

Providing Food in your Full or Sessional Day Care for Children

HOW TO COMPLY WITH:

Food Safety Act 1990

Food Hygiene (England) Regulations 2006

Regulation (EC) 852/2004

Birmingham City Council
Public Health
Ladbroke House, Bordesley Street
Digbeth, Birmingham B5 5BL

FOOD HYGIENE LEGISLATION

If you are thinking of setting up childcare which includes the provision of meals you will need to ensure that the food and drink you will be producing is safe and wholesome.

These notes are designed to give you **basic** guidelines on the preparation surfaces, equipment and facilities and some of food hygiene practices you will need to adopt in order to comply with:

THE FOOD HYGIENE (ENGLAND) REGULATIONS 2006 REGULATION (EC) 853/2004

These Regulations specify the standards you must meet in order to ensure food safety.

THE FOOD HYGIENE (ENGLAND) REGULATIONS 2006:

Under the above legislation:

- Your childcare is classed as a **food business**, whether it is carried on for profit or not, if you carry out **any or all** of the following operations: preparation, processing, manufacture, packaging, storage, transportation, distribution, handling of food or offering food for sale.
- Food offered as part of childcare must be **free of contamination and fit for human consumption**.

REGISTRATION AS A FOOD BUSINESS

The first requirement before starting your childcare is that you **register your premises** with the Public Health Section at least twenty-eight days before opening. This is a completely separate process from your OFSTED registration. A food registration form may be obtained from the Food Safety Team (see address and telephone number below) or your local Environmental Health Officer (see list of contacts at the end of this booklet). It must be returned to:

Food Safety Team, Public Health Section
C/o 21-22 Calthorpe Road, Edgbaston, Birmingham B15 1RP
Telephone number 0121 303 4111.

OFSTED need a report from an Environmental Health Officer (EHO) before they will register you as a full day care or sessional day care provider, so you can expect to receive an inspection from an EHO before you open. During the inspection the EHO will make an assessment of the risks and decide how often revisits to the premises will be made so that they can

work with you to improve the premises or your food hygiene systems if necessary. Different food businesses pose different risks to consumers and this depends on the type of and amount of food provided, how food is handled, treated and stored and the condition of the premises.

The following information gives advice on the minimum standards expected. The Regulations require that each person running a food business must assess the risks in their operation and take any measures needed to remove or reduce problems.

There is a wide variety of both materials and equipment that can be used in different situations. A list of useful publications is given at the back of this booklet. Should you need further help or advice on your specific business, please contact your local Environmental Health Officer before you start work on site (see contact list at end).

INITIAL CONSIDERATIONS/CONTACTS

PLANNING PERMISSION

If you are starting your childcare in a premises that has not been used previously for this purpose you may need to obtain planning permission. Please check with the Department of Planning and Architecture on telephone number 0121-303 3157.

ENVIRONMENTAL PROTECTION ACT 1990

It is necessary to ensure that your premises are not the cause of a Statutory Nuisance to others in neighbouring properties. This covers matters such as noise, smoke, fumes, gases, dust, steam, smell, and accumulations that are harmful to health or a nuisance. Certain planning conditions may apply to control these problems.

ENVIRONMENTAL PROTECTION ACT 1990 (DUTY OF CARE)

Adequate arrangements must be made for storage and disposal of waste. You must ensure that the company that removes your waste is registered as a Waste Carrier with the Environment Agency. It will also be necessary for you to keep details in relation to the type of waste, amount produced and details of the company removing waste for a period of two years. Information regarding the City Council's service is available through the Waste Management Trade Refuse Services, telephone number 0121-303 1112.

HEALTH AND SAFETY AT WORK ETC ACT 1974

Every business must take all reasonable steps to protect the health, safety and welfare at work of its employees, customers, visitors and on site contractors and this may impact on the design, construction and operation of food premises. You should therefore **assess the risk** to the health, safety and welfare of anyone who could be affected by the undertakings of your childcare business.

A health and safety risk assessment is basically a careful examination of what could cause harm to people. You must then decide whether you have taken adequate precautions to control these risks or should do more to prevent them. The aim is to make sure that no one gets hurt or becomes ill.

Accidents and ill health can ruin lives, and affect your business too if output is lost. You must keep an accident book to record **ALL** accidents, however minor, as well as 'near misses' ie when something happens which could have caused an injury but on this occasion did not eg play equipment collapsing. In addition, **serious accidents** must be reported to:

The Incident Contact Centre, Caerphilly Business Park, Caerphilly CF 83
3GG

Tel. 0845 300 9923

Fax. 0845 300 9924

You do not need to fill in a form but you must report the accident to them.

Serious accidents which must be reported are:

- A death or major injury
- An over-three-day injury ie where the person is unable to work for over three days (for employees only)
- A person not employed by the business (ie a child attending Childcare or a parent) is injured and goes straight from the premises to hospital
- A work related disease
- A dangerous occurrence – ie something happens which does not result in a reportable injury but which could have done. The example given above of play equipment collapsing would apply here.

More information about health and safety is given in the Guidance to the National Standards, available from OFSTED or the Childcare Information Bureau. Details of free leaflets on health and safety are given in the list of publications at the end of this booklet.

INFECTION CONTROL

As babies and young children are so vulnerable to infections, it is essential that you and your staff are trained in proper infection control procedures. As well as good hygiene throughout the premises this means having proper system in place to prevent infections spreading from person to person.

Children who are suffering from diarrhoea and/or vomiting infections must be sent home as soon as possible and must not return until they have been clear of symptoms for 48 hours.

As soon as you become aware that an outbreak of infectious disease such as gastro-enteritis is occurring, you must contact the Infection Control Section of Public Health Section on 0121 303 9908. The Infection Control Nurse at Heart of Birmingham Primary Care Trust will also offer good advice if you have any problems or queries – 0121 224 4702.

STARTING YOUR FOOD BUSINESS

When first planning to set up your Childcare it is important that you consider carefully the type of food you will be producing or handling, the amount of equipment you will need and the space and layout that will be required. For example, you may need different areas for the preparation of raw and cooked foods. The requirements for full day care provision providing meals to children will be different to those for a childminder providing snacks in their home. If you are in any doubt you should contact your local EHO – see contact list (appendix 1).

In this section, for each topic the legal requirements are outlined followed by guidance as to how best to comply.

These requirements apply to food areas such as kitchens, food storerooms and food preparation areas. Whilst dining areas need to be kept clean and in good repair, they do not need to meet the same structural standards as food rooms.

PREMISES STRUCTURE

The walls, floors, ceilings, doors and windows to all food premises must be maintained in good repair and condition to allow adequate cleaning and disinfection with no danger of contamination by pests.

Drainage facilities must be adequate and they must be designed and constructed to avoid the risk of contamination of foodstuffs.

Guidance

The type of material that is suitable for surfaces will of course depend on the activity in each food room. Areas which are subject to intense use and therefore more liable to damage should be finished to provide a more durable surface. For example, ceramic wall tiles around sinks, work surfaces and cookers will help protect those areas and will be easy to clean, whilst the dry store may only need to be painted with gloss paint or washable emulsion. Floors in kitchens will need to be waterproof eg properly laid tiles, lino. Obviously the better the surface, the longer it will last without needing maintenance or renewal.

EQUIPMENT

All items that come into contact with food, including packaging, must be kept clean, be in good condition and made of suitable material so as to minimise the risk of contamination. You must ensure that equipment can be thoroughly cleaned and where necessary disinfected and large items installed so that the surrounding area can be adequately cleaned.

Guidance

The equipment you choose should be suitable for the job. It should be non-toxic, smooth, inert to both food and cleaning materials, in good condition and most importantly it must be capable of being cleaned/disinfected. To prevent any risk of contamination between open raw and open cooked food, separate surfaces/equipment should be used. Remember that equipment covers a whole range of articles such as utensils, shelving, saucepans, food mixers, cookers and refrigerators i.e. anything that is not part of the structure of the room but could come into contact with food

SINKS

Separate facilities should be provided for washing food and equipment and must be kept clean and provided with an adequate supply of hot and cold water.

Guidance

The number of sinks for washing food and equipment will be related to the type and scale of the food business planned. Whilst two sinks (one for washing, rinsing and disinfection of equipment and one for washing food) is ideal, just one sink may be acceptable in small operations provided there is no risk of contamination.

WASH HAND BASINS

An adequate number of wash hand basins must be provided with hot and cold running water and materials for cleaning and drying the hands.

Guidance

Although it may not be necessary to install a wash hand basin in every food room, you must assess the risk and consider the need for regular hand washing especially

if you will be handling both open raw and open cooked foods. In premises where no open food is handled then the provision of a wash hand basin associated with the sanitary accommodation may be sufficient. In most non-domestic Childcare businesses which provide meals, a separate wash-hand basin should be provided in the kitchen. Whilst bactericidal soap is not essential, it is recommended. The best methods of hand drying are paper towels or electric hand dryers, although washable towels would be acceptable provided they are changed regularly.

LIGHTING and VENTILATION

Adequate ventilation must be provided in food rooms and you must ensure that air cannot flow from a contaminated area to a clean area eg a toilet must not be situated directly off a kitchen. In addition, all parts of the ventilation system, including filters, must be accessible for cleaning and maintenance. Adequate natural and/or artificial lighting must be provided to all parts of the premises.

Guidance

There is no definition of 'adequate' but the levels of lighting should be enough to ensure that the work can be carried out easily and safely and to check that cleaning is being carried out properly. Adequate ventilation is also necessary to reduce any build up of steam and condensation and to prevent mould growth.

Some food rooms such as kitchens, especially if large-scale cooking is proposed, may require mechanical extraction ventilation whilst dry food stores may only need airbricks or an openable window.

SANITARY CONVENIENCES

An adequate number of suitable toilets must be readily available and they must not lead directly into any room where food is handled. In addition you must ensure adequate natural or mechanical ventilation is provided.

Guidance

The Guidance to the National Standards gives details about the number of toilets required for children. There should be at least one separate toilet for staff.

CLEANING

Food premises must be kept clean and where necessary disinfected. Cleaning must not just be limited to the surfaces and equipment that come into contact with food, but to all parts to prevent a build up of dirt and grease and possible contamination to food being prepared or served as well as to prevent pests such as rodents and insects.

Guidance

Different cleaning methods and materials will be needed for different types of surface and equipment. Whilst washing-up liquid and hot water may be used for washing up, a sanitiser for disinfection will be needed for surfaces and chopping boards. Other types of cleaning materials are available for floors, walls and other surfaces – always follow the manufacturers instructions. If chemicals are not used in the correct dilutions this can cause a health and safety hazard as well as reducing their efficiency. A cleaning schedule showing what areas/equipment need to be cleaned, how often, who by, what materials are needed is not a legal requirement at the moment but will show that you have thought through the whole issue of cleaning properly and allow you to make checks easily.

Cleaning materials should always be stored in robust containers and stored away from food. Never decant them into used food containers.

PEST CONTROL

It is essential that all pests including rats, mice and insects are kept out of food rooms.

Guidance

You can reduce the likelihood of pests causing a problem in your premises by ensuring good hygiene in all areas and by having proper containers for the storage of refuse. Make sure that refuse is removed regularly from the premises by a licensed waste carrier. You can also reduce the likelihood of rodents entering the building by keeping doors closed when not in use and making sure that they fit properly. (If you can get a ballpoint pen into the gap under a door then a mouse can get in!) You may decide to employ a commercial pest control company who will carry out regular checks and put bait down if necessary to prevent them. This isn't essential for all food businesses but you should at least carry out regular checks of floor and shelving areas (especially in areas not used very often or normally covered by equipment or stored goods) to make sure there are no signs of pests.

TRAINING FOR FOOD HANDLERS

It is a legal requirement for all food handlers to be trained or instructed in food hygiene matters.

The type of training required depends on what the food handler actually does.

Furthermore, staff responsible for the development and maintenance of the food safety system (HACCP) should receive adequate training in this.

Guidance

*The level and content of training for food handlers will be for you to determine, having regard to the nature of your work and the role played by the food handler within your business. For example, a cook preparing and cooking meals in full day care provision would ideally need the Basic Food Hygiene Certificate, whereas someone serving snacks in a crèche may only need to receive written or verbal instruction about safe food handling. At the very least, before staff are allowed to start work for the first time as a food handler they must receive instruction in the **Essentials of Food Hygiene** (see Appendix 3).*

PERSONAL HYGIENE

Every person working in a food handling area must maintain a high degree of personal cleanliness and wear suitable clean clothing. No person known or suspected to be suffering from a disease which can be passed on through food (e.g. by infected wounds, skin infection, sores, diarrhoea or vomiting) may work in any food handling area. If a staff member is suffering from one of these illnesses, they must inform so that you can take appropriate action.

A first aid box containing suitable waterproof dressings and other equipment must be available.

Guidance

Food poisoning organisms are present throughout the environment and can be carried by people so unhygienic staff with poor hygiene practices will increase the risk of food poisoning and lead to loss of business and reputation. Maintaining a high degree of personal cleanliness includes no smoking and frequent hand washing preferably with antibacterial liquid soap.

You may need to exclude food handlers suffering from certain infections to prevent any risk of food poisoning being passed on to your customers. Your local EHO will be able to advise you. Generally speaking, any person who has suffered from sickness and/or diarrhoea must be excluded from the premises and not allowed to return to work until they have been symptom-free for at least 48 hours.

It may be necessary for you to provide changing facilities for your staff.

TRANSPORTING FOOD

If you are providing food to other outlets you will need to ensure that you have proper systems in place to do this safely. Contact your local EHO for further advice. If food is to be delivered from your premises then the vehicle used must be suitable:

- Vehicles or containers must be kept clean and in good condition and repair so that food is protected from contamination.
- Containers used for storing food during transportation must not be used for anything other than foodstuffs.
- Where food is subject to temperature control, a refrigerated vehicle should be used to transport foods.

FOOD HYGIENE PRACTICES

Under the new regulations, which came into force in January 2006, the old requirement for 'Hazard Analysis' has been changed to:

"A system based of the principles of Hazard Analysis and Critical Control Points (HACCP)".

In essence the main difference is that this system needs to be written down, and any checks need to be documented.

HACCP

As with health and safety risk assessment, HACCP is really all about making sure that you know what the possible food hazards are in your business and taking the necessary steps to reduce them as far as practicable or preferably to eliminate them altogether. It involves looking at each step of food preparation from choosing suppliers to serving the food to the children in your care. Many of the controls will be simple common sense practices.

HACCP is a legal requirement based on five main principles. The aim is to think ahead about what possible problems could occur with the food you serve and prevent them happening in the first place. This approach will have obvious benefits to the running of your business.

Guidance

The Food Standards Agency have issued a pack called 'Safer Food, Better Business' which contains useful information on how to set up and run a HACCP system. However the basic concept of how to do this is shown below:

1. *Break your food production process down into steps. This may be done by tasks or by separate items on the menu. The method most frequently used is:*

DELIVERY – STORAGE – PREPARATION/HANDLING – DISPLAY – SALE.

2. *Identify the potential food hazards at each step of the process. Food safety hazards are any substance that could contaminate the food. There are three types of hazard:*

MICROBIOLOGICAL – Bacteria, mould and yeast, etc. may contaminate food and grow to harmful levels.

PHYSICAL – Physical foreign bodies like metal, wood, glass fragments, cigarette ash, flakes of paint, plasters and tin-foil.

CHEMICAL – eg. Bleach, acid de-scaler, rodent bait and general cleaning chemicals.

3. Decide if any of the hazards occurs at a '**critical point**'. This means any step in the process where no further preparation or treatment of the food is going to take place which will make it safe. The control needed to ensure the food stays safe beyond this point is known as a '**critical control point**'. Generally, controls are only critical if ready to eat food is being prepared or handled or if food will not receive any further cooking or re-heating.

4. Identify and implement effective controls where any critical control points have been identified. Each critical control point must be monitored to make sure it works effectively and is being carried out properly. For example, when preparing sandwiches a few hours before they are going to be eaten, an obvious critical control point will be temperature control – keeping the sandwiches in the fridge at a temperature of below 8°C. You will need to decide how often the fridge temperature should be checked (ideally once a day using a fridge thermometer). Occasionally, you will need to do some crosschecking eg ensure that your thermometer is working correctly, actually probe one or two of the sandwiches sometimes to make sure that the air temperature reflects the actual temperature of the food (the temperature may vary in different parts of the fridge). You should also be clear about what action needs to be taken if the temperature is too high – is it just because the fridge door has been opened a few times or is it because the motor isn't working properly?

When should a fridge engineer be called out? What is the telephone number? etc.

Examples of critical control points to reduce or prevent hazards in food are:

To prevent contamination of food: clean and disinfected equipment and surfaces, good personal hygiene of staff, separation of raw and cooked foods, keep foods covered, sound structure – walls, ceilings etc, pest control, safe use and storage of cleaning chemicals and pest bait.

To prevent bacteria growing in food: suitable time and temperature combinations for cooking/reheating different types/amounts of food, keeping food at correct storage temperature – in the fridge or freezer or keeping hot after cooking before serving, cooling cooked food quickly

before storing in the fridge or freezer, defrosting times for frozen foods, proper stock rotation to ensure food is used within durability dates.

More information is given about temperature control and cross-contamination in the sections below.

5. *It will be necessary to review your HACCP from time to time to ensure that it is kept up to date. In particular, you will need to review and amend it as necessary if circumstances change eg:*

*If the critical control points are found to be ineffective or impracticable
If the menu changes – new dishes may have new hazards and need new controls
If new equipment is introduced – eg a new oven or microwave may mean you need different time and temperature combinations*

As mentioned before you must document the critical points you identify, and for each of these you should write down how you intend to control these points. You should then keep records of the checks you carry out on a day to day basis, for example fridge and cooking temperatures, cleaning schedules etc.

TEMPERATURE REQUIREMENTS

Apart from certain exemptions food must be stored at a temperature of **8°C or below** if it is likely to support the growth of harmful bacteria. Cooked food to be sold hot should be kept **at or above 63°C**.

Guidance

Good temperature control plays a very important role in preventing food poisoning. High-risk foods such as cooked products containing meat, fish, eggs, dairy products etc should be kept at low refrigeration temperatures below 8 °C or above 63 °C following thorough cooking.

COLD SERVICE FOODS - *serve high-risk foods as soon as possible after removing from refrigerated storage to avoid them getting warm and allowing bacteria to grow*

HOT FOOD - *serve hot foods quickly to prevent them cooling down to a temperature at which bacteria may grow.*

IT IS ESSENTIAL THAT HIGH RISK FOODS ARE NOT KEPT AT ROOM TEMPERATURE FOR LONGER THAN NECESSARY.

Your HACCP should include a system for checking and recording the temperatures of the refrigerators and freezers every day to ensure that food is stored at the correct temperatures. It is recommended that you maintain the temperature of your refrigerators at or below 5 °C to allow for the discrepancy that may exist between the temperature of the air

inside the fridge and the temperature of the food. The temperature of your freezer should be maintained at or below -18 °C.

CROSS CONTAMINATION

Each year the cause of many food poisoning outbreaks can be traced to the incorrect storage and handling of cooked and raw products. Raw meats and vegetables may contain bacteria that can cause food poisoning, although these are usually killed by thorough cooking. Since cooked meats may not be cooked again extra care must be taken to ensure that they are protected from any contamination. Bacteria can easily be transferred from raw meat and raw vegetables to ready to eat products either directly or by hands, equipment or surfaces that have touched raw foods.

Guidance

It is essential that you separate raw and cooked products at all stages of food preparation. Examples of how this may be done are:

Organise your kitchen to ensure you have enough space so that raw foods are never allowed to cross over where ready to eat foods are being handled.

Use separate knives, surfaces and cutting boards preferably colour-coded to prevent cross-contamination of raw and cooked products.

Ensure that raw foods are stored separately in the fridge (wrap raw meat and store at the bottom of the fridge) and keep as much food as possible wrapped to prevent contamination.

Wash hands thoroughly after handling raw meat or vegetables – eg. picking up one chicken leg can mean that your hands are contaminated with enough bacteria to cause food poisoning if you then handle ready to eat foods.

Have good procedures in place for handling dirty laundry – see below.

OTHER ISSUES

LAUNDRY

It will be necessary to have proper laundry facilities for washing children's clothes, nappies etc. Wherever possible, washing machines and sinks used for clothes washing should not be situated in food rooms. Sluicing of heavily soiled laundry should ideally be done in the washing machine before the full wash. If a washing machine has to be situated in a food room, procedures must be in place to ensure that dirty laundry is only brought into the kitchen when food is not being prepared or served and any area or surface where dirty laundry is deposited must be cleaned and disinfected immediately. Hands must be thoroughly washed before handling any food.

CHILDREN IN KITCHENS

Ideally, children should not be allowed into food rooms, but if this is part of their learning programme, then they should be closely supervised, provided with suitable aprons and hand washing must be an essential part of the programme.

Supervisors should ensure that the children's health and safety is not at risk from contact with hot or sharp surfaces or equipment or from raw products such as raw meat and poultry. Supervisors must ensure that any food which is prepared by children is safe.

We hope that this guidance is helpful to you but you should note that every food business poses different potential problems. The requirements for a large nursery providing full meals will be very different to those of a crèche selling only wrapped food. Please do not hesitate to contact us if you need any further advice or help.

Appendix 1

LIST OF CONTACTS

ENVIRONMENTAL HEALTH OFFICERS:

If you would like further advice about providing food in your Childcare, please contact your local EHO on one of the following numbers:

CONSTITUENCIES/ AREAS COVERED

AREA OFFICE SOUTH 0121-303 5440 NORTHFIELD, SELLY OAK,
EDGBASTON, HALL GREEN

AREA OFFICE CENTRAL 0121-303 9800 YARDLEY, SPARKBROOK,
LADYWOOD, SMALL HEATH

AREA OFFICE NORTH 0121-303 9900 PERRY BARR, HODGE HILL,
SUTTON COLDFIELD, ERDINGTON

FOOD SAFETY TEAM 0121-303 4111 CITY CENTRE

INFECTION CONTROL NURSE 0121 224 4702

BIRMINGHAM CITY COUNCIL WASTE DISPOSAL 0121 303 1112

FIRE OFFICER 0121 380 6406

DEPARTMENT OF PLANNING & ARCHITECTURE 0121 303 3157

INCIDENT CONTACT CENTRE (for reporting 0845 300 9923
accidents)

OFSTED HELPLINE 0845 601 4771

EARLY YEARS PARTNERSHIP 0121 303 4916

CHILDCARE INFORMATION BUREAU 0121 464 3536

Appendix 2

USEFUL PUBLICATIONS

Food Hygiene –A Guide for Businesses, Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

Safer Food, Better Business, Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

The Food Standards agency, and some Local Authorities are giving free or low cost training in the Safer Food Better Business Pack, contact your local Environmental Health Department for details.

Food Standards Agency – supply **free leaflets and posters**, many of which are available in community languages – contact your local Environmental Health Officer who may be able to help (see list in appendix 1) or the Food Standards Agency on 0845 606 0667, they will also provide a full publication list:

Please note that some of these documents have not been updated with the most recent legislation. If you have any queries please raise them with your local EHO.

Stock code

Food Hygiene –A Guide for Businesses FSA/1020/0206

Food law inspections and your business FSA/0431/0202

Keeping food cool and safe FSA/0005/0201

Ten tips for food safety (poster) FSA/0006/0201

The balance of good health (leaflet) FSA/0008/0604

The balance of food health (poster) FSA/0009/0201

Feeding your baby FSA/0454/0602

Feeding your toddler FSA/0455/0105

Feeding your growing child FSA/0456/0105

Preventing food poisoning FSA/0401/0302

Food handlers fitness to work guidelines

Food handlers fitness to work guidelines for food business managers

Foodlink, part of the Food & Drink Federation, offer a wide range of posters, stickers

and leaflets, some of which are free. For more information, contact Foodlink on 020 7836 2460 or visit their website at www.foodlink.org.uk

The following books on **Hazard Analysis or HACCP (Hazard Analysis and Critical Control Points)** are available for purchase. Please note that these are suggested publications only. There are many other books on the subject – for more details contact a bookstore or the Central Library.

HACCP Works Book, price £15.95, available from Highfield Publications, Unit 5 & 6 Newton Business Centre, Spotborough Rd, Doncaster, tel. 0845 2260350 or www.highfield.co.uk

Highfield Publications also supply other food safety books – for full details contact the company on the telephone number given above.

Health and Safety Leaflets and Posters

The Public Health leaflet 'Health and Safety in the Workplace' is available from the Health and Safety Team on 0121 303 4111.

Other leaflets are available **free** from the Health and Safety Executive, HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FS, tel. 01787 881165 – the HSE also supply other publications and videos available for purchase, for full details contact the HSE direct.

An Introduction to health and safety INDG259

COSHH, a brief guide to the regulations INDG136(rev3)

RIDDOR Explained HSE31

First aid at work INDG214

Five steps to risk assessment INDG163 (REV 3)

Guidance for small businesses on electricity at work INDG89(L)
(Rev)

Managing health and safety pays in the catering industry CAIS4

Health and safety training pays in the catering industry CAIS5

An index of health and safety guidance in the catering industry CAIS7

Slips and trips, summary guidance for the catering industry CAIS6rev1

Planning health and safety when selecting and using catering equipment and workplaces CAIS9

The main health and safety law applicable to catering CAIS11

Maintenance priorities in catering CAIS12

Manual handling in the catering industry CAIS13

Safety signs in the catering industry CAIS16

Safety during emptying and cleaning of fryers CAIS17

Reporting accidents in the catering industry CAIS18

Health and safety of expectant mothers in the catering industry CAIS19

Health and safety for waiting staff CAIS20

Health and safety of children and young people in catering CAIS21

Workroom temperatures in places where food is handled FIS3

Workplace transport safety in food and drink premises FIS21
Hygiene design of machinery in the food and drink industries FIS24
Preventing falls from height in the food and drink industries FIS30
Reducing noise exposure in the food and drink industries FIS32
Recipe for safety TOP05

Infection Control

Control of infection in schools and day nurseries (2002) is available **free** from the Health Protection Nurse on 0121 224 4670

Guidance on infection control in childcare provision is a **free** leaflet available from the Public Health Section (see contact list in Appendix 1)

Appendix 3

THE ESSENTIALS OF FOOD HYGIENE

- Keep yourself clean and wear clean overclothing when handling or serving food.
- Always wash your hands thoroughly: before handling food, after using the toilet, handling raw foods or refuse, before starting work, after every break, after blowing your nose.
- Tell your supervisor, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you don't.
- Ensure cuts and sores are covered with waterproof, high visibility dressing.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
- Avoid unnecessary handling of food.
- Keep the preparation of raw and cooked food strictly separate – use separate chopping boards and knives and wash your hands after handling all raw food.
- Store raw food below cooked food in the fridge.
- Allow plenty of time to defrost frozen products.
- Do not prepare food too far in advance of service or cool quickly and refrigerate – never leave food at room temperatures for long periods.
- Keep perishable food either refrigerated (below 8°C) or piping hot (over 63°C).
- Avoid re-heating food if possible but if not, ensure it gets piping hot and only reheat once.
- Clean as you go. Keep all equipment and surfaces clean. Use the correct chemical in the correct dilution. Store all chemicals safely away from food.
- Keep pets and pests out of food rooms.
- Follow any food safety instructions either on food packaging or from your supervisor.
- Don't use food past its use-by date.
- If you see something wrong – tell your supervisor.