





A blueprint for safer shared kitchens

In Church Halls, Village Halls, Community Rooms and Sports Clubs

This blueprint is meant as a guide for persons using the kitchen on a one-off basis or very occasionally. It says how you are going to keep food safe and what you will do if things go wrong. You need to follow this if preparing food. If regular food preparation takes place you need to contact the Environmental Health team on 01423 500600 ext: 58515 for further advice.

| STEP | WHAT DO I DO? (What checks do I make?) | WHY DO I DO THIS? | WHAT DO I DO IF THINGS GO WRONG? |
|--|--|---|--|
| 1  | <p>Purchase of food</p> <p>Check that the date code will not expire before day food is used.</p> <p>Check that packaging is intact.</p> <p>Buy on day and use as quickly as possible.</p> | <p>Food that is out of date may not be safe to eat.</p> <p>Damaged packaging may mean damaged food.</p> <p>Bacteria can grow on food if left out of the fridge too long.</p> | <p>Discard any out of date, damaged or out of temperature food.</p> |
| 2  | <p>Storage of food at home or in venue kitchen</p> <p>Keep chilled food in a fridge. Check this operates at a target temperature of below 5°C.</p> <ul style="list-style-type: none"> • Don't let frozen food defrost • Defrost frozen food in fridge when needed. <p>Keep raw food at the bottom of the fridge.</p> <p>Keep open food in clean containers and keep covered.</p> <p>Check food does not go past its 'use by' date.</p> | <p>To stop any harmful bacteria growing.</p> <p>To stop the spread of harmful bacteria.</p> <p>To prevent contamination of the food.</p> <p>Food kept after its 'use by' date may no longer be safe to eat.</p> | <p>Check the thermometers are working properly. Discard high risk food that has been left out too long.</p> <p>Throw away any contaminated food.</p> <p>Throw away any contaminated food.</p> <p>Throw away any food that has gone past its 'use by' date.</p> |
| 3  | <p>Transport of food to venue</p> <p>Get food to the venue as soon as possible and keep below 8°C.</p> <p>Keep food covered.</p> | <p>Harmful bacteria can grow in high risk food.</p> <p>To prevent contamination by foreign objects.</p> | <p>Purchase food nearer to the service times. Consider using a cool box to transport food.</p> <p>Throw away food that is contaminated.</p> |
| 4  | <p>Preparation</p> <p>Clean and disinfect surfaces before starting and inbetween handling raw and cooked foods. Use colour coded chopping boards.</p> <p>Wash hands frequently.</p> | <p>To stop harmful bacteria from spreading from dirty or contaminated surfaces.</p> <p>To stop harmful bacteria spreading from dirty hands</p> | <p>Re-clean the food preparation surfaces.</p> <p>Wash hands again. Ensure enough cleaning materials and hot water are always available.</p> |
| 5  | <p>Cooking/reheating</p> <p>Check that food is piping hot throughout, (ideally with a probe thermometer to 75°C). Soups and gravies should be bubbling. Meat should not be pink.</p> | <p>Harmful bacteria may survive.</p> | <p>Increase the cooking times or increase the equipment temperature setting.</p> |
| 6  | <p>Cooling</p> <p>Hot food should be cooled (ideally in 90 minutes) then refrigerated. To aid cooling, pans can be covered and placed in clean cold water divided into smaller portions and/or moved to a colder area.</p> <p>Keep food covered.</p> | <p>To stop bacteria from growing.</p> <p>To prevent anything falling into food.</p> | <p>Discard any food that has not been cooled sufficiently.</p> <p>Discard food that has become contaminated.</p> |
| 7  | <p>Serving</p> <p>Serve hot food quickly to avoid it cooling down to below 63°C.</p> <p>Keep chilled food in the fridge until serving.</p> | <p>Harmful bacteria can start to grow in the food.</p> <p>To prevent harmful bacteria from growing.</p> | <p>Discard any food that is no longer piping hot.</p> <p>Discard any food left out of the 'fridge for too long.</p> |