

Food Preparation

Good Hygiene Practice
Guide No 7

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HACCP Chart Reference

Preparation / Food Service / Hospitality / Bar

Legal Requirements

Food premises are required to be designed and operated in such a way as to minimise contamination sources and aid good hygiene practices.

At all stages of food preparation and handling food is to be protected against any contamination likely to render the food unfit for human consumption.

Food Safety Hazards

People working in food businesses can easily contaminate food or spread cross contamination from raw to ready to eat foods through handling practices.

The Food Standards Agency (FSA) published a guidance document: "E.coli O157: Control of Cross-Contamination. Guidance for Food Businesses", which outlines good food preparation and handling practices to minimise cross contamination risks.

Contamination Sources

There are principally 4 sources of food contamination:

- Physical
- Chemical
- Bacterial
- Allergens

Examples of Contamination Sources



Physical

- Pests
- Catering equipment
- Food packaging
- Glass breakage
- Clothing / PPE / jewellery
- Building structure
- Dirt / stones in raw ingredients



Chemical

- Cleaning chemicals
- Pesticides on raw ingredients
- Equipment lubricants & oil
- Pest control treatments
- Poisonous fish or plants
- Acrylamide



Bacterial

- Raw meat / fish / poultry
- Raw vegetables
- Un-clean hands
- Un-clean uniforms
- Un-clean equipment / crockery



Allergens

- Cross contamination from one of the 14 food allergens
- Use of same knife / chopping boards etc

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Food Preparation – General Guidance:

Compass Guidance:

- During preparation adopt good personal hygiene standards. Always wash hands in warm water with soap and dry them ideally using disposable paper towels before handling any food.
- Follow any food safety instructions on food packaging regarding the preparation and handling of food
- Prepare food as close to service time as possible.
- Where possible provide separate work areas for raw and ready-to-eat foods.
- Follow your unit's colour coded chopping board system.
- Where space is limited consider buying in pre-prepared product to reduce the need for preparation or prepare raw and ready-to-eat foods at separate times to avoid cross contamination risks.
- Keep the handling, preparation, storage of raw meat, unwashed fruit and vegetables and ready to eat food strictly separate.
- Do not use complex equipment for both raw and ready-to-eat foods where the complex equipment has parts that cannot be easily removed for cleaning. (Complex equipment includes vac packers, food slicers, food mixers and food processors).
- Thoroughly wash salad and fruit to be sold as ready-to-eat in a designated food wash sink, washing with clean water to remove visible dirt. Alternatively, salad wash rinse agent may be used.
- Keep perishable food refrigerated until use.
- Ensure food allergens are handled and prepared carefully to avoid cross contamination.
- Make sure you know what ingredients are included within a food item prepared and made on site in order that the correct allergen information can be given to the customer if requested.
- When cleaning work surfaces any sanitisers used must meet the standard BSEN1276 and be used in accordance to the manufacture's instructions including the correct dilution and contact times.
- Follow cleaning chemicals instructions and ensure staff are trained.



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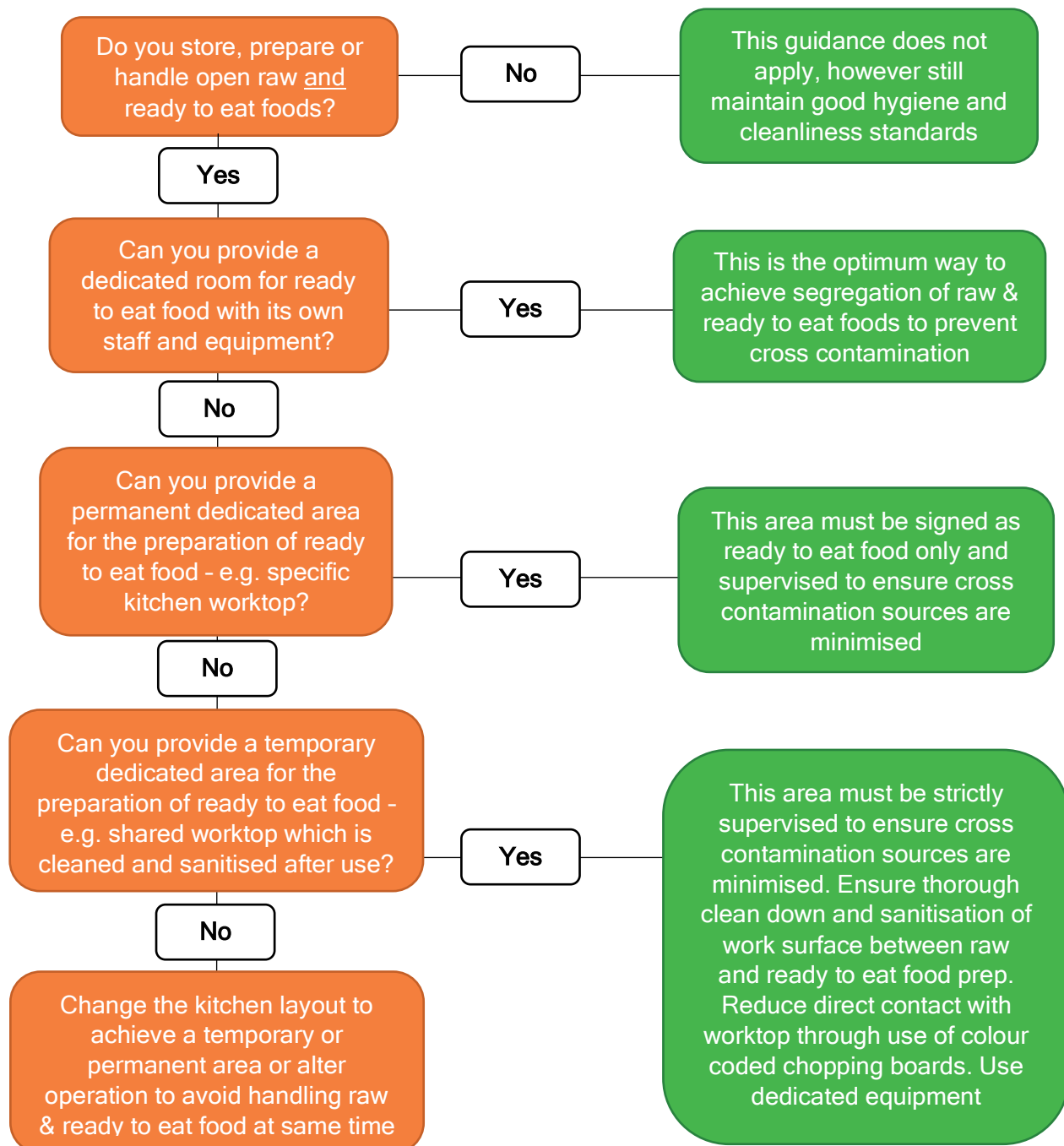
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Food Prep Segregation

Consider the potential for E-coli cross-contamination within the catering operation and ensure that where ever possible, completely separate areas are designated for the preparation of raw and ready-to-eat foods and that separate equipment and utensils are used in each area.

Use the following decision tree to help understand what level of segregation can be achieved within your kitchen:



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Fruit / Vegetable / Salad Washing

Compass Rules:

- All non pre-packed salad leaves, salad vegetables and unpeeled fruit to be sold as ready to eat must be thoroughly washed (unless stated pre-washed) to remove soiling and to reduce levels of bacterial contamination. Food-borne illnesses, such as E.coli, particularly E.coli O157, and dysentery, can be passed on via contaminated leaves and vegetables.
- Pre-packed salad leaves and salad vegetables must be purchased from nominated suppliers.
- Thoroughly check all pre-packed sliced, grated or shredded products for signs of physical contamination, such as slugs or worms, during preparation.
- Please note, however, that some pre-packed salad leaves and salad vegetables may still require washing. You **MUST** read the information on the packaging very carefully and unless it clearly states that the product is washed and ready for consumption, you **MUST** follow the washing procedures.
- Research has now shown that it is not now necessary to use a salad sanitiser to ensure that any bacteria present are effectively removed. It is the actual agitation of salads, fruit and vegetables in clean water that is most important to remove soiling and bacteria.



Follow the steps below to properly wash salad, fruit and vegetables. It is recommended that you post a notice by the sink area providing these instructions:

- Use a sink dedicated for food preparation, wherever possible.
- Thoroughly clean and sanitise the sink, drainer, and surrounding area before you start. Fill the sink with clean water.
- Remove stems, stalks and outer leaves.
- Rinse in running water to remove visible soil.
- Remove or separate all the leaves to allow thorough washing.
- Other salad vegetables can be washed whole, e.g. cucumbers.
- Wash fruit and veg intended to be eaten without peeling.
- Ensure broccoli is double washed to remove any dirt or mites in the head / floret. (added)
- Wash salad garnishes, regardless of whether or not they are intended for consumption.
- Agitate salad leaves vigorously in the water ensuring that all visible soiling is removed.
- If it is a Client requirement to use a salad sanitiser, follow the manufacturer's instructions for use.
- Drain excess water off the item, rinse and use immediately.
- Alternatively, store the salad in a refrigerator, away from any possible sources of contamination, until required.
- Sanitise the sink and surrounding work area after completion.



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Prevention of Foreign Body Food Complaints

Foreign bodies found in food are our biggest cause of food safety complaints. Each incident contributes towards our company Food Safety Incident Rate that measures our overall performance.

Types of foreign body food complaints include:

- Plastic from packaging or storage containers.
- Metal screws / bolts and other fastenings from equipment.
- Glass from storage containers or service equipment.
- Hair / nails / clothing / jewellery from the food handler.
- Insects and pests either through the natural harvesting of the food product or from contamination from within the catering unit.

Direct Supplied Food:

- Always examine food ingredients before use to identify and remove any foreign body objects.
- Ideally sieve powdered or fine grain products to remove any foreign body objects before use.
- All non pre-packed salad leaves, salad vegetables and unpeeled fruit to be sold as ready to eat must be thoroughly washed (unless stated pre-washed).
- Use running water in a food preparation sink to remove soil and grit from vegetables and salad leaves. Agitate salad leaves vigorously in the water ensuring that all visible soiling is removed.
- Examine and wash baked potatoes before cooking to remove dirt, sprouting buds or stones embedded in the skin.



In Unit Made Food:

- Open food packaging carefully ensuring that any excess packaging is disposed of in the waste bin.
- Follow good personal hygiene rules whenever handling food ensuring clothing & uniform is in good condition and jewellery is removed.
- Ensure glass products are removed from the kitchen where possible.
- Check the condition of storage containers, cooking equipment and service ware before use.
- If a food complaint is received ensure you obtain all the necessary details regarding the foreign body type and the preparation & cooking method.
- Report all incidents via AIR3.



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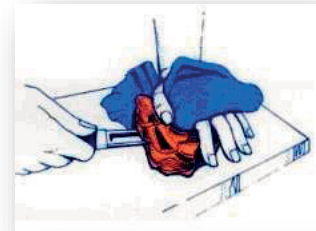
Preparation of Shellfish

Compass Guidance:

Shellfish can cause food poisoning if not handled correctly. UK Food Safety Legislation states that live bivalve molluscs, (e.g. Clams, Oysters, Mussels) must be identified by a label on delivery to the units (supplied with the shellfish by the supplier) and that label must be kept by the units for at least **60 days** after splitting the contents to prove that they have been handled correctly through the supply chain.

How to Handle Oysters

- Eat within 2 days of receipt.
- Store oysters above raw meat & fish in a fridge at no lower than 4°C, cupped side down on a tray.
- Covered with a clean damp cloth.
- DO NOT immerse in water.
- When required, rinse in cold water before use.
- Discard any not tightly closed.



Scombrotxin Food Poisoning

Compass Guidance:

Scombroid fish poisoning results from eating fish (Tuna / Mackerel / Bonito) that contain high levels of histamine. Histamine is a spoilage product resulting from the breakdown of an amino acid that is naturally present in the flesh. Histamines may not be evenly spread in the flesh of the fish, so one part may have very low levels and another part have much higher levels. Histamine **is not destroyed** by cooking, or freezing.

The effects of histamines can vary from person to person but typically include a rash on the face and neck, flushing, sweating, headache, nausea, vomiting, diarrhoea, burning in the mouth and abdominal cramps.

Preventing Scombroid Poisoning

- Only purchase food from approved Company suppliers.
- Complete the required checks on all deliveries of food. Particularly important are your temperature checks on fresh and frozen fish such as tuna and mackerel.
- Reject any delivery that does not meet the Company temperature requirements. Put deliveries of fresh/frozen fish into your refrigerator/freezer immediately that they arrive on site.
- Ensure that your refrigerators are operating efficiently at or below +5°C, and your freezers are operating at or colder than -18°C.
- **Always thaw frozen fish in the refrigerator.** Keep fish in the refrigerator for as long as possible during preparation and prior to cooking and service.
- Remember the shelf life of fresh fish that is guaranteed by the Company suppliers is only 2 days - the day of delivery plus one day.
- Put unopened cans/pouches of tuna into a refrigerator overnight (above raw meat or fresh eggs but below any ready to eat items) before mixing with other items such as mayonnaise or sweetcorn.
- Items that are to be mixed with the tuna should also be refrigerated overnight before mixing to ensure that the mix is kept as cold as possible at all times.

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Sandwich Preparation

Sandwiches and rolls usually contain ingredients, such as meat, fish or eggs which may support the growth of bacteria. It is important to prepare and display these high risk foods with care.

Bought in Sandwiches:

- Buy only from nominated/approved vendors who use refrigerated delivery vehicles.
- Check that sandwiches are: adequately wrapped labelled showing a use by date.
- Place deliveries under refrigeration (below +5°C) on arrival into the unit.
- Follow the 4-hour rule if sandwiches are not stored or displayed under refrigeration.
- Discard after four hours if they are kept at an ambient temperature.
- Remove from sale and discard sandwiches when they reach their use by date.



In Unit Made Sandwiches:

- Sanitise all utensils and surfaces before preparation. Clean as you go during preparation.
- Store ingredients according to manufacturer's instructions and observe best before and use by dates.
- Pre-chill canned meat, fish, pulses and mayonnaise before use in sandwiches and salad bars.
- Thoroughly wash and sanitise all fresh salad vegetables, lettuce and fruit before use.
- Avoid direct handling of ingredients as far as possible. Always wash your hands first.
- Be observant throughout preparation for any signs of foreign body contamination of ingredients.
- Prepare sandwiches in small batches, placing ingredients and prepared sandwiches back into refrigeration as soon as possible.
- Use suitable food grade wrapping or packaging materials for prepared sandwiches.
- For labelling please refer to GHP21, Natasha's Law Page 6 for detailed requirements.
- Sell from refrigerated display facilities (at or below +8°C).
- Alternatively, follow the 4-hour rule (or the brand standard) by discarding after four hours if they are kept at an ambient temperature.
- Careful monitoring of display times must be carried out to ensure that sandwiches and rolls (and other high risk foods) are not displayed for longer than 4 hours at above +8°C

Egg & Cress Sandwich on White

£3.50

Use By: 18/05/2019


per average serving			
Energy	Fat	Sugars	Salt
9.8g	0.8g	3.3g	1.9g
23%	14%	4%	32%

of an adult Reference Intake (RI) (4000/2000kcal)
Typical values per 100g Energy 881/2121kJ

Contains: **Egg, Dairy, Cereals with Gluten Wheat**

May Also Contain: Nuts

For allergen advise see text in bold.
Legal cross contamination statement?



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Food Ingredient Choking Risk

Certain food ingredients (although they do not all appear on our menus) pose a higher choking risk due to their size, shape and texture, e.g. spherical, ring shaped, tough or fibrous. These include (but are not limited to):

- Whole cherry tomatoes
- Whole grapes
- Sausages
- Hot dogs
- Popcorn
- Marshmallows
- Carrots (cut into rounds)

When an individual is choking, it means that an object, usually food, gets stuck in the airway which can block airflow in and out of the lungs. In most cases when this happens, a child will cough, and the item will become dislodged. Although it is uncommon, a food item may cause an obstruction and can not be removed by coughing. It is important to seek immediate medical assistance if this occurs to obtain the support required and to ensure there is no further physical damage. All incidents must also be reported on the Compass incident management system, AIR3.

Above Unit Control Measures

It is recommended that sausages and hot dogs are removed from nursery menus. Choking incidents have been reported especially for these food because of the tough skin. The sausages also need to be cut in very small pieces to reduce the risk of choking. Culinary teams should avoid including these food items within recipes for those particular vulnerable groups. If a client is insistent on keeping these on menus, this must be documented and authorisation will be provided by the relevant sector nutrition or dietetic team. It is essential that all high risk ingredients are correctly prepared for all creche and nursery school menu plans and menus.

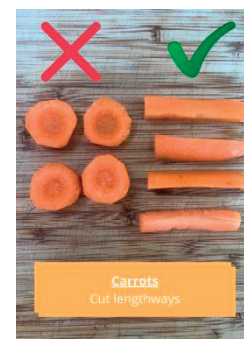
In Unit Control Measures

Some of these foods can stay on menus providing that the risk of choking is reduced by cutting the food into a small enough size that would not get stuck in the windpipe.

The in-unit catering team must consider the choking risk for all food served as well as undertaking the following specific measures:

- Grapes: Cut lengthways into quarters
- Cherry tomatoes: Cut into quarters
- Cooking high risk vegetables (where possible).
- Raw or cooked carrots must be cut into batons to reduce the risk of choking
- Avoid the use of sausages unless at specific client request

Individual responsibility must be confirmed and agreed where food is served / portioned by the client within a creche or nursery setting.



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Glass Policy

Within a catering unit, glass contamination can occur during any of the food production stages. Glass breakages while preparing food is a particular risk given that glass fragments can not be easily seen within the food you prepare and serve.

Compass Guidance:

- Where possible avoid using glass in food handling areas, including serveries.
- Replace glass with plastic or other suitable materials, whenever possible.
- Decant ingredients from glass containers into plastic containers, where practicable.
- Store regularly-used glass items, preferably in a high sided container and stored away from any food storage or preparation areas
- Check rubber seals or gaskets are fitted and in place to storage jars.
- Check glass items regularly for chips, cracks and other damage and replace.
- Check inside glass bowls/dishes for fragments of glass before preparing or serving food in them.
- Where glass serving dishes cannot be avoided on self-service counters, provide plastic serving utensils for customers to use.
- Store cooking equipment such as bowls or cooking pots upside down, whenever possible.
- Avoid storing food contact equipment at low level.
- Keep food covered as far as practicable.
- Ensure light fittings have plastic diffuser covers.



Glass Breakage Clear Up

When glass does break make sure your colleagues follow the steps described below:

- If a breakage is detected stop food production / service immediately.
- Clear all broken glass immediately using designated dustpan & brush or vacuum.
- Dispose of it carefully by wrapping it in paper and placing it in a box.
- Check the surrounding area and all equipment for glass fragments.
- Dispose of any food near the breakage.
- Clean the dustpan & brush of any glass fragments.
- Report your actions to your supervisor.

Ensure any temporary labour or agency staff are briefed on the glass breakage policy before they start work.

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Vacuum Packing Machines

The use of vacuum packing machines can be a means of providing secure packaging, portion packing and improved product storage. The use of such machines however can present its own unique food safety hazards, particularly in respect of cross-contamination issues if the same machine is used for packing both raw and cooked ready-to-eat foods or if cleaning is not fully controlled.

Please refer to **Good Hygiene Practice Guide No: 15 Vacuum Packing**, for further guidance



Additional Guidance:

1. Personal Hygiene
 - Refer to **Good Hygiene Practice Guide No: 2 - Personal Hygiene** for guidance on good personal hygiene practices / uniform & PPE / food handlers return to work following illness
2. Pest Control
 - Refer to **Good Hygiene Practice Guide No: 3 - Pest Control** for guidance regarding the signs damage and pest infestation
3. Sandwich Labelling
 - Refer to **Good Hygiene Practice Guide No 5 - Food Labelling & Shelf Life & 21 Natasha Law** for further guidance on labelling in unit made sandwiches
4. Cross Contamination
 - Refer to **Good Hygiene Practice Guide No: 4 - Cross Contamination** for guidance regarding the prevention of cross contamination
5. Allergen Cross Contamination
 - Refer to **Good Hygiene Practice Guide No: 13 - Allergens** for further guidance around the prevention of allergen cross contamination during food production
6. Vacuum Packing
 - Refer to **Good Hygiene Practice Guide No: 15 - Vacuum Packing** for guidance around the use, cleaning and maintenance of vacuum packing machines

