

# JERSEY COLLEGE FOR GIRLS CATERING



## FOOD SAFETY POLICIES & PROCEDURES MANUAL

Reviewed by:	June Fosse & Pierre Louw
Date:	December 2016

Agreed by Governors:	March 2017
Next review:	Spring Term 2019

## **JERSEY COLLEGE FOR GIRLS MISSION STATEMENT**

**In line with the States of Jerseys Education Departments Schools Healthy Eating Policy we will provide fresh healthy food and beverage under safe preparation, and service conditions within appropriate cost parameters, in order to provide our customers with a quality food service experience.**

### **Section A**

#### **ORDERING PROCEDURES**

It is Jersey College for Girl's policy that goods ordered shall:

- Must only be ordered through Supply Jersey (on line buying system) from the States of Jersey Preferred Suppliers List. At this point the time and method of delivery will be decided.
- The official delivery point will be the loading bay at the rear of the kitchen.
- Product specification and packaging specification is agreed by Supply Jersey.
- Minimum 'use by' dates to be agreed prior to order being placed.
- Price of product is agreed by Supply Jersey with preferred suppliers.
- Non compliance of product specification procedure should be reported by the Head Chef.
- Products pre-ordered by client to have client reference on order to facilitate stock management through goods inward/outward.
- New suppliers may not be used unless they are on the Supply Jersey Preferred Suppliers List.

## **GOODS RECEIVED POLICY**

The Jersey College for Girls policy for the receipt of goods is designed to ensure the receipt of goods in good condition with appropriate safeguards and checks to facilitate the due diligence required by Jersey College for Girls.

Therefore goods shall only be received if complying with the following conditions:

- Goods originate from an approved supplier.
- All goods delivered display an appropriate produced on, use by or batch/lot number indicating that they have an appropriate shelf life.
- All goods are delivered in appropriate good condition packaging, i.e. no packaging should be split, torn or damaged in any way with all seals intact, and where food is in contact with packaging then the packaging should be of a food contact grade material.
- When viable visible checks of product to be made to ensure product is not damaged, discoloured or deteriorated in any way.
- Where appropriate goods are to be checked against purchase specification, invoice or delivery note.
- All temperature controlled foods are to be temperature tested on receipt and prior to storage in Jersey College for Girl's storage facilities. Methodologies of temperature testing and temperature parameters are detailed below:

### **a. Frozen Product**

- i. Temperature range: -18°C to -21°C. Reject if warmer than -12°C
- ii. Test either with an infrared probe or a between pack probe inserted between packs of product. Any product that's packaging has been damaged by temperature testing is to be discarded. If attempting a core temperature of frozen product with an insertion or screw probe then the product is to be discarded after testing.

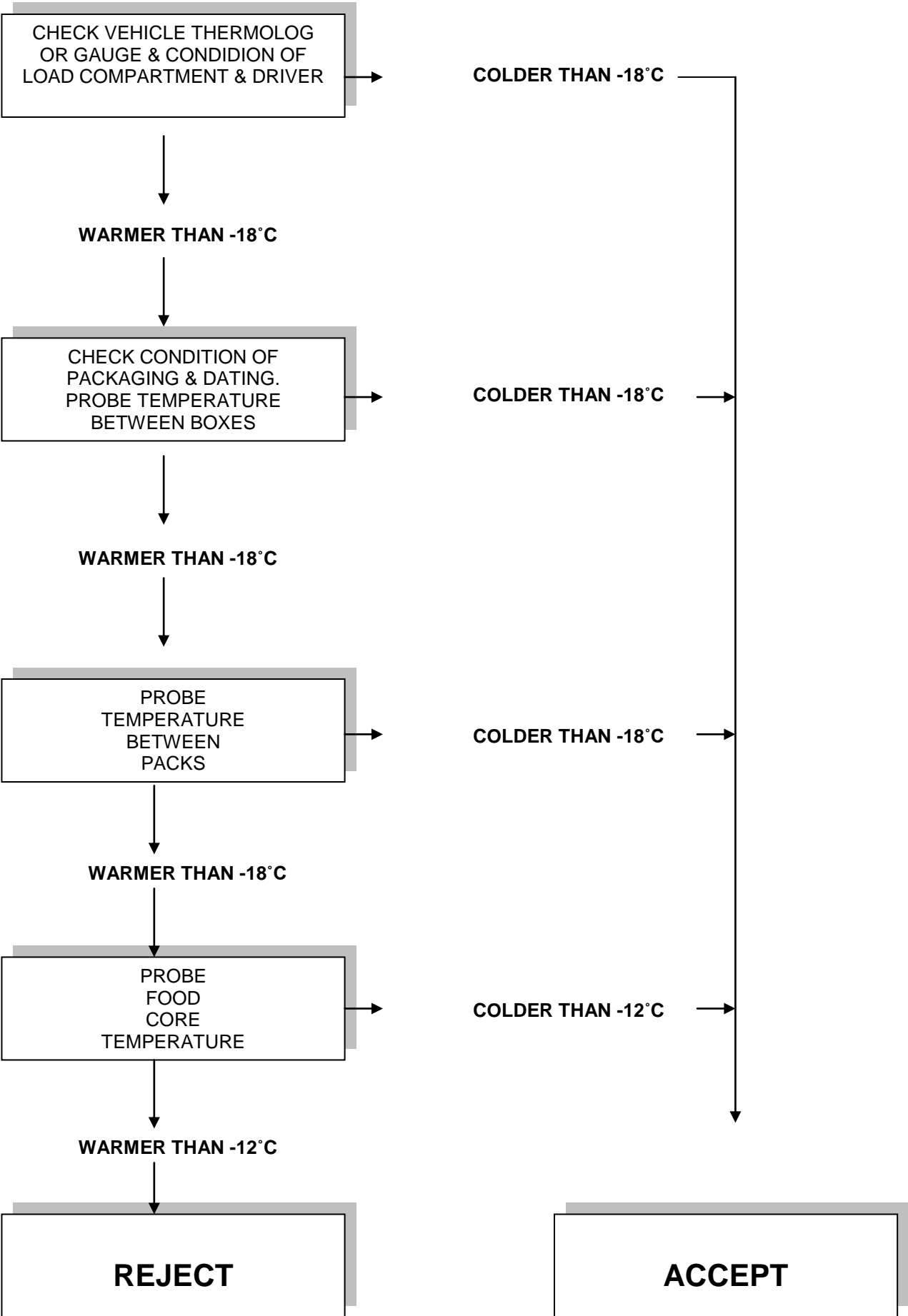
### **b. Chilled Product**

- i. Temperature range: 0°C to 5°C. Reject if warmer than 8°C
- ii. Test with an infrared probe or an insertion probe using anti-bacterial probe wipes. If product or packaging has been damaged then damaged product is to be discarded.

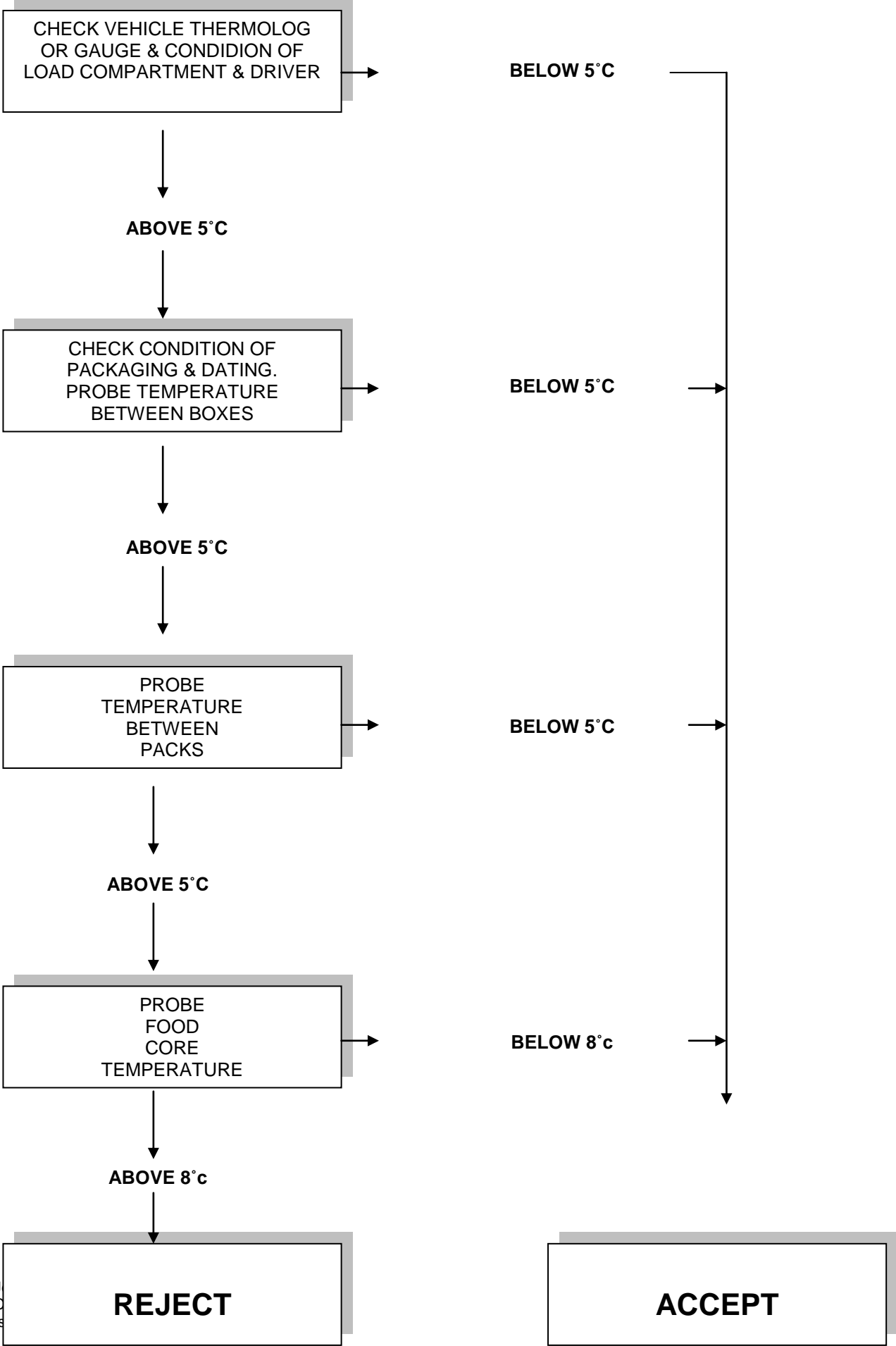
**Should deliveries be outside approved temperature ranges the Head Chef will decide on corrective action.**

- All deliveries are to be thoroughly checked and reconciled against the invoice or delivery note.
- All deliveries are to be stored at appropriate temperatures within 15 minutes of receipt.

**FROZEN FOOD DELIVERY FLOW CHART**



**CHILLED FOOD DELIVERY FLOW CHART**



## Section C

### STOCK ROTATION POLICY

It is Jersey College for Girls Catering's policy that all food must be dated with either a 'Use By' or 'Produced On' date. Ideally a 'use by date' is to be used to reduce the danger of confusion. It is vital to food safety to be able to identify the age of food at any stage of the food production process. It is also most important to ensure the correct rotation of stock is followed. The individual elements of the policy are as follows:

- All items of food stock must bear a clearly visible 'Use By' or 'Produced On' date
- All decanted food must have the 'Use By' or 'Prepared On' date transferred to the receiving container.
- All items of food preparation or finished food products must be date labelled.
- All chilled or ambient foods which are frozen in-house must bear a date label which includes either a new 'Use By' date or the date on which the product was frozen. (If in doubt as to the suitability of freezing a produce, please contact the supplier to ensure this is safe to establish the frozen shelf life of the product).
- The rotation of stock must be based on the first in, first out method (FIFO).
- All stock that is out of date to be disposed of.

## Section D

### DEFROSTING POLICY

**Jersey College for Girls Catering's policy concerning defrosting is designed to ensure that all foods are defrosted thoroughly and safely before use. The specific policy elements are as follows:**

- Allow sufficient time for the defrosting process before the food is used.
- Ensure that frozen foods are defrosted either in a refrigerator below 8°C or, in an emergency, covered in running water and used immediately post defrosting.
- Ensure frozen foods are completely defrosted before use.
- Ensure all defrosting products are labelled and dated during their defrosting process.
- Eliminate cross-contamination hazards from the defrosting process by ensuring all defrosting products are appropriately segregated and treated as high risk items.
- Adequately cover all foods during the defrosting process.
- Dispose safely of all defrost liquor.
- Use food which has been defrosted within 24 hours of being defrosted.
- Document the process detailing when the process starts and at what temperature and when the process finishes and at what core temperature.





## Section E

### FOOD PREPARATION & ASSEMBLY POLICY

Jersey College for Girls Catering's food preparation and assembly policy is as follows:

- Separate colour coded cutting surfaces will be used for separate tasks. Ideally, the following colour code should be followed:

**Red** – Raw Meat

**Blue** – Raw Fish

**Green** – Salad vegetables

**Yellow** – Cooked meat/fish

**White** – Bread & Dairy Products

**Brown** – Raw Vegetables

- All cooking processes are to be as per recipes or standard operating procedures to ensure correct cooking and the production of a uniform product on each cooking process.
- The cooking and cold sandwich preparation areas must be sufficiently separated so as to eliminate the risk of cross-contamination.
- Separate knives and utensils must be used for raw and cooked food preparation. Ideally, the same colour code used for cutting boards should be used for knives and utensils.
- Food must not be washed in sinks used for general or equipment cleaning. A separate sink used exclusively for food washing must be available.
- Food is to be cooled to below 5°C within four hours. Rapid cooling is essential to reduce the growth opportunity for spore forming bacteria which may not have been killed by the cooking process. This may be achieved whether by using a dedicated refrigerator which is used solely for cooling (with the product having been initially air cooled) or the use of a chilled bain marie.
- Sufficient probe thermometers will be available to facilitate appropriate temperature checks on high risk products and be recorded to provide an appropriate due diligence defence.
- All sandwich preparation, where possible, should be undertaken in temperature controlled conditions at a maximum temperature of 14°C. If temperature control is not available (due to mechanical breakdown of compressors etc) the exposure of food to ambient temperature should be as short as possible. As a guideline food should not exceed 15°C or 45 minutes exposure to ambient temperatures. As the food reaches either critical limit it is to be returned to refrigerated storage. Note: the critical issue is the food temperature and it's time exposure above 5°C.
- The food preparation utensils must be made from an appropriate material such as stainless steel or polyethylene and not from porous materials such as wood. The utensils should be in a good state of repair and not contain any operating mechanisms which could harbour bacterial growth.

- Food preparation equipment such as mixers, slicing machines etc., should be made of an appropriate material such as stainless steel and be in a good state of repair.
- Food storage containers must be made from an appropriate material such as stainless steel or polyethylene and not from porous materials such as wood. The containers should have tight fitting lids and be in a good state of repair.
- Light fittings in all food preparation areas should be fitted with lighting covers, (diffusers) to prevent contamination by foreign bodies.

## Section F

### PRODUCT RETURN PROCEDURE

#### Purpose

- To identify and return non-conforming goods or produce from a supplier delivering to Jersey College for Girls catering kitchens.

#### Responsibilities

- To isolate any goods or produce that may for any reason not be fit for the purpose supplied.
- Once the product return procedure has been activated responsibilities may be delegated to competent personnel who will have knowledge of production, storage, transport, sales or dispatch.

#### Procedure

- Once the decision has been made to return any goods or produce the following sequential steps are to be taken:
  - Supply details of the product and reasons for returning which are to include invoice numbers, dates, quantity delivered, when delivered, product names etc. In order to expedite the process initial contact may be by phone **but written details to be sent by fax, email or written confirmation to the supplier.**
  - All returned goods or produce is to be isolated and clearly labelled that it is to be held for subsequent return/collection.
  - The catering supervisor must ensure that all returned goods are replaced or that a credit note has been provided.
  - Where product has already been consumed then details of quantities, who consumed it, where and when, must be obtained where this is possible/practicable.

## Section G

### USE AND CALIBRATION OF PROBES

This policy is designed to ensure that all appropriate equipment is available to facilitate the accurate temperature reading of delivered product prior to storage. The following points must be complied with:

- There must be sufficient probe thermometers to ensure that all temperature critical operations can be monitored.
- All probe thermometers must be clean and in good working order.
- All thermometer probes must be cleaned and sanitised between uses.
- Thermometers must be checked for correct calibration on a regular basis, (at least at four monthly intervals).
- Records of calibration to be maintained.
- All non-calibration model thermometers must be replaced at six monthly intervals.

Probe Thermometer Calibration Record									Year Ending:			
Probe No:												
Tested by:												
Date/Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Calibration Required:												
Probe No:												
Tested by:												
Date/Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Calibration Required:												
Probe No:												
Tested by:												
Date/Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Calibration Required:												

## Section H

### FOOD HANDLER PERSONAL HYGIENE

The Jersey College for Girls Catering personal hygiene policy is designed to promote high standards of personal hygiene practices for food handlers within all its operations. The specific policy elements are as follows:

- All food handlers must have access to a clean and dedicated hand wash basin, which has hot and cold running water or a mixer tap providing water between 45°C to 49°C, bactericidal soap and paper towels. There should be sufficient hand wash basins within the food room to ensure that food handlers can gain access to the hand basin at all necessary times, without queuing.
- The hand wash should be for hand washing only and be clearly identified with a sign stating “Hand Washing Only”.
- Food handlers must wash their hands regularly during the working day and always:
  - When entering a food room
  - After touching their hair, nose, mouth or smoking
  - After visiting the toilet
  - After handling raw food, including eggs
  - After handling refuse
  - After sneezing or coughing
  - After handling chemicals (to include cleaning materials)
  - After eating or drinking
- Smoking, eating or drinking is not permitted in any food preparation or storage areas. Smoking is not permitted on any Education Department premises, including outside areas.
- Suitable clean protective over clothing, including hats will be worn by all food handlers when in a food preparation, service or storage room. Protective clothing may also include sleeve guards if deemed appropriate. This clothing is to be changed at the end of each working day and more often if soiled. This protective clothing must not be worn outside the catering environment. Ideally dedicated clean shoes with not-slip soles should be worn whilst in food preparation or storage rooms. These shoes should not be worn outside the catering environment.
- Food handlers must maintain a high level of personal cleanliness with clean short fingernails, (with no nail varnish) and hair. If hair is long this must be tied back.
- Jewellery with the exception of a plain wedding ring and stud earrings should not be worn in food preparation, storage or service rooms. This policy also includes body piercing jewellery where it is exposed.
- All food handlers will fill in the pre-employment health questionnaire and attend (if requested by Jersey College for Girls Catering) pre-employment and on-going medical screening. When

returning from travel abroad to high risk countries (defined as other than North America and Europe) then return to work health questionnaires must be completed and held on file.

- As part of the employees responsibilities all food handlers must notify their line manager the Head Chef of any food poisoning symptoms, septic lesions or infectious diseases they may contract or experience (**Note:** in the case of infectious diseases this is to include being in close proximity to someone else who has contracted symptoms). Where illness is confirmed then food handlers may not return to work until they have a signed note from their doctor indicating that they are fit to return to work as a food handler. Small cuts must be dressed with a blue coloured, waterproof dressing.
- All Jersey College for Girls Catering's employees shall complete a Return to Work Health Questionnaire prior to commencement of work following time off for illness/return to work after holidays to destinations outside North America and Europe. A copy of this form is at the end of this section.

## RETURN TO WORK QUESTIONNAIRE

<b>NAME OF INDIVIDUAL:</b>			
<b>REASON FOR ABSENCE FROM WORK:</b>			
Were you suffering from any of these illnesses during your absence from work (or in close contact with someone who was)?			
1	Serious diarrhoea or vomiting?	YES	NO
2	Gastrointestinal disorder?	YES	NO
3	Viral Infection (cold/flu)?	YES	NO
4	Septic skin lesion (boils, infected cuts)?	YES	NO
5	Discharge from ear, nose, eyes or gums/mouth?	YES	NO
6	Typhoid/Paratyphoid?	YES	NO
7	Cholera?	YES	NO
8	Have you travelled abroad in the last one month? If so, where?	YES	NO
9	Were you sick/ill during your stay abroad?	YES	NO
10	If yes what was the illness?	YES	NO
11	If yes have you been cleared by a medical practitioner after arriving back in the UK?	YES	NO
Answer to question no(s).....			

**If you have been, or still are, suffering from any of the above symptoms you may not be able to take up your normal work duties unless you have been cleared by a medical practitioner prior to your return to work.**

Has your medical practitioner declared you fit for work?	YES	NO
Date of first day of absence:		
Date of last day of absence:		
Date of return to work:		
Number of work days off work:		
Signed (employee):	Date:	
Signed (manager):	Date:	
Employee excluded	YES	NO
If yes detail further action requested:		

## Section I

### **HARD PLASTICS AND GLASS BREAKAGE POLICY**

**It is Jersey College for Girls catering policy that the following procedure must be followed in the event of a glass breakage incident.**

1. In the event of glass breakage then the Head Chef must be informed immediately and any production in the affected area be stopped.
2. All potentially contaminated product/materials should be isolated.
3. The following must then take place:
  - Sweep up and dispose of glass from all surfaced, floor and equipment.
  - Strip down and clean affected machinery, utensils etc.
  - Deep clean immediate area.
  - The Head Chef is to carry out detailed inspection of area prior to re-commencement of work.
4. Personnel affected by the glass breakage to change overalls and segregate the used ones, marking them clearly 'warning, contaminated by glass'.
5. Contaminated product/material to be disposed of immediately.
6. The Head Chef is to fill out an incident report (see incident report form).



**INCIDENT REPORT FORM**

**Date:**

**Area:**

**Head Chef:**

**Incident:**

**Corrective action:**

**Checked by:**

## Section J

### REFUSE POLICY

This policy is designed to promote the best practice in respect of refuse equipment, handling, storage and collection. Specific policy elements are as follows:

- All internal refuse containers should be lined with a suitable non porous and disposable bin liner. The lids of the container should, if used, be tight fitting and foot operated. Where foot operated lidded bins are not available then bins may be unlidded during production periods but **must not** be left full or dirty.
- Internal refuse containers should be in good condition, kept clean and not overflow. Where units are not operating on a 24-hour basis then bins should be cleaned and left empty overnight/when not in use.
- Internal refuse containers should be made from non-porous and easily cleanable materials.
- External refuse containers must be in good condition, kept clean and have a lid, which must be kept closed when not in use.
- Refuse must not be allowed to accumulate in any refuse storage area. If containers are full they must be emptied.
- External refuse storage containers must be enclosed and stored separately away from food preparation areas. The surrounding and containers must be kept clean and free of debris.
- Where refuse compactors are in use, external surfaces of units must be cleaned regularly.

## Section K

### PEST CONTROL POLICY

The pest control policy is designed to reduce and manage the risk of pest infestation of the premises and foods held. This must fall within the pest control plan for Jersey College for Girls.

- A reputable pest control contractor should be employed in order that the premises and local environs are maintained pest free. The contractor should operate to a planned detailed programme and provide written reports from each visit. Action points highlighted by these reports are to be actioned by Jersey College for Girls Catering's appointed persons with records of actions and dates actions completed recorded.
- The premises must be fitted with appropriate and sufficient pest proofing aids such as:
  - Fly screens
  - Electronic flying insect killing machines
  - Drainage covers.
- All pest proofing materials must be kept clean and maintained in good working order.
- Additional safeguards must be observed by Jersey College for Girls (where necessary) such as:
  - Laying of rodent baits
  - Placing of traps for crawling insects
  - Placing of anti bird netting etc.
  - Regular spraying of insecticides where appropriate

all of which must be monitored for results and baits or traps changed as necessary.

- Accurate records of all pest control actions must be kept by the Site Manager.
- Serious pest infestations of any area either within the premises or in the immediate vicinity must be reported to the local public health authority as this infestation may have wider implications.
- As food pest can gain access to small areas, such as in cornice, ceilings, behind doors, floor and wall panelling, consideration must therefore be given to pest control practices when designing and creating new rooms or refurbishing or extending buildings.
- Domestic animals are also pests and must not be allowed access to any food room.
- In addition to the use of a pest contractor the appointed Site Manager should have a working knowledge of pest prevention and property monitoring to be able to monitor the premises on a daily basis to ensure that there is no pest infestation.

## **Section L**

### **POTABLE WATER**

It is Jersey College for Girls Catering policy that all water used in the production of foods is to meet the following criteria:

- All cold water to be mains fed where possible. If supplied via an intermediate tank then the water must be chlorinated annually.
- The distribution system for cold water must not provide opportunities for contamination of the multiplication of micro-organisms. Responsibility in partnership with Jersey Property Holdings.
- Water systems used for the supply of cold water should be subject to control and monitoring procedures determined by hazard analysis and, if necessary, include periodic microbiological and chemical analysis. (Note: that for Legionella purposes it is recommended that the risk assessment be carried out by a 'competent person') responsibility in partnership with Jersey Property Holdings.
- Hot water should have a target temperature of 60°C (with the exception of hot water supplied to hand wash sinks which should have a target temperature of 45°C - 49°C).

### **ICE**

Ice that will either come into contact with foods or be consumed must meet the following criteria:

- Be made from mains fed water.
- Ice machines used for the production and storage of ice must not be exposed to the risk of contamination and be regularly cleaned and disinfected as part of a detailed planned cleaning programme.
- Utensils used must not present either a 'foreign body' hazard or a contamination hazard. Ideally ice scoops are to be stored in sanitised water.
- Ice that is to be consumed, or come into contact with consumable products must not be handled with bare hands.

## Section M

### ELECTRICAL/GAS SUPPLY

It is Jersey College for Girls Catering policy that all electrical supply and equipment shall meet the following criteria:

- Sufficient numbers of power points to be available to negate the need for extension cables or the use of multi-point adapters for both hygienic and safety reasons.
- Provision to be made for the replacement, maintenance and cleaning of equipment.
- Cut out switches for power circuits are to be easily accessible and separate from lighting and ventilation power supplies to facilitate easy safe cleaning procedures.
- Where and if appropriate, e.g. 'wet areas' such as production and wash up, sockets to be waterproofed and fitted flush to walls.
- Electrical wiring to be protected by waterproof conduits in 'wet areas'.
- In partnership with Property Holdings PAT testing will be conducted annually by an approved contractor.
- In accordance with the Education Department's Health and Safety Management System visual checks and inspections of electrical equipment and supply will be conducted annually.

It is Jersey College for Girls Catering policy that all gas supplies shall meet the following criteria:

- Gas supply pipes to be mounted clear of floors/walls and other supply pipes to facilitate easy cleaning.
- Final supply to equipment to be through flexible hose to facilitate equipment movement for cleaning. (Note: equipment to be secured by cable to wall to prevent excess movement of equipment resulting in damage to gas service connections.

## **Section N**

### **STAFF FACILITIES**

It is Jersey College for Girls Catering policy that adequate staff sanitary accommodation shall be provided in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

Accordingly appropriate and sufficient hand wash sinks with bactericidal soap and disposable paper towels will be provided along with sufficient sanitary conveniences.

## Section O

### SELF AUDIT AND ASSESSMENT

It is Jersey College for Girls Catering policy that it shall self evaluate its storage and production facilities at regular intervals. A form to facilitate accurate auditing against constant points is provided below.

SITE:		AUDITOR NAME:		DATE:	
Q N o	AREA	SCORE 1 – med risk 2 – high risk 0 – low risk	Q N o	AREA	SCORE 0 – low risk 1 – med risk 2 – high risk
<b>A</b>	<b>DELIVERY/RECEIPT</b>		<b>H</b>	<b>CLEANING</b>	
1	Is food rejected if at unsafe temperatures (warmer than -12°C frozen, warmer than 8°C chilled)		1	Is a cleaning schedule available/used	
2	Is temperature sensitive food stored in appropriate refrigerators/freezers within 15 minutes of receipt.		2	Is there sufficient detail to schedule (including specified use of correct chemicals) [schedule to include delivery vehicles].	
3	Is food rejected if in unsafe/damaged condition (to include packaging integrity)		3	Is sanitizer regularly used on food/hand contact surfaces.	
4	Is food rejected is supplied with no use by date		4	Structural cleanliness if food rooms.	
<b>B</b>	<b>DRY GOODS/DISPOSABLES STORAGE</b>		5	Cleanliness of catering plant/equipment (including extraction fans & storage units)	
1	Are all dry goods in airtight food grade containers		<b>I</b>	<b>REFUSE DISPOSAL</b>	
2	Is all food stored off the floor.		1	All internal bins clean & managed	
3	Is the storage area clean, dry and organised		2	Waste storage area clean/sufficient	
4	Are chemicals stored segregated from food		<b>J</b>		
<b>C</b>	<b>STOCK ROTATION</b>		1		
1	Is all food dated with legible use by date		2		
2	Is there evidence of poor stock rotation/out of date foods		3		
3	Are all decanted foods dated		<b>K</b>		
4	Are all foods re-dated when frozen 'in-house'		1		
<b>D</b>	<b>UNFIT FOOD</b>		2		
1	Is there evidence of contaminated foods		3		

2	Are there any rotting foods or blown/dented cans	4		
<b>E</b>	<b>CHILLED/FROZEN FOOD</b>	5		
1	Are raw/cooked/high risk foods segregated	<b>L</b>		
2	Are all foods covered/in sealed food grade containers	1		
3	Is food stored on floor	2		
4	Is frozen food stored colder than -18°C (with tolerance to -12°C)	3		
5	Is chilled food stored colder than 8°C	<b>M</b>		
<b>F</b>	<b>PERSONAL HYGIENE</b>	1		
1	No/insufficient/dirty hand wash basins	2		
2	No/insufficient stock (hot water 45°C - 49°C), bactericidal (JPH) soap/appropriate hand drying facilities	3		
3	Are staff washing their hands when necessary	4		
4	Are staff wearing correct protective clothing/PPE	5		
5	Is there evidence of food safety signage	6		
6	Staff cleanliness/appearance/jewellery/other	7		
7	Are staff not smoking on site	<b>N</b>		
<b>G</b>	<b>EQUIPMENT</b>	1		
1	Evidence of leaking pipes/damage to drainage	2		
2	Evidence of damaged/worn/mouldy door seals to refrigerators or freezers			
3	Evidence of worn/damaged food contact surfaces to equipment/storage facilities			

### GOODS RECEIVED AREA

Q. NO.	CRITERIA	YES	NO	N/A
1	Segregated enclosed area for receipt of goods.			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable.			
3	All ingredients deliveries checked for: <ul style="list-style-type: none"> <li>• Compliance to specification</li> <li>• Packaging: appropriate food grade material &amp; integrity</li> <li>• Use by dates</li> <li>• Temperature</li> <li>• Quality</li> </ul>			
4	Access restricted to authorised personnel.			



## REFRIGERATED STORAGE

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregation of storage facilities to reduce risk of cross contamination.			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable.			
3	All products stored <5°C.			
4	All products stored off the floor.			
5	All products labelled and date coded.			
6	All products appropriately covered with a food grade material.			
7	Documented records of temperature monitoring.			
8	Access restricted to authorised personnel.			

## FROZEN STORAGE

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregation of storage facilities to reduce risk of cross contamination.			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable.			
3	All products stored colder than -18°C.			
4	All products stored off the floor.			
5	All products labelled and date coded.			
6	All products appropriately covered with a food grade material.			
7	Documented records of temperature monitoring.			
8	Access restricted to authorised personnel.			

## PROCESS & PACKING AREAS

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregated areas for process and packaging.			
2	Product flow to reduce danger of cross contamination by cross/back flow.			
3	Temperature controlled environment.			
4	Hand wash facilities available at entrances to areas. Facilities to have: <ul style="list-style-type: none"> <li>• Hot water between 45°C and 49°C.</li> <li>• Bactericidal soap.</li> <li>• Paper towels with a disposal unit.</li> </ul>			
5	Effective handling procedures to reduce risk of cross contamination.			
6	Documented recipes.			
7	Monitoring procedures for comparison of product quality against specification.			
8	Monitoring of critical temperatures.			
9	Appropriate waste disposal facilities.			
10	Access restricted to authorised personnel.			

## STAFF FACILITIES

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregated changing/toilet facilities.			
2	Sufficient clean protective clothing available.			
3	Separate storage of protective and personal clothing.			
4	Are staff required to remove protective clothing prior to entry into toilets.			
5	Segregated areas for eating & drinking.			

## PERSONAL HYGIENE

Q. NO.	CRITERIA	YES	NO	N/A
1	Documented food hygiene policy. <ul style="list-style-type: none"> <li>• Issued to all staff.</li> </ul>			
2	Controls applied to cover the following: <ul style="list-style-type: none"> <li>• Hair</li> <li>• Jewellery</li> <li>• Overalls</li> <li>• Smoking</li> <li>• Nails &amp; nail polish</li> <li>• Sores &amp; cuts</li> <li>• Hand washing</li> <li>• Personal belongings and their storage while on work premises</li> <li>• Eating &amp; drinking</li> <li>• Illness</li> </ul>			

## TRAINING

Q. NO.	CRITERIA	YES	NO	N/A
1	Hygiene and appropriate COSHH training given to new starters/seasonal staff.			
2	Permanent staff trained to a recognised certificate/level commensurate with their duties.			
3	Staff trained to operate quality system.			
4	Process operatives trained in use of equipment.			
5	Formal individual training records.			

## HEALTH AND HYGIENE

Q. NO.	CRITERIA	YES	NO	N/A
1	Documented cleaning schedules.			
2	Procedures for hygiene audits.			

## PEST CONTROL

Q. NO.	CRITERIA	YES	NO	N/A
1	Current contract with a recognised pest control company.			
2	Site plan detailing all baits and electronic fly killers.			
3	All treatments and recommendations documented.			
4	Documentation of completed actions to recommendations.			