FOOD STORAGE AND PREPARATION

It is very important to store and prepare food carefully and keep sources of bacteria and allergens away from food preparation areas.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Ideally, store raw and ready-to-eat food separately. If they are in the same fridge, store raw meat and poultry, fish and eggs below ready-to-eat food, such as salads, sandwiches and desserts. Unwashed fruit and vegetables should also be kept separate from ready-to-eat food and above raw meat. If you are defrosting raw meat or poultry, make sure that none of the liquid that comes out of it gets onto other food. Cover cooked and other ready-to-eat food. Keep food that contains allergens separate from other food.	This helps to prevent harmful bacteria spreading from raw food to ready-to-eat food. This will stop allergens from spreading.	Do you store raw meat and poultry? Yes No If yes, do you follow this advice? Yes If not, what do you do?
Never use the same worktop, chopping board, knives or other equipment for preparing raw food (such as meat and poultry) and for ready-to-eat food, unless they have been thoroughly cleaned and disinfected in between. See the 'Cleaning' safe method.	Harmful bacteria from raw food such as meat / poultry can spread from chopping boards and knives to other food. 	Do you always use a clean knife and chopping board for preparing ready-to-eat food? Yes If not, what do you do?
Do not wash raw meat or poultry.	Washing meat and poultry does not kill bacteria but it can splash harmful bacteria around the kitchen, contaminating sinks, taps, surfaces and ready-to-eat food.	More information can be found at: **food.gov.uk/news-updates/campaigns/campylobacter/actnow**
When preparing fruit, vegetables and salad ingredients wash them thoroughly by rubbing vigorously in a bowl of clean water. Wash the cleanest ones first.	Fruit, vegetables and salad ingredients may have harmful bacteria on the outside. Washing will help clean them and remove some of the bacteria.	

'USE BY' AND 'BEST BEFORE' DATES – WHAT THEY MEAN

'Use by' date – this is about safety. Do not serve food after this date – this is against the law. Even if it looks and smells fine, eating food after its 'use by' date could make children or babies ill.

'Best before' date – this is about quality. Food should be safe to eat after the 'best before' date, but it might begin to lose its flavour and texture. Eggs are an exception – they should always be used by their 'best before' date.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Nappies and laundry If your washing machine is in the kitchen, do not bring dirty laundry into the kitchen while food is being prepared. Your nappy changing facilities should be separate from any food preparation areas. Never put dirty nappies, laundry or laundry baskets on worktops. Always wash your hands properly after touching dirty nappies or laundry.	This helps to prevent dirt and bacteria spreading from nappies and laundry to food. 	If your washing machine is in the kitchen, do you follow this advice? Yes No If not what do you do? Where are your nappy changing facilities?
Pets Keep pets away from all food, dishes and worktops and away from children when they are eating. If pets have access to the kitchen, clean and disinfect worktops before you start food preparation.	Pets can spread harmful bacteria to food. 	Do you have any pets? Yes No If yes, do you follow this advice? Yes If not, what do you do?

SAFETY POINT	WHY?
Maintenance Make sure you keep food preparation areas in good condition. Replace damaged equipment, utensils and dishes straight away e.g. replace worn chopping boards, cracked dishes, chipped glasses.	This makes cleaning easier and helps to prevent pests. Dirt and bacteria can collect on damaged equipment / utensils and loose parts might fall into food.

WHAT TO DO IF THINGS GO WRONG

- If raw meat / poultry, fish, eggs or unwashed vegetables have touched or dripped onto ready-to-eat or cooked food, throw away the food.
- If ready-to-eat or cooked food has been prepared using a worktop, chopping board, knife or other equipment that has been used with raw food and not cleaned and disinfected afterwards, throw away the food.
- If dirty laundry, nappies or pets have been on a worktop, remove them and wash and then disinfect the worktop straight away.
- If there is a risk that an object (such as broken glass) may have got into food, throw the food away.

Write down what went wrong and what you did about it in your action sheet.

Safe method completed: Date: _____   Signature: _____