

**GIRTON COLLEGE**

**CAMBRIDGE**

**CATERING DEPARTMENT**

**RISK ASSESSMENT PROCEDURES**

**for**

**CATERING PERSONNEL**

10/02/2004

## **Girton College, Cambridge**

This Procedures Document has been written as a Training and Implementation Manual for all Catering Staff at Girton College.

It is based on the principles of Girton College's Catering Risk Assessment document and Food Safety Policy, both of which are available from the Catering Office.

The purpose of this document is to highlight the day to day procedures that need to be undertaken by all Catering Personnel to comply with legislation and policies as specified in the Risk Assessment Document.

This manual is separated into four sections for ease of reference and implementation.

The document identifies the task required and the frequencies, the personnel responsible for assurance of adhering to the task correctly and the associated paperwork that needs to be completed as part of the task. Copies of the paperwork for completion are included in the document.

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## **Section (1) – Delivery and Receipt**

This section covers suppliers to Girton College for catering provisions, including procedures undertaken by catering management to ensure legislation compliance by the supplier through to the delivery of goods on a regular basis and procedures for receipt and rejection.

### **(A) – Catering Supplier Assessment**

Although the supplies are nominated through recommendation by the Cambridge Catering Consortium and TUCO, in order for the catering team to demonstrate due diligence, inspections to the supplier's premises are recommended.

The inspections should take place approximately every 6 months and not be unannounced. The opportunity should be taken as well as inspecting the products and premises, to agree details of delivery, product rejections, product specifications, etc.

It is suggested that two members of the catering team attend these visits with one member being one of the management team.

The form should be signed by the supplier and a copy retained on file.

A copy of the standard Catering Supplier Assessment Form is included in this section of this document.

### **(B) – Receipt of Goods**

Part of the process of receiving goods is the checks that should be carried out on the supplier's vehicles. These checks should be carried out approximately once per month for each supplier in addition to the checks carried out for each delivery of goods.

The person responsible for receiving the goods should check that the vehicle is in an acceptable condition, making sure it is clean, not transporting chemicals and that the temperature of the vehicle's interior (if applicable) is acceptable and the temperature of the food containers within it.

A record of this check should be made on the Delivery Vehicle Record Sheet, a copy of which is included in this section.

The temperature of goods supplied in a chilled or frozen condition must always be checked and recorded with every delivery by the person responsible for the receipt. The temperature of chilled products will only be accepted if below 5°C and frozen if below -18°C.

The temperature must be recorded on the Delivery Note or Invoice and signed for by the receiver as acceptable. Should the products not be at an acceptable temperature level the Product Rejection Policy must be adhered to.

It is the College's Catering Policy to store all goods received away as soon after delivery as possible as stated in the 'Food Safety Document'.

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### **(C) – Food Rejection Policy**

It is the responsibility of the individual receiving the goods to ensure that the Food Rejection Policy is adhered to at all times.

Should any of the products received fall below the required standard by any of the criteria as listed in the policy it is the responsibility of the receiver to reject them. The deliveryman must be informed and the supplier contacted by telephone whilst the driver remains on site. Arrangements must be made for replacement stock or credit and the removal of the rejected stock.

A Product Rejection Form must then be completed and management informed.

A copy of the Food Rejection Policy and the form for completion are included in this section of the manual.

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## **CATERING SUPPLIER ASSESSMENT**

### **A**

1. NAME OF SUPPLIER DATE:

BUSINESS ADDRESS

LOCATION(S)

(A separate assessment sheet is required for each location.)

2. Are your premises purpose built?

3. Is your building in a good state of repair in that it complies with Food Hygiene (General Regulations 1970)?

4 Do you carry out routine / specific maintenance checks?

### **B**

1 Do you have pest control measures implemented?

2 If "Yes" are records maintained and available?

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3 Do you have a trade waste contract?

4 How frequently is refuse removed?

### **C**

1. Do you have written cleaning schedules / records?

2. Are cleaning staff trained in COSHH?

### **D**

1 To what level are employees trained in food hygiene?

- a) basic
- b) intermediate
- c) advanced
- d) other - please specify

2 Are all employees trained?

3 Do you have a written hygiene policy?  
If "Yes" please supply a copy

4 Do you provide protective personnel clothing?

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5 Do you provide separate staff changing facilities?

6 Do you provide a separate eating area for staff?

7 Are wash hand basins available at each work station?

### **E**

1 Do you handle both high risk and low risk foods within the same site?

2 Are incoming goods decanted prior to entering the main factory?

3 Are raw foods separated from high risk foods by:

- a) separate lines / areas
- b) different processing times
- c) other: please specify

4 Is food protected from external contaminants at all times?

5 Is staff movement restricted between high risk and low risk areas?  
If "yes" please specify the means and precautions.

6 Are the final products stored separately from raw ingredients by:

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- a) separate fridges / freezers / stores
- b) separate areas within the fridges / freezers / stores
- c) other: please specify

7 Do you store / process food which falls within the temperature control limits laid down within the Food Hygiene (Amendment) Regulations 1990 / Food Safety (General Food Hygiene) Regulations 1995?

### **F**

1. Are your delivery vehicles temperature controlled and monitored?
  
2. At what temperature do they operate?
  
3. Do you use delivery vehicles below or above 7.5 tonnes (gross weight)?

### **G**

- 1 At what temperature are your refrigerators calibrated for operation?
  
- 2 Do you check fridge temperatures? If  
"yes" please specify how frequently
  
- 3 Do you keep records of temperatures and action taken if problems are observed?

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- 4 Have you made any provisions for any problems that may arise with the year 2000 computer issues? If "Yes" what?
  
- 5 Are all freezers calibrated to operate at -18° C or below?
  
- 6 At what temperature is food heated / cooked to?
  
- 7 During the cooking process are all temperatures monitored and recorded?

### **H**

- 1 Who is responsible for quality control?  
Please provide their name, job title and telephone number.
  
- 2 Have you undertaken hazard analysis of your processes?
  
- 3 Do all products pass through a foreign body detection system:
  - a) ferrous metal detection
  - b) non ferrous metal detection
  - c) visual
  - d) x - ray
  - e) other: please specify
  
4. Do you have BS5750?

### **I**

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- 1 Are you satisfied that your own suppliers are taking all reasonable steps to ensure the safety of the product supplied to you?
  
- 2 What checks are carried out on your suppliers? Please supply sample pro forma if available
  
- 3 Do you have a product recall system in event of failure of quality / safety assurance measures?  
If "Yes" please detail separately if necessary.

### **SUPPLIER STATEMENT RELATING TO SAFETY AND FITNESS OF FOODSTUFF SUPPLIED**

We agree to comply at all times with all current food hygiene and food safety legislation and to take whatever steps may be necessary to ensure that food supplied by ourselves is of good quality, the correct substance and nature and completely safe for human consumption.

NAME

TITLE

ON BEHALF OF COMPANY

SIGNATURE

DATE

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### **DELIVERY OF GOODS**

- 1) Check goods against delivery note with: - weight or number and quality
- 2) Probe all high risk products (i.e. meat, fish, dairy, frozen) only accept if:  

**Below 5°C for fresh**  
**Below -18°C for frozen**

If vacuum-sealed, use van temperature.
- 3) Visually check for spoilage, dented or rusty or blown cans and torn packaging.
- 4) Record all temperatures on the delivery note.
- 5) Sign delivery notes.
- 6) Ensure that all deliveries are then put away immediately.

#### **NOTE**

Any problems should be reported to the head of department



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## **FOOD REJECTION POLICY**

The person responsible for receiving the goods, if any of these defaults are noted, must reject the following foods.

A food incident form must be completed and the Supplier informed.

- Chilled Products*
- Temperature 5° C or above
  - Packaging split.
  - Visual mould.
  - Products not covered or labelled satisfactorily.
  - Incorrect colour.
  - Product out of date.

- Frozen Products*
- Temperature - 17° C or above.
  - Packaging split.
  - Visual freezer burn.
  - Products not covered or labelled satisfactorily.
  - Product out of date.

- Ambient Products*
- Visual mould.
  - Packaging split.
  - Blown or dented tins.
  - Product out of date or short life date.

As well as actioning the above ensure you inform your immediate supervisor.

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**PRODUCT REJECTION FORM**

**Date** .....

**Invoice Details** - **Supplier** .....

**Invoice No.** .....

**Date** .....

**Product Details**

**Item/s Rejected** .....

.....

.....

**Rejection Reason** .....

.....

.....

**Replacement Action** .....

.....

.....

**Signed** .....

**Printed Name** .....

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## **Section (2) – Storage Preparation and Production**

This section covers the storage of food products once received through to the preparation and production as included in the Food Safety Document.

### **(A) – Storage and Temperature Records**

Once the goods have been stored it is a legal requirement that a record must be maintained of the products whilst in controlled storage. A temperature check list and record is taken twice per day and recorded on the form as detailed in this section. Any adverse variance to the temperatures must be reported to the Catering Management with immediate effect.

Within the 'Food Safety Document' details are available on the correct storage of items within the locations available in the Catering Department at Girton.

### **(B) – Food Labelling Procedure**

Girton College Catering Department operates a colour coded labelling procedure to cover food products placed in storage.

The colour coded, date related label, becomes the 'use by' date for the product. All home produced or home cooked products going into storage must be labelled with information that identifies the description of the item, whom it was made by, the date it was made and when it must be used by. Details of the food labelling procedure can be found in the Food Safety Document and within this manual.

### **(C) – Preparation, Cooking and Re-heating**

All requirements to comply under the Risk Assessment Objectives can be found in the 'Food Safety Document' under the relevant headings and within this document.

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**FRIDGE TEMPERATURE CHECK LIST**

Week Beginning.....

		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
		7:30 -8 a.m	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.	7:30-8 a.m.	2:30-3 p.m.
FREEZER	-20 <sup>o</sup>														
MAIN FRIDGE	1-4 <sup>o</sup>														
MAIN PASTRY FRIDGE	1-4 <sup>o</sup>														
COUNTER PASTRY FRIDGE	1-4 <sup>o</sup>														
COUNTER PREP FRIDGE	1-4 <sup>o</sup>														
COUNTER FISH FRIDGE	1-4 <sup>o</sup>														
MAIN LARDER FRIDGE	1-4 <sup>o</sup>														
COUNTER LARDER FRIDGE	1-4 <sup>o</sup>														
CHECKED BY															

**FOOD SAFETY DOCUMENT**

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## **STATEMENT OF POLICY**

Girton College Catering Department are committed to offering a food safe environment, to provide the college and further community with a quality catering service.

### **The Journey of Food**

These procedures were selected after detailed risk assessment and hazard analysis using the 'Journey of Food'. Each food group was followed through each process, and the hazards with regards to chemical, physical and biological contamination were analysed to assess the likelihood of them happening.

Only after this detailed assessment have we implemented the following controls, to ensure a system of due diligence is maintained. These processes are continually monitored and evaluated to ensure their effectiveness. When additional food groups/procedures are introduced there will be additional assessments made.

This document is designed to outline the principles of food safety and details the procedures required to uphold a food safe working environment.

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## CONTROLS

### Supplier Assessment

All food suppliers are sent supplier assessment forms, and upon return are reviewed to assess the risks associated. Visits may be organised to suppliers if risk is high and/or information on forms is incorrect or not thorough. Forms are kept in the Catering Office.

### Deliveries

*Visual Checks* - Checks made to ensure the following:  
  
In date, check for spoilage, dented, rusty or blown cans and vehicle condition.

*Temperature Checks*  
*Chilled or Frozen Foods* - One check is made on each delivery:  
  
Chilled goods accept below 5° C  
Frozen goods accept below - 18° C

### Accepted Goods

Policy to store goods away immediately (especially chilled or frozen foods). Remove as much outer packaging as is practicable.

### Rejected Goods

Policy to return any unacceptable goods immediately.  
Inform suppliers by telephone.  
Fill in food incident form, monitor.

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## STORAGE

### General

All foods should be dated and covered, in adherence to The Food Labelling Procedure specific to Girton College.

### Refrigeration

As far as is practicable have separate fridges for raw and cooked produce. If not possible keep raw food separate from cooked. (Raw below cooked).

<u>Main Fridge</u>	- Right	- Vegetables - Butter / Marg
	- Back	- Jarred Sauces - Condiments
	- Left	- Raw Meat & Eggs
	- Side Rack	- Prepared Food
<u>Sweet Fridge</u>	-	- Sweet / Desserts - Fruit
<u>Sweet Under Counter</u>	-	- Cream - Cream Cheese
<u>Fish Under Counter</u>	- Right - Left	- Cooked Fish - Raw Fish
<u>Breakfast Under Counter</u>	-	- Breakfast Food Prep
<u>Larder Fridge</u>	-	- Salad - Salad Prep - Yogurts & Drinks
<u>Larder Under Counter</u>	- Right	- Cheese - Cooked Meats

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### Freezer

All food frozen is stored below - 18° C.

All fridges and freezer are monitored daily to ensure they work effectively. These temperatures are recorded and records kept in the kitchen.

Freezer Contents                      - Shelves are labelled for specific products and all food labelled in accordance with Food Labelling Procedure.

### Dry Goods

System of stock rotation is in place to ensure no out of date goods are used. Goods checked daily.

Any goods unfit should be returned to supplier or discarded. If there is any delay before either of these then the goods must be stored in a separate area away from any consumable goods and labelled 'Not For Consumption'.

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### FOOD LABELLING PROCEDURE

All products once removed from delivery outer packaging must be re-labelled using the College labelling system.

A different colour coded label for each day of the week to be affixed to covered food products when placed in storage. The colour coded date label becomes the “Use By” day for the product.

A product information label must be affixed on containers of pre-prepared “home made” dishes and completed to give specific information:-

Item .....  
Employee .....Qty .....  
Date .....  
Use By .....

The “Use By” dates must be adhered to as follows:-

Home made products - Two days after production.

All fresh products for home freezing must be affixed with a product information label.

**If the packaged use by date is longer than 7 days and the packaging is removed a product information label must be used.**

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## PREPARATION

Various risks are apparent for all food groups and some specific groups. There are principles for all food groups with some specifics covered separately.

### General (All food groups)

#### 1. *Colour Coded System*

Chopping boards and knives – separate boards and knives for each group.

Red	-	Raw Meat	
Blue	-	Raw Fish	Raw Preparation
Brown	-	Vegetables	
White	-	Dairy/Bread	
Yellow	-	Cooked Meat	Cooked Preparation
Green	-	Salad	

There are separate storage areas for raw and cooked boards and knives.

After single use the boards/knives should be sanitised before being placed back in the appropriate storage area. Care must be taken to ensure that only either raw or cooked preparation takes place in a single area at one time. Area is then sanitised thoroughly after use and especially if moving to cooked area after raw.

#### 2. *Cleaning System*

Throughout the kitchen there are sanitiser spray bottles available. These must be used in conjunction with clean cloths. Chefs must clean surfaces after each task and send chopping boards and knives to pot wash to be sanitised.

#### 3. *Policy of 1½ Hours Maximum Preparation Time*

Food is only left out at room temperature for a maximum of 1½ hours during preparation. After this time it must either be put in the oven (cooking) or under refrigeration.

#### 4. *Staff Training*

Staff are trained to at least basic food hygiene level and are aware of hazards associated with all stages of production and services training is reviewed every 6 months. Training videos are used for the purpose of refresher training.

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### 5. *No 'Outside' Containers on Work Surfaces*

All outer packaging removed at delivery stage. If this is not practical (i.e. eggs) then outer packaging should be stored on the floor and not on work surfaces.

### Specific Groups

#### 1. *Frozen Products Defrosting*

Always done in refrigerator following manufacturer's instructions. As a general guideline 48 hours should be sufficient in most cases where not practical to thaw in refrigerated conditions cook immediately following thorough thawing and use temperature probe if in doubt. It is important to date these goods with date of defrosting.

#### 2. *Vegetables/Salads*

Items to be used in salads/sandwiches or cold work are washed thoroughly in a salt-water solution prior to use. Salad/sandwiches must be dated with 2 days 'Use By' date. After this date they must be discarded.

#### 3. *Sandwiches*

Most sandwiches are out-sourced and controlled only on site sandwich production in salad preparation area and used on same day as production. Discarded after that date.

#### 4. *Cooked Meats*

After slicing, the slicer is cleaned thoroughly by the chef who used it. All staff are aware of how to dismantle and clean slicer in accordance with the specific machine cleaning record.

#### 5. *Ready to Eat Foods (Perishable)*

Keep under refrigeration as far as possible and label in accordance to Food Labelling procedure.

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## **COOKING / RE-HEATING**

### Cooking (For Hot Service)

Food must be cooked thoroughly to a core temperature of 70°C for a minimum of two minutes. The temperature of one of each item is recorded on the temperature sheet. All protein high-risk items temperatures are taken of all food leaving the kitchen. (Only one item of each is recorded or each batch accordingly). Take care to record the temperature in the 'cooked' section.

### Re-Heating (For Hot Service)

Food must be re-heated as above to a core temperature of 75°C for at least 10 minutes. Records are kept as for cooked food, taking care to record temperatures in the 're-heated' section. This is extremely important to ensure re-heated foods are not used again.

Both re-heated and cooked food should only go out for service a maximum of ¼ hour prior to service.

### Caution

Cooked food if not consumed may be re-heated once only for service. Re-heated foods, if not consumed must be either:

- ◆ Discarded
- ◆ Used cold, under refrigeration, i.e. salads

Cooked food must not be re-heated more than once.

It is therefore important that when recording the temperature of items on the kitchen temperature sheet that care is used when using the cooked or re-heated sections. If, for example, a sauce is made from raw but contains a cooked ingredient (i.e. carbonara sauce contains cooked ham) it should be recorded in the re-heated section.

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## **Section (3) – Food Service**

This section covers the procedures involved in food service. Both hot and chilled service, temperature control and resources applicable to food service. Procedures to be taken into account after service and waste management controls.

### **(A) – Temperature Controls and Records**

Girton Catering Department's policy on temperature record maintenance during food service is to combine the procedure with a record of food service wastage. A separate temperature sheet is available for each food service categorising the items served, the time and the temperature of each item is recorded, as well as the production and service numbers. These temperature sheets can be found in this section of the manual.

For Cold Service the fridge records for temperature control include the display refrigerators, therefore that sheet should be used accordingly.

### **(B) – Waste Control**

The Catering Department has a waste control policy that must be read, understood and adhered to by all catering personnel, which accounts for all household waste. A copy of this policy is contained within this document and on display in the department for reference.



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## **HOT SERVICE**

All foods served hot should be served above 63°C and should only be used for a maximum of 2 hours. If spoilage occurs within this time the food should be discarded.

### Temperature Checks

Temperature checks are made for every food group and recorded on temperature sheets (Records available in Kitchen Office).

### After Service

Any food left at the end of service should either:

- ◆ Be discarded – if spoilt or has been re-heated.
- ◆ Chilled if it is still of good quality and has only been cooked once.
- ◆ If there is any doubt speak to the supervisor or discard.

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## **COLD SERVICE**

### Ambient Service

Rotate stock and use according to the manufacturer's instruction (noting sell by and use by dates). Buffets/sandwiches served ambient, display for up to 3 hours then serve under refrigeration or discard.

### Under Refrigeration

Fridge temperatures monitored daily and recorded. Food Labelling procedure. Where possible, perishable foods should be served under refrigeration.

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## **AFTER SERVICE**

### Discarding of Food Waste (Hot and Cold)

All food waste must be separated from material waste and disposed of in the swill bins. Lids must always be in place and any spillage around the bin area cleaned up immediately. Waste collections are made once per week, unless more frequent collections requested specifically.

### Waste Oil

Oil is collected weekly by registered collectors and is stored in sealed containers awaiting collection outside the back exit to the kitchen by the pot wash.

### Chilling of Food

The food must be sorted and discarded as necessary. Cover with greaseproof paper and leave to cool in ambient conditions for a maximum of one hour. Transferred to clean containers, covered and date labelled accordingly and stored in appropriate refrigeration.

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## **WASTE CONTROL POLICY**

### **Identity of Waste**

All controlled waste must be dealt with under the Environmental Protection Act – Duty of Care.

What is controlled waste?

Any waste from households, commerce or industry, and is defined as:

- a) Anything that would ordinarily be described as waste.
- b) When it is scrap material.
- c) If it is effluent or other unwanted surplus substances.
- d) When it needs to be disposed of as broken, worn out, contaminated or otherwise spoiled.
- e) When it is being discarded or dealt with as if it were waste.

### **Description of Waste**

All controlled waste must be described on a transfer note and given to the carrier identifying all hazards and special problems arising during its disposal or subsequent storage.

### **Source of the Waste**

Under the provisions of the Act, waste can be described in general terms by stating a description of the premises or business activity that produces the waste.

This can only apply where a mixture of waste does not require any special handling or disposal.

This can apply to office waste and kitchen waste, but will not include hazardous waste such as:

- Chemicals
- Cleaning agents
- Pressurised containers
- Waste fats and oils
- Sharp objects, i.e. metal, glass.

All hazardous waste must be separately packaged, stored and labelled.

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All other waste must be kept securely packaged to prevent spillage and damage. The waste must be stored in suitable containers that are used only for this waste.

The container must be capable of being covered during transportation and must be clearly labelled showing the source of the waste, e.g. 'food waste only'.

Where waste is placed into polythene bags, all bags must be securely tied and be strong enough to hold the contents.

### **Transfer Notes**

The Duty of Care requires that a transfer note must be completed and handed to the carrier. This is the responsibility of the person in charge of the premises.

Where the description of waste and all other details on the transfer note do not change, and the waste is collected on a regular basis, the transfer note need only be completed once every 12 months.

A copy of all transfer notes must be obtained and kept on file for 2 years. (See copy of sample format of transfer note).

### **Unusual Waste**

Whenever waste products or items that are not included on the normal transfer note are to be disposed of, the following procedure must be followed: -

- 1) Arrange with the Bursar for a suitable and registered carrier to be appointed.
- 2) Give the Bursar a full description of the waste.
- 3) Obtain a copy of the completed transfer note.

Note - This will include waste such as: -  
- Equipment, Machinery, Toxic Substances, Building Rubble, Fixtures and Furnishings.

These items must not be placed in containers provided for use and storage of normal kitchen or office waste.

### **Carrier**

A Copy of the carrier's Certificate of Registration must be kept on file.

Whenever the Bursar changes carriers, the Manager must obtain new copies of the Certificate and transfer note.

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## **Section (4) – Miscellaneous**

This section of the manual covers all other Health & Safety issues that catering personnel need to be aware of including: -

- Pest Control
- Uniforms and Dress Code
- Training
- C.O.S.H.H.
- Cleaning Procedures and Chemicals
- Health and Safety
- First Aid

These are contained within these documents as well as the 'Food Safety Document'.

## **Health and Safety**

The Catering Department has a Departmental Safety Code as well as a Visitors Care Policy, all visitors on arrival to the Catering Department must be given a copy of both these statements before carrying out their intended duties.

Risk Assessment has been carried out in the Catering Department on all the current catering equipment and copies are visually accessible at various points within the kitchen. The catering staff must make themselves familiar with these documents.

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## **MISCELLANEOUS**

### Pest Control

All catering areas are covered by a comprehensive pest control contract. This covers all catering areas and bin areas.

Fly killers in food preparation areas.

All signs of potential infestation must be reported to immediate supervisor.

### Uniforms

All personnel wear appropriate protective clothing, including safety shoes, in the kitchen area.

In food service areas staff wear closed toe, low heel, non-slip shoes.

Hats are worn where staff are in direct contact with food at all times.

Staff have changing facilities and therefore must not wear uniforms to and from work.

### Training

All catering staff are trained in basic food hygiene within 3 months of starting work.

All visiting personnel are given the College's 'Departmental Safety Code'.

Before they commence work they must fill in a basic food hygiene understanding sheet.

Kitchen staff are trained in specific duties (see kitchen training file).

All staff are given regular refresher training including appropriate videos.

### C.O.S.H.H.

All staff are trained in chemical handling and we have also adopted the following measures:-

1. Limited access to dangerous chemicals/undiluted chemicals (supervisors and specific personnel only).
2. Reduce amount of chemicals used.
3. Supervisors dilute chemicals.

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4. Clear labelling of diluted chemicals
5. Separate areas for diluted/raw chemicals.
6. Raw chemical locked away.
7. Hazard data sheets available in the following location:-
  - ◆ Chemical cupboard
8. Hazard symbols on main notice board and chemical cupboard.
9. Protective clothing available to all personnel, i.e. rubber gloves, and specifics if required – goggles, face mask, i.e. for use with oven cleaner.

### Chemicals Used

<i>Sealed Machine Detergent</i>	-	Wash-up machines
<i>Sealed Machine Rinse-aid</i>	-	Wash-up machines
<i>Sanitiser</i>	-	All food preparation areas/Servery areas.
<i>Glass/Stainless Polish</i>	-	Servery areas
<i>Neutral Detergent</i>	-	Dishwasher/pot wash areas.
<i>De-Greaser</i>	-	Large equipment and de-greasing.
<i>Oven Cleaner</i>	-	Ovens/deep cleaning. Trained personnel only.
<i>Disinfectant</i>	-	Drains, open gullies and swill shed.

### Cleaning

Staff trained in daily cleaning principles, weekly and periodic cleaning is carried out  
Contract cleaners come in daily.

### Deep Cleaning

<i>Main Kitchen</i>	-	Termly by kitchen staff.
<i>Ventilation Ducting</i>	-	External Company deep cleans all equipment twice annually.
<i>Air Filters</i>	-	Internal filters are cleaned weekly External filters replaced every 6 months.

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*Dishwasher* - Temperature of wash and rinse tank taken daily to ensure working correctly.  
Emptied and cleaned daily by kitchen staff.

### Health & Safety

*Health & Safety and R.I.D.D.O.R.* - All staff have been issued with Health & Safety Policy which includes R.I.D.D.O.R.

*Fire Training* - Internal courses, with regular fire drills.

*Incident Reporting* - Any incident relating to food safety is recorded in the Catering Office. If it is of a serious nature, the following steps should be followed:-

- a) Remove all similar food items and keep sample (if possible).
- b) Investigate stages food has been through.
- c) Check all relevant records.
- d) Inform medical department, college and E.H.O. (if required).
- e) Have records available for inspection.

### First Aid

Nominated First Aiders - Lodge Porters and College Nurses.

First Aid Boxes are located in the main entrances to the kitchen and stocked regularly by College Nurse.

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### **DEPARTMENTAL SAFETY CODE**

- 1) Be aware of Fire Drill Procedure and nearest exits.
- 2) Comply with appropriate dress code and personal hygiene stipulations.
- 3) Be aware of the need for your own safety and that of those working around you, in particular with regard to:-
  - ◆ Spillage
  - ◆ Dangerous Machinery
  - ◆ Electrical and Gas Appliances
- 4) Carry out any work or function to a high standard of hygiene practice at all times.
- 5) Under no circumstances must anyone eat or smoke in food preparation areas.
- 6) Report immediately any equipment faults, accidents or potential accidents to the Head of Department.

## **Girton College, Cambridge**

### **VISITORS CARE POLICY**

- 1) Notify Head of Department of your arrival, anticipated length of visit and areas of access
- 2) Familiarise yourself with the Fire Procedure and most accessible exit.
- 3) Comply with relevant dress code, white coat and apron available upon request.
- 4) Wash hands before entering kitchen facility and tie back long hair.
- 5) Do not place boxes or tools on work surfaces or in thoroughfare.
- 6) Observe and comply with the department's Code of Practice, displayed on the notice board.
- 7) Do not approach or distract members of staff carrying out their normal duties. For advice and assistance please see a Supervisor.
- 8) Please notify Supervisor of your departure.

## **Girton College, Cambridge**

### **CONCLUSION**

This document containing all the policies and procedures applicable to Food Hygiene and Safety in Girton College's Catering Department and must be read, understood and adhered to by all catering personnel.

The appropriate training and reviews must be carried out to ensure continual updating and recognition of the importance of this procedure.

All catering personnel must sign a statement that they understand the content within this manual and will uphold it's contents whilst demonstrating continual due diligence.