

Packed Lunch Guidance

Purpose:

Guidelines for production and issue of Packed Lunches

Introduction:

Provision of Packed lunches presents increased risk of food poisoning. Food may not be treated correctly after issue, temperature controls may not be maintained, and in addition it may not be possible to guarantee good standards of personal hygiene whilst food is being eaten.

What you must do:

Follow the guidelines below to control the hazards when preparing and issuing packed lunches:

1	Wash your hands before handling food and whenever the need arises during production.
2	Check use by dates and best before dates before food is produced to ensure dates are current. Discard any which is not suitable for use or where shelf life has expired.
3	Prepare packed lunches as near to the issue time as possible.
4	Pre chill meats, fish and pulses overnight to aid temperature controls.
5	Any ready to eat or cooked food, which is not prepared immediately, should be held in the fridge until required.
6	Clean and sanitise all work surfaces & cutting boards before use, using the correct approved chemical and process.
7	Prepare sandwiches in designated area where possible.
8	If kitchen has insufficient space to achieve segregation of raw and cooked food, prepare cooked and RTE food before you prepare raw, clean and sanitise all surfaces and equipment between preparing foods.
9	Check food during preparation for the presence of foreign bodies. If foreign body is found, report to manager and discard food dependent on foreign body found.
10	Wash salad vegetables and fruit to remove any contaminants.
11	On issue, customer must sign the packed lunch issue form , to confirm they understand “that the packed meals they are receiving are high risk and must be consumed within 4 hours of the time recorded above - Unless they are to be refrigerated” .