VOCATIONAL CATERING – A CODE OF PRACTICE

September 2007
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VOCATIONAL CATERING - A CODE OF PRACTICE

Introduction

1.1 This Code of Practice has been designed to assist detachments, deployed on operations or exercise, prepare and serve food without the support of qualified Service catering staff. It is promulgated under JSP 456 Vol 3 -Defence Food Safety Management, which should be referred to for definitive policy.

1.2 Whilst formed units have Service caterers who prepare and serve food for unit personnel, occasions may arise when small detachments have to cater for themselves without assistance from professionally trained catering staff. The aim of this guide is to assist untrained personnel who have to prepare and cook meals for themselves as a result of training or operational reasons. Personnel in this situation are to refer to Annex E to Chap 3 (Food Safety Under Operational Conditions) to Vol 3, JSP 456.

1.3 This Guide details the minimum controls necessary for the safe use of kitchens and hygienic production of food. Further technical advice is available from the Unit Catering Manager, Environmental Health personnel or Food Services/Catering staff.

Responsibilities

2.1 The MOD is required to comply with EU food safety law, as reflected by UK legislation, including The Food Hygiene (England) Regulations 2006 (SI No 14) and The Official Feed and Food Controls (England) (N02) Regulations 2005. The legislation imposes duties and responsibilities on all those involved in the provision of food. This Code of Practice reflects these statutory requirements.

2.2 The Commanding Officer has responsibility under JSP 456 ‘to ensure that meals for personnel are adequately and properly served and that the organisation, administration and accounting for ration entitlements conform with current regulations. Therefore in situations where a professionally trained chef does not prepare meals, the Detachment Commander is responsible for the day to day safe production of food but they should seek advice and guidance from the Unit Catering Manager before deployment. The Unit Catering Manager is to undertake regular Internal Audits on the kitchen as per Annex A, Chap 5, Vol 3 JSP 456, in order to identify any food safety hazards at the earliest opportunity.

2.3 Whilst it is unlikely that a Local Authority Environmental Health Officer will enter an exercise or operational MOD food premise, compliance with statutory food safety requirements will be expected. In the event of a poisoning outbreak in UK resulting from detachment cooking without trained chefs, Local Authorities will expect to see that minimum precautions have been undertaken. In the extreme they can prosecute both the operators and the MOD if any legal requirements are not met.

Record Keeping

3.1 Record keeping is a key part of safe food production, in order to meet legal requirements and to support any case of suspected food poisoning. It is vital to keep a log of the names of all those who prepare and handle food indicating that they have read and understood this Code of Practice.
3.2 Menus of food produced must be retained by the Detachment Commander for 1 month in order to support any investigations of suspected food poisoning. Temperature log sheets must also be retained (see below).

**Food Safety**

4.1 Food safety legislation requires all those involved in food handling (preparation, processing, transportation, packaging and supplying) to follow simple hygiene procedure to ensure the food is fit for consumption. These regulations also cover the handling of food for sale (such as fund raising events and fetes), cooking in the field and on exercise and the provision of drinks such as bar service and tea and coffee service.

**Preventing Food Poisoning**

5.1 Food poisoning can be caused by bacteria and other micro-organisms in foods, or occasionally by chemical contamination. Contamination by foreign objects such as pests, shards of metal and glass either during manufacture or prior to consumption can also pose a risk to health.

5.2 Food needs to be kept as free as possible from food poisoning organisms such as bacteria and their growth halted or slowed. It is important to prevent initial contamination by covering food items, maintaining personal hygiene and ensuring hygienic working conditions. Bacterial growth can then be reduced by holding the food at less than 8°C (ideally below 5°C) or above 63°C. It is vital that food is kept out of the “Danger Zone” of 8°C-63°C whenever possible.

5.3 Bacteria need suitable **food, temperature, moisture and time** to enable them to multiply. The key to preventing bacterial growth and therefore food poisoning is to reduce or remove each of these factors.

**Training**

6.1 The law requires all food handlers to have suitable training, (with appropriate refresher training) to ensure the tasks they carry out are safe and hygienic. As minimum basic requirement, personnel should be trained in basic food hygiene awareness by the unit catering manager, or the Unit Food Safety Trainer, prior to deployment. The ideal minimum level of training is a Basic Food Handling Certificate.

**Personal Hygiene**

7.1 All food handlers must ensure that their clothing is clean and covered with protective clean outer garments such as an apron or clean coat prior to handling food. There is to be no smoking or consumption of food or drink in the food preparation areas.

7.2 Hands are to be washed as follows:

a. After visiting the toilet.
b. After handling raw food (particularly, raw meats, fish, poultry and eggshells).

c. On entering the kitchen to prepare and handle food.

d. After handling swill or refuse.

e. After coughing, sneezing, smoking or touching the face/hair

f. After carrying out cleaning duties.

7.3 Any cuts and abrasions are to be covered by a waterproof plaster, preferably blue to enable it to be seen if it falls into food.

7.4 Any food handler suffering from stomach upsets, diarrhoea or vomiting must not be permitted to handle food until they have been cleared to work by a medical officer or their own doctor or no symptoms have been suffered for at least 72 hrs.

Raw Materials and Food Transportation

8.1 Only water which is suitable for human consumption (referred to as “potable” water) is to be used in connection with any activity. Similarly, do not use any raw materials if you think that they could be unfit for human consumption, for example check for the following.

a. Bad odours, mould or slime.

b. Bruising on fruit and vegetables.

c. Insect or parasite contamination.

d. Dents, punctures, swelling or rust on cans.

e. Broken or punctured packets.

f. Physical contamination from foreign objects.

8.2 Transportation of sensitive foodstuffs to the kitchen must be carried out in a safe manner as described below:

a. Frozen Foods. Frozen foods must be transported using cooler bags or insulated containers. Transportation times must be kept to the minimum. If any foodstuff begins to defrost during purchase and transportation it must be allowed to defrost, cooked (if applicable), consumed immediately and MUST NOT BE RE-FROZEN.

b. Chilled Foods. Chilled products such as dairy products and salad vegetables are to be transported in insulated containers and stored at 8 °C or lower but not frozen below 0 °C. If the temperature rises above this level the products are to be consumed within 4 hours.

c. Ambient Products. Ambient products such as vegetables, packets and tins are to be transported in a way that protects them from damage.
Food Storage

9.1 All food items are to be stored safely and hygienically, protected from damage and from pest infestation. Goods are to be rotated to ensure that the oldest ‘consume by’ dates are consumed first, those items past the ‘use by’ date are to be discarded. Specific storage instructions on packets are to be read and used to determine the safest method of storage. Storage guidelines for food items are detailed below:

a. **Frozen Foods.** If a freezer is available, frozen foods must be stored at -18°C or lower. If any foodstuff begins to defrost during storage it is to be allowed to defrost and must be cooked and consumed immediately. IT MUST NOT BE RE-FROZEN. Freezers are to be defrosted monthly and cleaned with a sanitiser or hot soapy water. Freezer temperatures are to be monitored thrice daily during use and the temperatures recorded in a log (an example is shown at Annex A). Where temperatures rise above -18°C the freezer contents are to be defrosted and consumed within 4 hours and the freezer repaired as a matter of priority. Temperature logs are to be kept for 1 month by the Detachment Commander prior to disposal.

b. **Chilled Foods.** If a refrigerator is available, chilled products such as dairy products and salad vegetables are to be stored at 8°C or lower but not frozen below 0°C. If the temperature rises above this level the products are to be consumed within 4 hours. Refrigerators are to be defrosted monthly and cleaned with a sanitiser or hot soapy water. Raw meat products must be stored at the bottom of the fridge in a container or defrosting tray where drips of blood cannot contaminate all other food. All cooked food must be wrapped or covered in plastic film to prevent cross contamination and tainting by other food odours. Products removed from their original wrapper and cooked food must be marked with their preparation, cooking or packaging time and date. Any foodstuff prepared and not consumed within 48 hrs must be discarded. Refrigerator temperatures are to be monitored three times daily during use and the temperatures recorded in a log (an example is shown at Annex A). Where temperatures rise above 8°C the fridge contents are to be consumed within 4 hours and the fridge repaired as a matter of priority. It is recommended that eggs are stored in refrigerators, hands must be washed after handling eggshells to prevent cross-contamination. Temperature logs are to be kept for 1 month prior to disposal.

c. **Ambient Products.** Ambient products such as vegetables, packets and tins are to be stored in a way that protects them from damage in a well-ventilated room. Packet items are to be protected from damp and raised off the floor to aid cleaning and prevent pest damage. Vegetables are to be stored away from direct light and in cool temperatures. Any fruit or vegetables that begin to show signs of mould or rot are to be removed and disposed off immediately as they will accelerate the decomposition of all other fruit/vegetables. All tinned goods are to be inspected for signs of dents, punctures, swelling or rust.

9.2.1 Shown over are typical chilled storage times for a variety of products, however do not exceed the individual ‘use by’ date or storage instructions shown on the package.
## Product

<table>
<thead>
<tr>
<th>Product</th>
<th>Chilled Storage Times</th>
<th>Product</th>
<th>Chilled Storage Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Fish</td>
<td>Eat on Day of Purchase</td>
<td>Egg Yolks and Whites</td>
<td>2 Days</td>
</tr>
<tr>
<td>Raw Minced Beef and Offal</td>
<td>Eat on Day of Purchase</td>
<td>Raw Meats and Sausages</td>
<td>3 Days</td>
</tr>
<tr>
<td>Fish</td>
<td>1 Day</td>
<td>Soft Cheeses</td>
<td>3 Days</td>
</tr>
<tr>
<td>Cooked Meats</td>
<td>2 Days</td>
<td>Bacon</td>
<td>3 Days</td>
</tr>
<tr>
<td>Cream</td>
<td>2 Days</td>
<td>Fresh Milk</td>
<td>4 Days</td>
</tr>
<tr>
<td>Cream Desserts &amp; Gateaux</td>
<td>2 Days</td>
<td>Yoghurt</td>
<td>4 Days</td>
</tr>
<tr>
<td>Pate &amp; Sandwich Pastes</td>
<td>2 Days</td>
<td>Hard Cheese</td>
<td>7 Days</td>
</tr>
<tr>
<td>Poultry</td>
<td>2 Days</td>
<td>Shell Eggs</td>
<td>In accordance with date stamp</td>
</tr>
</tbody>
</table>

### Food Preparation

10.1 Food must be prepared under safe and hygienic conditions, this applies to food produced centrally in kitchens and in the field on exercise. Keep food covered where possible and use clean protective clothing and clean utensils. Particular attention must be paid to:

a. **Thawing.** Frozen poultry and joints must be thoroughly thawed before cooking, normally in a refrigerator with a tray underneath to catch the drips. Hot water must not be used where only partial thawing may take place. Food once defrosted must not be re-frozen, defrosted meats must be refrigerated and cooked within 24 hrs. Hands must be washed after handling raw meats.

10.2 Raw foods are always to be kept apart from food to be served without further heat treatment. Cross contamination of this type is a potentially major source of food poisoning. Surfaces and utensils are to be thoroughly cleaned when changing from raw products to ready to eat foods. Hands are also to be washed. Where colour coded utensils are available the colour coding system is to be as follows:

a. **Red:** Raw Meats and Poultry.

b. **Blue:** Raw Fish.

c. **Green:** Fresh Fruit, Salads and Vegetables.

d. **White:** Cooked Foods.

10.3 Where no colour-coded items are available, each utensil and chopping board is to be thoroughly cleaned in very hot water with a disinfectant or sanitiser.
Cooking

11.1 Meat products such as chicken, burgers, sausages and pork must be cooked to at least 75°C through to the centre of the product, this means that the juices must run clear from the thickest part when pierced with a skewer. It is strongly advisable to cook all foodstuffs until they are ‘well done’, for example eggs should not be runny or steaks only cooked to the ‘rare’ stage. Prior to cooking, frozen carcass or joints of meat must be kept below 5-6lbs (2.5kg in weight) and stews and gravies must be cooked in batches smaller than 5.5 gallons (25 litres) to aid rapid and thorough cooking.

11.2 Cooling. Cool foods as quickly as possible to reduce the growth of bacteria, it must achieve 8°C or lower within 90 minutes, cooling food must remain covered. If possible use a blast-chiller but DO NOT put hot food into an ordinary fridge/freezer. Small amounts of food cool quicker than large joints or large containers of food so split the food into small portions to assist the cooling process.

11.3 Reheating. Reheated food must reach at least a core temperature of 75°C (82°C in Scotland) internal temperature for two minutes to ensure bacteria is killed or growth halted. If this cannot be achieved, food is not to be reheated.

11.4 Serving. Cooked or chilled food ready for serving must be served within 4 hours. Hot food not consumed after 2 hours must be discarded, cold food not kept below 8°C must be discarded after 4 hours. On no account must reheated food be cooled again for later consumption. Those involved in the serving of food must wash their hands and wear suitable protective clothing. Food must not be touched with bare hands; use tongs or spoons, plates and trays.

11.5 Barbecues. Barbecues can pose a high risk of food poisoning, primarily due to the chances of under cooking high risk foods such as chicken and pork, but also due to the long time cooked food may be kept at warm temperatures and in the open prior to consumption. It is recommended that chicken and pork is pre-cooked in the oven before barbecuing. Sausages and beef-burgers must also be thoroughly cooked. Always check to see that the meat is thoroughly cooked by using a skewer through the thickest part of the meat and checking to see that the juices run clear. Utensils used for handling raw food such as tongs and slices must be kept separate from those used to handle cooked food. Food that is being marinated must be kept in a refrigerator to reduce the growth of bacteria.

11.6 Sandwiches. Sandwiches have been identified as being one of the main causes of food poisoning, where high-risk fillings have been used. Choose low risk items that do not support rapid bacteria growth for the sandwich fillings, not for example egg mayonnaise, pastes or prior cooked meats off the hotplate. Before preparing sandwiches ensure all surfaces and hands are clean. All sandwiches must be wrapped before issue to individuals, and once issued they must be eaten within 4 hours or discarded.

Cleaning

12.1 The best method of maintaining a high state of cleanliness is to ‘clean as you go’. Plates and cutlery must be washed in hot, soapy water. Ideally, such items should then be rinsed in clean hot water and left to dry. If drying clothes are used these must be changed regularly as soon as they are wet, disposable paper towels can reduce the
risk of cross contamination. Leftover food must be disposed of in a swill bin or down the sink macerator. Surfaces must be wiped down with hot soapy water or a sanitiser whenever a mess is made.

12.2 A comprehensive cleaning schedule is to be written which shows what items of equipment are to be cleaned, how often, who by and with what equipment. In particular the instructions for storing, mixing and using cleaning chemicals must be available for all to read, in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. An example of a cleaning schedule is shown at Annex B.

Health & Safety

13.1 The health and safety of all those working on MOD premises is the responsibility of the ‘line managers’, i.e. Detachment Commanders. Risk assessments should be made to determine what specific risks apply to the specific kitchen however shown below are examples of risks posed in most kitchens. It is therefore vital that all those working in the kitchen environment are briefed on the following health and safety factors and all risk is minimised:

a. **Slips & Trips.** Ensure the floor is kept dry by mopping up spills and oil drips. Anyone working in the kitchen is to wear non-slip shoes or boots.

b. **Handling and Lifting Heavy Objects.** Ensure that when handling or lifting heavy objects this is carried out in a safe manner, two or more people must lift heavy loads.

c. **Hot Surfaces, Steam and Burns.** Ensure that all those working in the kitchen and servery are aware of the hot areas and hot pots to prevent burning. Protective clothing is to be worn which covers both the arms and legs.

d. **Knives.** Knives are to be kept in wooden blocks, on purpose made racks or in knife rolls, they are not to be left lying around. All knives are to be kept regularly sharpened.

e. **Exposure to Hazardous Substances.** Chemicals such as oven cleaners, disinfectants, floor cleaners and bleaches must be stored and handled safely. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require all dangerous chemicals to be stored in a locked cupboard. All those using the products must read the instructions for safe use and wear suitable protective clothing.

f. **Fire Regulations.** All those using the kitchen must read the fire regulations produced for the kitchen, anyone who is not familiar with fire-fighting apparatus must be shown how the equipment works and on what type of fires. A fire practice in the kitchen must be carried out within 24 hrs on arriving in a new camp.

g. **Pest Control.** The kitchen, store rooms and ancillary rooms are to be checked regularly for pest infestation, signs such as droppings, gnawing, greasy marks, holes and insect bodies will indicate an infestation. This must be reported to someone who can call in suitably qualified pest control experts. Prevention of infestation by blocking holes, covering and storing food in pest
proof containers and keeping rooms clean is better than removing the pests once infested.

**Menu Planning**

14.1 By carefully planning the menu for weekend feeding, the risks from food poisoning can be significantly reduced. For example, prepare well ahead to ensure you have time for thorough defrosting and proper cooking. Cook items in small batches, particularly stews where the centre of a large pot may not be simmering. Choose items that can be cooked to order rather than trying to keep food hot for longer than 2 hours. Choose tinned or dry items that do not need special storage. Do not purchase more fresh food than you can reasonably use in 48 hrs. Do not attempt to cook chicken and pork on a barbecue that has not been pre-cooked in the oven. Do not cook large amount of food in a microwave, one portion of food at a time is best. Suggested menu items are shown at Annex C.

14.2 In order to reduce the risk of food poisoning the following products pose a more significant risk and should be avoided or handled and prepared with care:

- **a.** Shellfish such as mussels, whelks, prawns and cockles which can absorb bacteria and pollutants.
- **b.** Poultry such as chicken pieces or chicken nuggets which require thorough cooking.
- **c.** Eggs and raw egg products such soft boiled and fried eggs, mayonnaise, custards and mousses which pose a risk from salmonella.
- **d.** Pork products such as sausages, chops, kebabs which require thorough cooking.
- **e.** Nuts which can cause allergies.
- **f.** Raw kidney beans contain a poison which is removed only by rapid cooking for at least 10 minutes (or use canned products)
# KITCHEN FRIDGE/FREEZER MONITORING RECORD (TEMPLATE)

KITCHEN: ____________________________

PERIOD: ______________________________

<table>
<thead>
<tr>
<th>Day</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Times</td>
<td></td>
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<td>Fridges</td>
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<tr>
<td>Freezers</td>
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</tr>
<tr>
<td>Initials</td>
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</tr>
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</table>

Comments & Remarks:
# CLEANING GUIDE

<table>
<thead>
<tr>
<th>EQUIPMENT/AREA</th>
<th>CLEANING AGENT</th>
<th>CLEANING ROUTINE</th>
<th>FREQUENCY</th>
<th>PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling/Overheads</td>
<td>Detergent</td>
<td>Wash with hot water and detergent.</td>
<td>Periodically*</td>
<td></td>
</tr>
<tr>
<td>Cooking Range</td>
<td>Detergent</td>
<td>Clean as you go during the day. At the end of each day, wash surfaces with hot</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td></td>
<td>proprietary</td>
<td>water and detergent. Use proprietary cleaner if necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cleaner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deep Fat Fryer</td>
<td></td>
<td>Clean as you go. Remove old oil when necessary and give thorough clean before</td>
<td>Daily</td>
<td>Ensure oil has cooled before changing and follow HSE guideline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>refilling. (To remain empty overnight)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td>Detergent</td>
<td>Wash with hot water and detergent.</td>
<td>Periodically*</td>
<td></td>
</tr>
<tr>
<td>Crockery/Utensils</td>
<td>Detergent</td>
<td>Clean in dishwasher or sink using hot water and detergent.</td>
<td>After each meal</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Detergent</td>
<td>All spillages are to be dealt with immediately. At the end of each day sweep</td>
<td>After each meal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and wash with hot water and detergent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Mixer</td>
<td>Detergent</td>
<td>Clean with hot water and detergent.</td>
<td>After use</td>
<td>Ensure safe system of work</td>
</tr>
<tr>
<td>Gravity Feed Slicer</td>
<td>Sanitiser</td>
<td>Clean with hot water and detergent.</td>
<td>After use</td>
<td>Ensure safe system of work</td>
</tr>
<tr>
<td>Kitchen/Galley Utensils</td>
<td>Detergent</td>
<td>Clean in dishwasher or sink using hot water and detergent.</td>
<td>After use</td>
<td></td>
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<tr>
<td>Microwave Oven</td>
<td>Detergent</td>
<td>All spillage’s are to be dealt with immediately. At the end of each day, wash</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with hot water and detergent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oven</td>
<td>Oven cleaner</td>
<td>Clean all internal surfaces with proprietary cleaner.</td>
<td>Weekly</td>
<td>Ensure safe system of work</td>
</tr>
<tr>
<td>Pots and Pans</td>
<td>Detergent</td>
<td>Clean in dishwasher or sink using hot water and detergent.</td>
<td>After use</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT/AREA</td>
<td>CLEANING AGENT</td>
<td>CLEANING ROUTINE</td>
<td>FREQUENCY</td>
<td>PRECAUTIONS</td>
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</tr>
<tr>
<td>Vegetable Preparation Machine</td>
<td>Detergent</td>
<td>Clean with hot water and detergent.</td>
<td>After use</td>
<td></td>
</tr>
<tr>
<td>Refrigerator/Freezer</td>
<td>Detergent</td>
<td>Spillages are to be dealt with immediately. Scrub the shelves and wash the food compartments with hot water and detergent, rinse with clean hot water and apply sanitiser. Defrost according to manufacturers instructions.</td>
<td>Weekly</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
<tr>
<td></td>
<td>Sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servery</td>
<td>Detergent</td>
<td>Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitiser.</td>
<td>Daily</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
<tr>
<td></td>
<td>Sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinks</td>
<td>Detergent</td>
<td>Clean as you go during the day. At the end of each day scour, wash with hot water and detergent and rinse. Where sinks are used for food, equipment and hand washing, they must be cleaned and disinfected between uses.</td>
<td>Daily</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
<tr>
<td></td>
<td>Sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage/Display Units</td>
<td>Detergent</td>
<td>Spillages are to be dealt with immediately. Wash with hot water and detergent. If used for both cooked and uncooked food, wash with hot water and detergent, rinse and apply sanitiser.</td>
<td>Weekly</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
<tr>
<td></td>
<td>Sanitiser</td>
<td></td>
<td>Daily (wrapped, tinned bottled goods). Daily (unwrapped food, wrapped high risk food).</td>
<td></td>
</tr>
<tr>
<td>Walls - behind work surfaces</td>
<td>Detergent</td>
<td>Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with</td>
<td>Daily</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
<tr>
<td></td>
<td>Sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT/AREA</td>
<td>CLEANING AGENT</td>
<td>CLEANING ROUTINE</td>
<td>FREQUENCY</td>
<td>PRECAUTIONS</td>
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<tr>
<td>------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td></td>
<td>hot water and detergent, rinse with clean hot water and apply sanitiser.</td>
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<td></td>
</tr>
<tr>
<td>Walls/ - high and low level</td>
<td>Detergent</td>
<td>Wash with hot water and detergent.</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Waste Containers</td>
<td>Detergent</td>
<td>Clean with hot water and detergent.</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Waste Disposal Unit</td>
<td>Detergent</td>
<td>Clean with hot water and detergent.</td>
<td>Weekly</td>
<td>Ensure safe system of work</td>
</tr>
<tr>
<td>Windows</td>
<td>Detergent</td>
<td>Clean with hot water and detergent.</td>
<td>Periodically*</td>
<td></td>
</tr>
<tr>
<td>Wiping Cloths</td>
<td>Sterilising solution</td>
<td>Preferably use disposable cloths. If not, change cloths frequently. Boil or soak in sterilising solution at the end of each day.</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Work Surfaces</td>
<td>Detergent</td>
<td>Clean as you go during the day. Before preparing ready to eat food and at the end of each day, wash all surfaces with hot water and detergent, rinse with clean hot water and apply sanitiser.</td>
<td>Daily</td>
<td>When sanitisers are used ensure that the necessary contact period is achieved.</td>
</tr>
</tbody>
</table>

*Periodically means `as necessary' and relates to the build up of dirt. COSHH Risk Assessments must be conducted prior to use of substances that are classified as toxic, harmful, corrosive, irritant or very toxic. Staff must be trained prior to use, in the safe use of cleaning chemicals and effective cleaning procedures.
SUGGESTED MENUS

Breakfast
Cereals/muesli
Milk (fresh, tinned or powdered)
Egg - well cooked
Bacon
Sausage - well cooked
Tomatoes - fresh or tinned
Fried bread
Toast & Marmalade
Tea/Coffee
Orange Juice

Lunch
Fish products (fish fingers, tinned fish, tuna)  Sandwiches (not high risk egg)
Beefburgers (well cooked)  Fruit
Smoked sausage  Biscuit
Ham/Gammon  Yoghurt
Vegetables (fresh/frozen)  Cheese
Beans - canned  Cake
Potatoes - chipped, boiled, mashed, sautéed  Drink
Fresh fruit
Squash/Tea/Coffee

Dinner
Chicken portions - well cooked
Beef/lamb products
Pork - well cooked
Mince - well cooked and kept hot
Fish in batter
Vegetables (fresh/frozen)
Potatoes (preferably chips only once a day)
Rice
Spaghetti/pasta
Cake
Fruit
Sweet
Bread & Jam
Squash/Tea/Coffee