Guide to Food Hygiene at Nurseries
Playgroups and Out of School Hours Care Facilities

Environmental Services
Foreword

Most nurseries fall within the definition of a “food business” and as such have their own specific hygiene issues such as nappy changing, children’s participation in cooking activities and the handling of food prepared by parents.

Pre school children are at a greater risk from infectious disease such as food poisoning. Their ability to avoid and fight infection is not fully developed and this coupled with their often limited grasp of hygiene makes it necessary for particular care to be taken.

This guide has been written as a response to the many issues and questions which have been raised by proprietors and inspecting officers. It was developed by Stirling Council Environmental Health and has been adopted by Falkirk Council, Clackmannan Council and Forth Valley Health Board to ensure a consistent and fair approach across all nurseries throughout the Central / Forth Valley area.

Thanks are due to all of the people at Stirling Council’s Environmental Health and Children’s Services, Falkirk Council, Clackmannan Council and Forth Valley Health Board who were kind enough to read through the previous drafts. Their comments have been most helpful in ensuring that the advice given is both relevant and realistic.

Leslie Fisher
Food Safety Manager
Stirling Council Environmental Health
19 March 2001
There is a general requirement under the Food Safety Act 1990 to ensure that all food which is supplied is safe to eat.

In addition to food prepared on the premises, the proprietor or person in charge also has a responsibility where food (e.g. food provided by parents) is stored handled or served on the premises.

This guide provides advice for the safe handling, preparation and serving of food.

Throughout the guide, the word “must” has been used to indicate a legal requirement and the word “recommend” has been used to indicate good practice.

The guide is arranged under the three main areas of hygienic control in the nursery or playgroup:-

**Facilities**

**Staff Hygiene Training**

**Good Hygienic Practices** to prevent food poisoning i.e. :-

- **Survival** of germs in improperly cooked food
- **Growth** of germs in improperly stored food
- **Spread** of germs from raw to cooked foods or from infected persons

For simplicity the term “germ” has been used throughout this guide to include all microbiological causes of food related illness

**Appendices**

I Guide to Hazard Analysis
II Temperature monitoring chart
III General guide to preventing food poisoning
IV Guide to prevention of infection during farm visits
V Staff training guide
Facilities

**Kitchen facilities**
The facilities required will depend on the level of catering and types of food prepared.

**Water supply**
The water used for drinking, food preparation and for utensil washing must be safe to drink.

Mains water supply – taps supplied direct from the mains will be safe to drink however the proprietor must be aware whether or not any of the drinking/food use taps are supplied via a storage tank within the building. Storage tanks must be kept covered, regularly checked for sediment build-up and cleaned if necessary. A maintenance programme must be put in place to ensure that this is carried out. For advice phone Stirling Environmental Health on 01786 443322.

Private water supplies - where the premises are not on the mains supply then steps must be taken to ensure that it is consistently safe to drink. This may require the installation of a treatment system. For advice call Stirling Environmental Health on 01786 443322

**Wash-up sinks**
Where re-usable utensils are used then dedicated wash-up facilities must be provided.

In smaller nurseries or playgroups where the lower volume of utensils permits washing and rinsing in the same sink then a single wash-up sink will suffice.

In larger premises where there is a substantial amount of utensil washing, twin sinks or one sink and a dish washer may be required.

Sinks must be big enough to contain the largest item of equipment.

**Food preparation sinks** (i.e. in addition to wash-up sinks)
These are unlikely to be necessary except for large premises where there is a substantial amount of preparation of meals from raw ingredients.

**Children’s Activity Sinks**
It is recommended that facilities used for preparing and washing food and food contact utensils etc. are separate from facilities used for children’s activities e.g. for rinsing out brushes and washing paint pots. Facilities can be shared however it is recommended that all paints used are non toxic and that no soiled material is washed in the sinks. Where facilities are shared, the sink must be thoroughly washed and where necessary, sanitised using a bactericidal detergent before being used for food preparation.

**Washand basin**
A washand basin with soap (liquid bactericidal soap is recommended) and clean towels (single use towels are recommended) must be provided in the kitchen exclusively for food handlers.
Fridges

All high risk foods* must be kept at a safe temperature. Where high risk foods (including packed lunches) are to be stored for more than 4 hours then a fridge must be provided.

Worksurfaces

Where food preparation takes place in the kitchen, adequate work surfaces must be provided. This will depend on the level of catering but must be sufficient to permit good hygienic practice and prevent cross contamination.

Toilet facilities

Adequate toilet facilities must be provided for food handlers with adjacent washand basins, provided with soap (liquid bactericidal soap is recommended) and clean towels (single use towels are recommended).

Wash hand basins provided for children must have taps capable of being operated by them and a supply of warm water which is thermostatically controlled to prevent scalding.

As it is not possible to cover all eventualities in this guide, please phone Stirling Environmental Health on 01786 443322 for detailed advice - especially if you propose to make alterations.
Staff Hygiene Training

Staff Training - Hygiene

Staff must receive training which is appropriate to their duties. The following is a summary of the recommended means of achieving this:

Lower risk duties
(i.e. staff whose only contact with food is to serve food prepared by others on the premise or food provided by the parents with no reheating involved)

Induction training in the essentials of food hygiene before starting work and hygiene awareness instruction within 4 weeks.

Higher risk duties
(i.e. staff preparing meals from raw ingredients or reheating high risk foods*)

As for lower risk duties above plus formal training within 3 months e.g. Elementary Food Hygiene Certificate.

Supervisors with higher risk duties
(e.g., in larger premises, the catering manager)

As for Higher risk duties plus advisory further formal training e.g. to Intermediate Food Hygiene level.

See Appendix V for details

Staff Training - Hazard Analysis

All staff must be aware of their role in the Nursery or Playgroup’s Hazard Analysis system (i.e. their safe system of work). The extent of their knowledge need only relate to their duties and, for some staff, could be as little as being aware of the importance of making sure the packed lunches go straight into the fridge each morning. Appendix I at the rear of this document provides a brief summary the main principals of Hazard Analysis. If you require assistance or if you wish a copy of our more detailed guide please phone Stirling Environmental Health on 01786 443322.

Training of Volunteers

Regular volunteers involved in food preparation or handling must receive training equivalent to staff as detailed above.

Casual volunteers e.g. mothers providing occasional help must do so under the direct supervision of an appropriately trained member of staff or volunteer.
Hygienic Practices

There is a general requirement in law for the person in charge of a premise preparing and/or serving food to have a safe system of work in place.

They must be aware of the potential food safety dangers in the nursery or playgroup and have clear procedures in place to prevent things going wrong.

This is called “Hazard Analysis” – Appendix I at the rear of this document provide a brief guide summarising the main principals of Hazard Analysis. If you require assistance or if you wish a copy of our more detailed guide please phone Stirling Environmental Health on 01786 443322.

When things do go wrong, it is usually because of a lack of control of one or more of the following:-

- **survival** of germs in improperly cooked food
- **growth** of germs in improperly stored food
- **spread** of germs from raw to cooked foods or from infected persons

The following pages of the guide will go on to explain each of these in more detail.

Appendix III contains a summary of the main hygiene points and may be copied for display for the benefit of staff e.g. in the kitchen. Laminated copies may be obtained by phoning Stirling Environmental Health on 01786 443322.
Survival of Germs in improperly cooked food

Defrosting

It is essential that frozen raw meat and poultry is fully defrosted prior to cooking to ensure that all parts of it, especially the thickest parts which are slowest to defrost, reach a safe cooking temperature.

Where frozen pre-cooked foods are provided by parents for reheating by staff, then, in order to ensure it is correctly reheated (see under reheating below) it is essential to ensure that it is fully defrosted or, if microwaved, that the correct defrost cycle is used before reheating.

Cooking of Meat (by staff for the children)

Where facilities permit the cooking of meat, a safe system of work must be demonstrably in place to ensure adequate cooking. Regular checks must be made to ensure that the cooking methods are adequate e.g. by using a thermometer probe to check a representative item from each batch to ensure that the thickest part reaches a minimum temperature of 75°C. It is recommended that these checks be recorded. An example of a temperature monitoring chart is in Appendix II at the rear of this document.

NB contrary to previous advice, it is now recognised that for burgers, the absence of blood in the meat juices or the absence of pink bits is not in itself a guarantee of safety.

Reheating

Warming

Freshly opened tins and jars of commercially prepared food such as baby food can be gently warmed in a jug of warm water immediately before giving it to the child.

The use of microwave ovens to warm the food is not recommended in view of the possibility of “hot spots” which could scald the child.

Full reheating

Opened food or food prepared or decanted by parents must be brought up to a temperature of at least 82°C. Care must then be taken to ensure that such food cools down to a safe eating temperature before being served.

Regular checks must be made to ensure that the correct temperature is being achieved throughout the food by stirring and by checking using a probe thermometer. It is recommended that these checks be recorded. An example of a temperature monitoring chart is in Appendix II at the rear of this document.

Particular care must be taken when using a microwave oven as it is common for uneven heating to cause hot spots which could scald the child. Staff must therefore always ensure that the food is well stirred and at a safe overall temperature before service.

Unpasteurised Dairy Products

Children must never be served unpasteurised dairy products such as milk and cheese.
Growth of Germs in improperly stored food

Packed Lunches

Packed lunches containing high risk foods* must be maintained at a safe temperature. The best way to comply with this is to place them in the fridge as soon as possible. Where a fridge is not available, the maximum single period which the food spends outwith refrigeration must not exceed 4 hours, assuming that the food is stored in a cool part of the building. If this cannot be achieved then parents must be asked to either avoid giving their children high risk foods* or provide them with cool bags and ice packs.

Temperature control is particularly important for after school care where the food will not be eaten until after 4 p.m.

Baby Milk

Care must be taken by staff when making up baby milk to follow the instructions for making, storing and use of the made up milk.

Baby milk may be made up in advance providing it is immediately cooled under running water then stored under refrigeration and used within 24 hours.

Baby milk which has been made up in advance may be warmed gently in a jug of warm water immediately before giving it to the baby. The use of microwave ovens to warm baby milk is not recommended in view of the possibility of “hot spots” which could scald the baby.

Un-finished bottles of feed must be discarded.

Pre-filled bottles of baby milk provided by parents must be placed in the fridge immediately.

For milk prepared by parents - while the onus is on parents to ensure that milk has been prepared and stored hygienically prior to handing it over; if there is any doubt as to its safety e.g. where it is apparent that the milk has not been adequately cooled and refrigerated then staff must not use it and advise the parents accordingly.

Receipt of Delivered Food

Where deliveries of high risk foods* are received onto the premises, checks must be made to ensure that it is delivered at a safe temperature.

This may be achieved by checking the records of the delivery vanman or by making your own checks using a thermometer.

The recommended target temperature range for deliveries of high risk food* is 1-4°C and the recommended temperature above which deliveries are rejected is 8°C.

It is recommended that records be kept of temperature checks of deliveries of high risk food*. An example of a temperature monitoring chart is in Appendix II at the rear of this document.

Deliveries of high risk food* must be placed immediately in the refrigerator unless it is intended to eat or cook the food within 4 hours.
**Fridges**

Fridges must be checked regularly to ensure that they are working within the recommended temperature range of 1-4°C. Free fridge thermometers are available from Stirling Environmental Health by phoning 01786 443322. It is recommended that the reading checked at the start of the day and again at the end of the day if food is left overnight. It is recommended that these checks be recorded on a chart. An example of a temperature monitoring chart is in Appendix II at the rear of this document.

**Food Purchase by Staff**

Staff purchasing high risk foods for the nursery or playgroup must ensure that it is placed in a fridge as soon as possible and that the foods are not left unrefrigerated for longer than a single period of 4 hours.

It is recommended that when staff purchase food for the nursery or playgroup they do not take it home as this presents a risk which is outwith the control of the proprietor.

**Food Preparation**

When preparing high risk food*, the preparation time (i.e. the period outwith the fridge) must be kept to a minimum. If not to be cooked imminently, high risk foods must be returned to the fridge at the earliest opportunity.

**Hot Holding**

Cooked food which is being kept hot prior to service must be kept above 63°C. This temperature must be regularly monitored by probe thermometer to ensure that it is being consistently achieved. It is recommended that this be carried out at least once during each sitting and recorded on a chart. An example of a temperature monitoring chart is in Appendix II at the rear of this document.

Hot food delivered to the nursery or playgroup must be checked on arrival to ensure it is at or above 63°C. If not to be served immediately then facilities must be available to maintain it at this temperature.

While hot food delivered below 63°C breaches legal requirements it is not necessarily unsafe to eat. If hot food is delivered to the nursery or playgroup below 63°C then the Catering Supervisor of the supplying kitchen must be contacted prior to serving the food to advise re its safety and to take steps to prevent a recurrence.

**Leftovers**

Care must be taken if sending children home with high risk foods* e.g. remains of packed lunch etc. In view of the likely timescale, such foods must be kept under refrigeration until ready for return and the parent advised. Unless the food is particularly valuable, it is recommended that any remains be discarded.
Spread of Germs from raw to cooked foods and from infected people ("cross contamination")

Personal Hygiene

Handwashing

Hand washing is essential in preventing the transmission of infection. Staff must wash their hands:

- before preparing and eating food
- when any visible contamination or soiling occurs after handling body fluids
- after tending children with cuts abrasions or suspected infections
- after wiping their own or a child’s nose
- after changing a nappy
- after going to the toilet, either with a child or by themselves

Staff must ensure that children wash their hands where applicable as above and especially following a visit to the toilet and before preparing and eating food.

Protective Clothing

Staff involved in the preparation of food must wear clean protective clothing. This must be separate from any protective clothing worn during “dirty” activities such as nappy changing.

Spread of Germs From Raw Foods

Fridge

Where there is only one fridge, raw meats must always be kept well separated from cooked and ready to eat foods and on the lower shelves to prevent drip contamination. In larger premises, it is recommended that separate fridges be provided for raw meat and cooked and ready to eat foods.

Raw Meat

Raw meat can contain food poisoning germs such as E coli 0157 and Salmonella.

A safe system of work must be demonstrably in place to prevent cross contamination of cooked and ready to eat foods via knives and boards, worksurfaces, equipment etc. which have been used for the preparation of raw meat.

Chopping boards, work surfaces, equipment etc. must be thoroughly washed and sanitised after coming into contact with raw meats and before being used for preparing cooked and ready to eat foods. It is recommended that, separate colour coded knives and chopping boards be used for raw meats and for cooked and ready to eat foods and that a separate area of the kitchen is designated for raw meat preparation.

It is recommended that children, particularly those under the age of 6 be prevented from direct handling of raw meat unless very closely supervised to ensure no hand to mouth contact and thorough hand washing thereafter.
Dirty Vegetables

The soil from vegetables can contain food poisoning germs such as E coli 0157.

A safe system of work must be demonstrably in place to prevent cross contamination of cooked and ready to eat foods via knives and boards worksurfaces equipment etc. which have been used for the preparation of dirty vegetables.

Chopping boards, work surfaces, equipment etc. must be thoroughly washed and sanitised after coming into contact with dirty vegetables and before being used for preparing cooked and ready to eat foods. It is recommended that, separate colour coded knives and chopping boards be used for raw vegetables and for cooked and ready to eat foods. In the absence of this, chopping boards must be thoroughly washed and sanitised after coming into contact with dirty vegetables and before being used for preparing cooked and ready to eat foods.

It is recommended that children, particularly those under the age of 6 be prevented from direct handling of unwashed vegetables unless very closely supervised to ensure no hand to mouth contact and thorough hand washing thereafter.

Raw Eggs

Raw eggs can contain food poisoning germs such as Salmonella.

It is recommended that children, particularly those under the age of 6 be prevented from direct handling of raw egg unless very closely supervised to ensure no hand to mouth contact and thorough hand washing thereafter.

Where contact by children with raw eggs is unavoidable, it is recommended that pasteurised eggs be used. A list of local suppliers of such eggs may be obtained by phoning Stirling Environmental Health on 01786 443322.

General Cross Contamination Risks

Children Preparing Food

While recognising the desire for and educational benefits of children being involved in food preparation, the standard and awareness of the need for hygiene can be low especially in young children. Where children participate in the preparation of food which is to be eaten then close supervision is essential.

Cloths

Wiping cloths can be a means of transferring harmful germs such as E coli 0157 and Salmonella from dirty areas or from raw meat to cooked and ready to eat foods. To prevent this, separate wiping cloths must be used for:-

• wiping surfaces and equipment coming into contact with the juices of raw meat
• wiping surfaces and equipment coming into contact with cooked and ready to eat foods
• dirty areas such as wiping the floor, the bin area etc.
• wiping up after craft activities, painting etc

It is recommended that different coloured cloths are purchased for each use to avoid any risk of cross contamination.

NB - Wiping cloths must never be used as an alternative to hand washing especially after handling raw meat and before handling cooked and ready to eat foods.
Nappies

A safe procedure must be put in place to prevent cross infection between the children and to fulfil the employer's duty to protect staff from infection.

The nappy changing area must not be in the same room where food is prepared or eaten.

Where the changing area is separate from the toilet, it is recommended that hand washing facilities be available within the same room.

Where hand washing facilities are not available in the same room it is recommended that disposable gloves be used as a temporary measure until such time as the recommended facilities are provided however this is not ideal and care must be taken when removing the gloves to avoid soiling of the hands. It is recommended that as an additional precaution, alcohol wipes be used to clean the hands after removing the gloves.

A similar method may be used where hand washing facilities are not available when travelling.

Nappies must be safely disposed of by being placed in a tightly covered container lined with a disposable liner and operated by a foot petal. This container must be located outwith any room where food is prepared or served.

Potties and child Seats

It is recommended that these be kept in the toilet or bathroom and emptied down the WC. They must not be rinsed in a sink used for the preparation of food or in a basin used for hand washing.

Washing Machines

It is recommended that clothing soiled with faeces is not cleaned on the premises.

It is recommended that washing machines be located in a separate room from that in which food is prepared or served. Where space does not permit this then the washing machine must only be used for items which have not been soiled e.g. dishcloths and towels.

Pets

Pets can spread disease so must be kept away from areas where food is prepared, stored or served. Close supervision is essential when handling pets and when cleaning cages and fish tanks to avoid cross contamination and to ensure adequate hand washing.

Farm Visits

Close supervision of children especially those under six is essential during farm visits due to the risk of E coli 0157 infection – see the Health and Safety Executive guide to farm visits in the Appendix IV at the rear of this document.
General Food Safety

The proprietor or person in charge of a nursery or playgroup has a responsibility to the children for the food he or she gives to them and could also be held liable for any illness which resulted from food provided, even if prepared by someone else as he or she is not in a position to verify the history or standard of hygiene under which it was prepared. Examples of this would be:-

- A parent sending in food to be shared by children other than their own:-
  -while the risk with lower risk foods such as birthday sponge cake is slight, it is not recommended to accept gifts of higher risk foods*. In particular, unpasteurised dairy products must be avoided. If in doubt, phone Stirling Environmental Health on 01786 443322
- Where children’s packed lunches are placed in the centre of the table and shared either routinely or for a special occasion:-
  -this practice is not recommended.

Spread of Infectious Disease

Staff

Food handlers suffering from an infectious disease e.g. sickness and diarrhoea likely to cause food poisoning in others must advise the person in charge who will send them home or re allocate duties appropriately. Anyone with these symptoms must not be permitted to handle food. Staff who are confirmed by their doctor as having food poisoning and have therefore to be excluded from work will qualify for compensation by Environmental Health for any loss of earnings. For advice, phone Stirling Environmental Health on 01786 443322.

Children

For guidance on the control of infectious disease among the children, refer to FVHB’s guide “Communicable Disease Control in Playgroups and Nurseries”. It is strongly recommended that a copy of this document be held on the premises of all playgroups and nurseries. Copies are available from FVHB - phone 01786 463031 and ask for the Infection Control Nurse.

Pest Control

Premises must be kept free of pests such as rats, mice, insects etc. Infestation can be prevented by:-

- Denying access
  - e.g. fixing gaps under external doors
- Denying harbourage
  - e.g. clearing up debris from around the building where mice could nest
- Denying food
  - e.g. clearing up spillages and keeping food in pest proof containers
Cleaning

Premises

The premises, especially the food preparation, storage and serving areas must be kept clean. It is recommended that a cleaning schedule be drawn up and implemented detailing the areas to be cleaned, the frequency and the person responsible. A blank cleaning schedule may be obtained from Environmental Health by phoning 01786 443322.

In the nursery/playgroup environment, additional cleaning and disinfection is required. This is detailed in the FVHB guide “Communicable Disease Control in Playgroups and Nurseries”. It is strongly recommended that a copy of the document be held on the premises of all playgroups and nurseries. Copies are available from FVHB - phone 01786 463031 and ask for the Infection Control Nurse.

Utensils

Utensils and equipment coming into contact with ready to eat food must be cleaned and disinfected.

The recommended method for hand washing utensils is:-

- scrape off all food scraps
- wash thoroughly in clean hot water (53°C - 55°C) containing a bactericidal detergent
- (household dish washing liquid is not sufficient)
- rinse in clean hot water
- dry with a clean dishtowel or (preferably) allow to air dry

NB - dish washing products are now available for domestic use which are described as “antibacterial”. These are not recommended for commercial use as they are less effective than the “bactericidal” detergents available from the cash and carry.

In larger premises where there is a substantial amount of utensil washing, it will be necessary to have separate sinks for washing and rinsing.

Where children participate in the washing process it is essential that they are closely supervised for their own safety and to ensure that the above method is strictly adhered to. Alternatively, the utensils could be re-washed by staff once the children have “washed” them.

Where a dishwasher is used it is recommended that (in the absence of a bactericidal detergent) a temperature of 77°C is reached during the final rinse for at least 2 minutes to achieve heat sterilisation.

Worksurfaces

Worksurfaces used for food preparation must be thoroughly cleaned before use using a bactericidal detergent, and in particular after contact with raw meat, dirty vegetables, pets etc. In addition, it is recommended that a bactericidal spray, or equivalent, be used to mist the surface after cleaning.

High Chairs

High chair trays must be treated as food contact surfaces and cleaned in a manner similar to that for worksurfaces as detailed above.

* High risk foods are those which can support the growth of germs e.g. meats, poultry, fish and shellfish, gravy, stock, soup, egg products, cooked rice and dairy products such as milk and cheese, especially soft and unpasteurised cheese.
Appendix I

Hazard Analysis

What is Hazard Analysis?

It's a safe system of work designed to prevent problems rather than waiting till they happen - resulting in safer food.

What does the law require?

You as the proprietor must:

- analyse the food HAZARDS
- identify the CRITICAL CONTROL POINTS
- put into place effective controls at these CRITICAL CONTROL POINTS
- MONITOR the effectiveness of the controls
- keep the system up to date

What does this mean?

In plain terms - you must ask yourself three key questions:

- What could go wrong? i.e. the HAZARDS
- What can I do about it? i.e. your CONTROLS and TARGETS
- How can I check?

and do this for all of your HIGH RISK FOODS using the enclosed checklist which groups your activities under the main risk headings of Time and Temperature control, Cross Contamination etc.
Appendix II

See opposite for Temperature Monitoring chart example which may be photocopied for use.
### Temperature Monitoring

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**Action taken when temperature unsatisfactory**

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If you require information or advice, please telephone Environmental Health Food Safety Team on 01786 443322.
ENVIRONMENTAL HEALTH

IMPORTANT ADVICE TO FOOD HANDLERS

The main causes of food poisoning are:-

1. **Survival of germs** in under cooked or re-heated food
   - thoroughly defrost frozen chicken and raw meats before cooking
   - cook food thoroughly, following the instructions on pack
   - observe microwave standing times
   - for oven cooked foods always pre-heat the oven
   - ensure all meats are thoroughly cooked (75°C*)

   *(NB – contrary to previous advice, the absence of pink bits in burgers is not in itself a guarantee of safety)*
   - re-heated food must be piping hot all the way through (82°C*)
   - always cook eggs until the yolk is set
   - never use raw egg in ready to eat foods e.g. mayonnaise, mousse

2. **Spread of germs** from raw meat or dirt to cooked and ready to eat food
   - keep raw meat separate from and below other foods in the fridge
   - always clean and disinfect utensils and work surfaces after contact with raw meat
   - use a commercial combined detergent sanitiser - available from the Cash and Carry
     *(domestic washing up liquid doesn’t kill germs)*
   - wash hands after handling raw meat, pets, nappies, refuse etc. and before handling ready to eat foods
   - keep food covered

3. **Growth of germs** in warm food
   - keep all meat, dairy and egg products in the fridge (1 - 4°C*)
   - don’t use food beyond its “use by” date
   - don’t set up buffets too early, keep food in the fridge until shortly before needed
   - cooked food must be:-
     - eaten straight away or kept piping hot (63°C*) while awaiting service or cooled quickly (within 1½ hrs) then placed in the fridge
   - when taking food home, keep cool and put in the fridge as soon as possible

4. **Infection** from food handlers
   - if you have a stomach upset, sickness or diarrhoea - stay out of the kitchen
   - always wash your hands after visiting the toilet
   - cover all cuts and boils with a waterproof dressing

* It is advisable to buy a probe thermometer to allow regular checks to be made of the key areas of temperature control

For assistance or advice - phone 01786 443322 and ask to speak to an officer from the Food Safety Team
Appendix IV

HSE information sheet

Avoiding ill health at open farms - Advice to teachers

AIS23 Supplement (revised)

This supplement to AIS23 Avoiding ill health at open farms - Advice to farmers advises teachers and others who organise visits for children to farms on controlling the risk of infections from the animals the children may contact during their visit.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause illness. Some infections which may be contracted on farms, such as the bacterium Escherichia coli O157 (E coli O157), present a serious hazard and potentially cause severe disease which may be particularly acute in young children.

While the hazard from infection resulting from a farm visit is real, the risks are readily controlled by everyday measures. The following sensible steps will help make your visit even more safe, healthy and enjoyable.

Before your visit:

- Read and understand the advice in the main AIS23 information sheet, and discuss visit arrangements with the farm management. Ensure you have brought the recommendations in AIS23;

- Decide what the ratio of pupils to teachers/assistant/parent should be, using advice from the Registration and Inspection Unit of your local authority social services department. As a general rule, the ratio of supervisors to children should be 1:1 for children under 1 year old, 1:2 for children between 1 and 2 years old; 1:3 for children between 2 and 3 years old, 1:4 for children between 3 and 5 years old, and 1:8 for those between 5 and 8 years old. If supervision levels are less than this, you should not allow direct contact with the animals for children under eight;

- Discuss with the supervisors, who may be parents or staff of the school, creche etc, their role during the visit. They must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals, and follow the other rules suggested below;

- Discuss with pupils the rules for the visit, stressing that they must not eat or chew outside the areas in which you permit them to do so;

- Make sure that pupils wear appropriate clothing, including sturdy outdoor shoes (not sandals) or Wellington boots if possible;

- Check that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- Do not kiss animals;

- Always wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm;

- Eat only food that they have brought with them, or food for human consumption they have bought on the farm, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;

- Do not suck fingers or put hands, pens, pencils or crayons etc in mouths;

- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear.

Check that the children stay in their allocated groups during the visit, and that they:

- Do not use or pick up tools (e.g. spades and forks) unless permitted to do so by farm staff;

- Do not climb on to walls or animal pens etc;

- Listen carefully and follow the instructions and information given by the farm staff;

- Approach and handle animals quietly and gently;

- Do not chase, frighten or torment the animals.

Remember:

- The children are your responsibility during the visit;

- You should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Farm staff may be able to help with this supervision;

- Allow plenty of time before eating or leaving so that the children do not have to rush.

If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.

Further information

Extra copies of this information sheet and supplement are available free from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165 Fax: 01787 313595. Website: www.hsebooks.co.uk

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Appendix V

FOOD HYGIENE TRAINING GUIDE

Proprietors of food businesses are now required by law to ensure that their staff receive adequate supervision, instruction and/or training in food hygiene matters. The level of training needed will vary according to each member of staff’s duties.

To help decide what is adequate, the Catering Industry Guide suggests a varied training scheme depending on job title. The following is a summary of their recommendations:

LOW RISK DUTIES

e.g. storeman, waiter(ess), bar staff serving but not preparing food and counter staff.

1. Essentials of food hygiene - given verbally or in writing before starting work.

   Keep yourself clean and wear clean clothing;
   Always wash your hands thoroughly; before handling food, after using the toilet, handling raw foods or waste, 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 do not;
   Ensure cuts and abrasions are covered with a waterproof, high visibility dressing. Avoid unnecessary handling of food;
   Do not smoke, eat or drink in a food room and never cough or sneeze over food;
   If you see something wrong - tell your supervisor;
   Do not prepare food too far in advance of service;
   Keep perishable food either refrigerated or piping hot;
   Keep the preparation of raw and cooked food strictly separate;
   When reheating food ensure it gets piping hot;
   Clean as you go. Keep all equipment and surfaces clean;
   Follow any food safety instructions either on food packaging or from your supervisor.

2. Hygiene awareness instruction within 4 weeks of starting work (8 weeks for part time staff)

   The overall aim is to develop a knowledge of the basic principles of food hygiene. The topics covered should be appropriate to the job of the individual and may include:

   - The business’s policy - priority given to food hygiene;
   - “Germs” - potential to cause illness;
   - Personal health and hygiene - need for high standards, reporting illness, rules on smoking;
   - Cross contamination - causes, prevention;
   - Food storage - protection, temperature control;
   - Waste disposal, cleaning and disinfection - materials, methods and storage;
   - “Foreign body” contamination;
   - Awareness of pests.

   In addition, staff must be told how to do their particular job hygienically. In particular, they should be instructed on any control or monitoring points as identified by your Hazard Analysis system.

   The depth, breadth and duration of the training will be dependent upon the particular job requirement and the degree of risk involved in the activity. It may be split into modules. The design of the session should be such that they encourage discussion and group involvement.

HIGHER RISK DUTIES

E.g. commie chef, cook, bar staff preparing food

1. as above;
2. as above;
3. formal training within 3 months e.g. Elementary Food Hygiene Course or equivalent.

SUPERVISORS WITH HIGHER RISK DUTIES

E.g. unit manager, chef manager, bar manager

1. as above;
2. as above;
3. as above;
4. advisory - further formal training e.g. Intermediate Food Hygiene Course or equivalent.

If you require further information or advice, please phone Environmental Health Food Safety Team on 01783 443322.