be defrosted in the microwave on the 'defrost' setting.</li> <li>• Foods that are ready-to-eat can be defrosted at room temperature. Follow the manufacturers' instructions. (where ever possible this should be done in a fridge).</li> </ul>	Lynn Dahill to make checks and report any problems to Management.
<u>Cooking Safely</u>	Is food cooked evenly, is food cooked properly? Are manufacturers instructions followed?	Where appropriate manufacturers' instructions should be followed when cooking food products. Ovens and cooking equipment such as ovens and grills should be reheated before cooking. Meat and poultry should be turned during cooking to enable it to cook more evenly. Liquid dishes such as soups and sauces should be simmering as this will	Record all temperatures of foods re – heated.

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		<p>ensure the food is hot enough to kill bacteria. Liquid dishes should also be stirred frequently to avoid cold spots.</p> <p>Food should be probed before serving to ensure that it reaches 75°C for at least 30 seconds. The probe should be a sterilized probe using the probe wipes that are provided.</p>	
<u>Foods that need extra care</u>	Some foods contain high bacteria levels and need more care.	<p>Raw meat and poultry are a main source of bacteria within the kitchen. These foods should be cooked safely and with care.</p> <p>Eggs should be cooked thoroughly until they are piping hot to kill any bacteria. Eggs should not be used after the 'best before' date.</p> <p>Shellfish is not usually used on the premises due to possible allergies with any of the children.</p> <p>Rice should be kept hot (63 degrees Centigrade or above) after been cooked until serving or chilled down as quickly as possible in the fridge. Rice can be cooled down quickly by running it under cold running drinking water.</p> <p>Pulses should be prepared and soaked according to the instructions on the packaging. Pulses contain natural toxins that can make people ill unless the proper method of soaking and cooking is followed.</p>	Lynn Dahill to make checks and report any problems to Management.
<u>Hot-holding</u>	Growth of food-poisoning bacteria. Production of poisons by bacteria.	<p>Keep food hot, at or above 63°C.</p> <p>We do not have the facilities to hot hold food on our premises.</p>	Not applicable as served in one sitting.

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<p><u>Re-heating</u></p>	<p>Survival of food-poisoning bacteria if food is not reheated properly.</p>	<p>Equipment for reheating/cooking food should be checked to ensure it is cooking effectively. It should be used according to the manufacturers' instructions. Grills and ovens should be preheated before reheating of food.</p> <p>Food being reheated in the microwave should be done following the instructions on the packaging. If food is being reheated that has been cooked in the kitchen it should be stirred whilst reheating to prevent the edges being cooked and the middle still cold. Once food has been reheated it should be served immediately unless going onto hot holding. All reheated food should be probed to ensure that it has reached a temperature of 75°C or above for 30 seconds. The temperature should then be recorded on the temperature sheet.</p>	<p>Record all temperatures of foods re – heated.</p>
<p><u>Freezing</u></p>	<p>If frozen food starts to defrost, harmful bacteria can grow.</p> <p>Food in large portions takes longer to freeze giving bacteria chance to grow. The longer the time before freezing the longer bacteria is given chance to grow.</p>	<p>Frozen food should be placed in the freezer as soon as it is delivered.</p> <p>If you are freezing fresh food it should be froze as soon as it is delivered. Any food that has been cooked should be frozen as soon as it has cooled down properly.</p> <p>When freezing foods, it should be divided into smaller portions and put into containers or freezer bags that are clearly labelled.</p> <p>The freezer is to be defrosted every month when the stock is low to enable a quick defrosting.</p>	<p>Lynn Dahill is to ensure that she follows this and ensures other using the kitchen also follow it.</p>

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<p><u>Ready-to-eat foods</u></p>	<p>Are they stored correctly? Are they prepared correctly?</p>	<p>Foods can be protected from harmful bacteria by:</p> <ul style="list-style-type: none"> <li>• Keeping ready to eat foods separate from raw meat/poultry and eggs.</li> <li>• Ensure that work surfaces, chopping boards, knives etc are clean and if used with raw meat/poultry are disinfected.</li> <li>• Ready-to-eat foods are covered.</li> </ul> <p>If storage instructions are on the packaging of foods then they should be followed.</p> <p>When preparing salad and vegetables they should be peeled, trimmed and the outer parts removed as appropriate and they should be washed through in clean drinking water.</p> <p>The chopping boards should be then cleaned to remove any soil from the chopping boards that can be harmful.</p> <p>Ready-to-eat foods should be chilled as on the manufacturer's instructions and should not be used after the 'use by date'.</p> <p>When removing packaging ensure the instructions have been read and you know what to do before disposing of the packaging.</p> <p>When slicing cooked meat avoid handling the meat as much as possible as this can spread harmful bacteria. Use clean tongs to put the meat onto the plates.</p>	<p>Lynn Dahill is to ensure that she follows this and ensures other using the kitchen also follow it.</p>
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<p><u>Chilled Storage</u></p>	<p>Growth of food-poisoning bacteria, toxins on high-risk (ready to eat) foods. Further contamination. Dates on foods. Temperatures stored at.</p>	<p>Foods that need to be kept chilled to keep them safe are foods that:</p> <ul style="list-style-type: none"> <li>• Have a 'use by date'.</li> <li>• That the label on them says 'Keep Refrigerated'.</li> <li>• Have been cooked and will not be served immediately.</li> <li>• Ready-to-eat food such as salads and desserts.</li> </ul> <p>Food should not be used after the 'use by' date. Foods that have been cooked and are being stored should have a label on them with the food contents and the date it is to be used by. Manufacturer's instructions should be followed on how to use chilling equipment. The fridge and freezer temperatures should be taken in the morning and afternoon of every working day using the probe. There is a piece of butter in the fridge to probe to ensure that an accurate reading is taken. The temperatures should then be recorded on the temperatures sheet. The temperature sheet has the advice of what the probe should read if working correctly.</p>	<p>Check temperatures and date marks. Check storage conditions (freezer: -18-20°C, fridge 1-4°C)</p>
<p><u>Serving</u></p>	<p>Growth of disease-causing bacteria. Production of poisons by bacteria. Contamination.</p>	<p>Cold service foods: Serve as soon as possible after removing from storage, avoid getting warm. Hot foods: Serve immediately to avoid cooling down. Cover food for transfer to senior group.</p>	<p>Lynn Dahill is to ensure that she follows this and ensures other using the kitchen also follow it.</p>

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<p><u>Food Allergies</u></p>	<p>Cross contamination. If someone has an allergy to foods, they can react even if they only come into contact with it. Allergies should be checked and recorded.</p>	<p>The food allergy list in the kitchen should be kept up-to-date and the key worker of the child to inform the kitchen staff on a daily basis of any allergies. If preparing/cooking a dish for a person with an allergy all ingredients should be checked, surfaces and equipment should be thoroughly cleaned first and hands should be thoroughly washed.</p>	<p>Group leaders are to inform Lynn Dahill of any allergies.</p>
<p><u>Checking the menu</u></p>	<p>Are high risk foods checked to ensure they are cooked and how?</p>	<p>When cooking birds they should be checked to ensure they are cooked properly in the thickest part of the leg. The juices from the meat should not have any pink or red colour in them. The meat should also be checked for temperature with a sterilized probe and should reach 75°C for at least 30 seconds. Whole cuts of pork and processed meat products should have no pink or red colour in the middle, should be piping hot and the meat should also be checked for temperature with a sterilized probe and should reach 75°C for at least 30 seconds. Liquid dishes such as gravy or soups should rapidly bubble and should also be checked for temperature with a sterilized probe and should reach 75°C for at least 30 seconds. Fish should be checked to ensure that the colour and texture has changed and should also be checked for temperature with a sterilized probe and should reach 75°C for at least 30 seconds. When cooking stews, curries and stir-fries etc the</p>	<p>Lynn Dahill is to ensure that she follows this and ensures other using the kitchen also follow it. Management will hold appraisals with Lynn to discuss any issues.</p>

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		<p>largest piece of meat should be checked to ensure that it has no pink or red colouring and that it is hot all the way through.</p> <p>The meat should also be checked for temperature with a sterilized probe and should reach 75°C for at least 30 seconds.</p> <p>Dishes such as cottage pie, lasagne and fish pie should be checked to ensure that the centre is piping hot/steaming and that the centre also checked with a clean probe to ensure that it reaches 75°C for at least 30 seconds.</p>	
<u>Physical Contamination</u>	Foreign bodies falling into food like small objects/flies.	<p>Tie hair back &amp; wear hat. No watches, nail varnish, false nails or jewellery to be worn except wedding band. Wear blue plasters. No shelves or fly zappers above food preparation areas. Clear and clean as you go should be followed, any items such as string or packing should be thrown away straight away to prevent them getting into food.</p> <p>Any damaged equipment should be repaired or replaced to prevent parts falling into food.</p> <p>Glass should be limited in the kitchen to prevent broken glass falling into food.</p>	<p>Staff dress code.</p> <p>Visual checks.</p>
<u>Chemical Contamination</u>	Chemicals contaminating foods by contact.	Chemicals should be stored following manufacturer's instructions, stored separately from food and clearly labelled.	<p>Visual checks.</p> <p>Kitchen routine.</p> <p>Cleaning cupboard.</p>

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<p><u>Cleaning effectively</u></p>	<p>Do chemicals work effectively? Are chemicals used correctly? Bacteria can spread easily.</p>	<p>Chemicals and equipment should be used following the manufacturer's instructions. Work surfaces and equipment should be thoroughly washed between tasks and should be disinfected after preparing raw meat, eggs and poultry. All frequently touched items such as sinks, taps and door handles should be disinfected regularly. Fridges should be disinfected and washed weekly when the fridge stock is low to enable food to go back in quick. Any dishes, utensils and equipment should be washed in hot soapy water or in the dishwasher. Dishes should be aired to dry or with a clean dry cloth. Storage areas, floors and microwaves etc should be cleaned effectively as they are not high priority but should be kept clean.</p>	<p>Visual checks. Cleaning schedules. A cleaning schedule is in place for both daily, weekly and monthly tasks. This should be followed although if it should be reviewed frequently to ensure that it is working.</p>
<p><u>Clean and clear as you go</u></p>	<p>Outer packaging can be dirty from transportation. Dirty, used equipment will have bacteria and dirt spreading from it. Dirty cloths carry bacteria</p>	<p>Outer packaging/ bags should be taken off of foods and thrown away before entering the kitchen. Extra care should be taken when throwing away packaging from raw meat, poultry and eggs. Spills should be washed/wiped away as soon as they happen. Disinfectant should be used when wiping up spills from raw meat, poultry and eggs. Work surfaces should be washed between tasks with a clean cloth.</p>	<p>Lynn Dahill is to ensure that she follows this and ensures other using the kitchen also follow it. Management will hold appraisals with Lynn to discuss any issues.</p>

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<p><u>Maintenance</u></p>	<p>Cross contamination. Damage can make premises harder to clean. Dirt and cracks can collect harmful bacteria and dirt. If probes are not giving accurate readings then it is not giving a reliable temperature. If something is not working properly it may not be safe.</p>	<p>Any structural damage should be reported immediately and repaired. Structural damage can be hard to clean, harbour dirt and bacteria and attract pests. The extractor fan should be checked and cleaned regularly to ensure it is doing its job. Chopping boards should be checked regularly for scratches and scores and should be replaced if needed. Utensils should be replaced or repaired if broken, utensils should not be used until this has happened. Chipped or broken dishes should be thrown away and replaced as they can collect harmful bacteria. Cooking, and chilling equipment should be checked regularly to ensure that they are working correctly and readings are accurate. They are PA tested yearly and the fridge/ freezer temperature is checked twice daily by probing at pat of lard in the fridge and recording the temperature on the fridge and freezer temperature checklist. The temperature probe should be checked for accuracy on a weekly basis. It should be tested in a cup with a mixture of pure water and ice, this should measure between - 1°C to +1°C. It should then be tested in a cup of pure boiling water and this should measure 99°C to 101°C. It should then be recorded on the top of the food temperature record sheet. The temperature probe should be sterilized before</p>	<p>Lynn Dahill, the kitchen cook is in charge of ensuring this is followed and checks are made and recorded. Any maintenance issues should be reported to management immediately</p>
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		and after each use using the probe wipes provided.	
<u>Opening and closing checks</u>	How is the Kitchen, equipment and materials checked.	<p>At the beginning of the day staff should ensure that their clothes are clean, they have the equipment needed including handwashing materials and that the room is clean and ready to use.</p> <p>The kitchen routine should be followed throughout the day.</p> <p>When the kitchen staff leave they should ensure that no food is left out unless being dealt with, any messages are passed onto an appropriate person, any food past its 'use by' date is thrown out and any dirty cloths have been removed.</p> <p>All cleaning rotas, routines, and checks should be completed throughout the day. Any recordings such as temperatures of chilling equipment and probed food should be written down on the appropriate sheet.</p>	Lynn Dahill, the kitchen cook is in charge of ensuring this is followed and checks are made and recorded.