Good hand washing is really important for food safety.

**BEFORE YOU START**

- Wash your hands! (See the Handwashing guide on the next page and the poster).
- Look around your work area and think about the tasks you’re about to do: are there any hazards?
- Check your kit list and prepare it.
- Is it possible for you to wash your hands properly:
  1. Is hot and cold water that you can mix available?
  2. Is there a handwash that can get rid of bacteria?
  3. Is there a way of drying your hands so that they stay clean?

**PRACTICE**

Did you know that people can be a big source of bacteria and viruses? The cleanest and healthiest people can still have plenty of bacteria that could be harmful microbes living on their bodies! People can easily accidentally transfer bacteria from one area to another, for example through hands.

One of the easiest ways for bacteria to spread from one area to another is through hands. Hands come into contact with food, work surfaces and kit and can easily transfer bacteria. Good personal hygiene and hand washing are important to help stop harmful bacteria from spreading (see the Personal hygiene card).

Cover any cuts with a blue waterproof plaster.

Did you know that germs find it 1,000 times easier to spread if your hands are wet than if they’re dry!?

So always try to keep your hands clean AND dry!

**WHEN SHOULD YOU WASH YOUR HANDS?**

- before preparing food
- before and after eating
- before and after handling raw or cooked foods
- before and after handling raw eggs in their shells
- after visiting the toilet
- after touching rubbish or waste bins
- after coughing, sneezing, or touching face or hair
- after using chemicals or cleaning
- after wearing rubber or vinyl gloves

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*Hand washing* standards in relation to food safety.

Now check the Hand Washing poster!
When you’re preparing food, good personal hygiene is just as important as the ingredients you use.

**BEFORE YOU START**
- Wash your hands (see the Hand-washing card).
- Always tell an adult about any illness or infection immediately.
- Check your kit list and get ready to use it (see the Keeping safe, keeping clean card).

**PERSONAL HYGIENE**
Always make sure that you’re clean and ready for work as this helps to prevent food hazards from getting into food and kit (see the Food hazards card).

**CLOTHING AND APPEARANCE**
- You should wear clean clothes and an apron, and keep any dirty clothing away from food storage and food preparation areas.
- Don’t forget to think about your shoes. Are they slippery?
- Will they protect your feet if you spill or drop something?
- If you have long hair, make sure you tie it back to prevent it touching food.
- Have you checked your finger nails? They should be short and clean with no nail varnish or false nails as they are food hazards (see the Food hazards card).
- If you have a cut or graze, it must be covered with a blue washable plaster and vinyl or rubber gloves.

**JEWELLERY**
You must not wear jewellery when you prepare food as tiny pieces of food can collect in it and provide a home for bacteria which can then be transferred to food. Any gemstones and metal could also fall out of your jewellery and into food.
- The only jewellery that you can wear is a single pair of small sleeper earrings.
- You should not wear strong smelling deodorants, perfume or aftershave as they can make the food smell or taste bad.

**AVOIDING UNHYGIENIC PRACTICES**
There are some habits and bad practice that you must avoid in food preparation and serving areas to stop bacteria getting from your hands onto food:
- nose picking
- coughing, sneezing
- scratching, touching face, head, hair or ears
- nail biting
- licking fingers or tasting food with fingers
- spitting
- smoking
- chewing gum or eating or drinking in food preparation or service areas

**ILLNESS AND INFECTION**
If you are suffering from or carrying any illness or disease that can be transmitted through food, or if you know you have been in contact with someone who is, you must tell an adult immediately and should not handle food until any signs of illness or disease have been gone for at least 48 hours.
Some people have allergies or intolerances to certain foods, and these are becoming more common. They are not about ‘likes’ and ‘dislikes’ but much more serious. Allergies and intolerances can have small effects but, in some cases, they can be really serious and occasionally even result in death.

**BEFORE YOU START**

Wash your hands well and often! (See the Handwashing card.) Check your recipe and think about known allergens - foods that some people have an allergic reaction to. If there are allergens in your recipe, tell an adult.

**FOODS THAT SOME PEOPLE ARE ALLERGIC TO INCLUDE:**
- sesame seeds
- gluten / wheat
- mustard
- lupin
- milk and milk products
- celery (including celeriac)
- peanuts
- eggs
- fish
- soya
- tree nuts such as walnuts, almonds, Brazil nuts and hazelnuts
- shellfish
- chemicals used to preserve foods such as dried fruit, fruit juices, soft drinks etc. and added ‘sulphur dioxide and sulphites’

Some people might ask about other foods or substances they are allergic to and you should be careful about these too. Examples include tomato, banana, kiwi fruit or latex - the natural rubber that is used in rubber gloves.

When you’re preparing food, always ask an adult about allergens. If someone asks you about allergens or intolerances, always take the question seriously and tell an adult immediately. Never ignore the question or take a guess.
We all need to understand what food hazards are and what we need to do to stop them from getting into food.

**BEFORE YOU START**

- Wash your hands (see the Handwashing card.)
- Make sure you understand your dish or menu and how you’re going to prepare it.
- Make sure you understand what kit is required and how you will use it.

**Dealing with food hazards:**

Food hazards are anything that may cause harm to someone when they eat by causing illness, injury or discomfort.

**There are three types of hazard relating to food safety that we need to think about:**

- **bacterial hazards** – living creatures e.g. salmonella
- **physical hazards** – e.g. glass in food
- **chemical hazards** – e.g. a cleaning material in food

**BACTERIAL HAZARDS**

There are many sources of bacteria. Many raw foods such as chicken, eggs, meat and soil on vegetables carry bacteria before they reach the kitchen. Bacteria from these sources can be spread by careless or poor food handling. This may happen when contaminated food is allowed to touch uncontaminated food. This is called ‘direct contamination’. Bacteria can also be transferred to uncontaminated foods on hands, plates, knives, chopping boards etc. This is known as ‘indirect contamination’.

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*Food Hazards*

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The importance of food hazards in relation to food safety.

**So how do bacteria multiply...?**

Bacteria divide in two so that one bacteria becomes two, these two become four, then eight, then sixteen and so on! This happens quickly and can reach unsafe levels if not controlled. Bacteria are living creatures and need four things to survive:

- **FOOD** – high risk foods such as high protein foods like cheese and cooked meat and poultry, gravy and soups are the types of food bacteria like to multiply in.
- **MOISTURE** – bacteria do not multiply in dry or frozen conditions.
- **WARMTH** – bacteria will multiply between 5°C and 6 3°C which is known as the ‘danger zone’. The temperature that bacteria like best is 37°C – about the same as body temperature - and bacteria multiply fast between 20°C and 50°C.
- **TIME** – bacteria can multiply every 10-20 minutes if they have the right conditions.
How can you avoid bacteria?

- Always have clean, washed hands and keep yourself clean! (See the Handwashing and Personal hygiene cards.)
- Use clean, correctly coloured chopping boards and knives when preparing food.
- Cover food and label it with a description of what it is, the date you opened it and its use-by date.
- Make sure that raw (such as uncooked meat and fish) and cooked foods are stored on separate shelves in the fridge; cooked foods above raw foods (see the Keeping food safely stored card).
- Make sure your food preparation area and all kit are clear (see the Keeping safe, keeping clean card).
- Keep hand basins and handles e.g. fridge door handles, clean.
- Always think about temperature: cold foods must be kept at or below 5°C and cooked foods must be properly heated all the way through to at least 75°C.
- Change gloves regularly if you use them.

Physical Hazards

Some of the physical hazards that can find their way into food include:

- nuts or bolts from equipment
- glass, plastic or jewellery
- staples, paperclips, drawing pins
- wood splinters, flaking paint, metal or wire
- human hair, nails, nail varnish
- pest droppings or insects
- stones, twigs, bones or soil

How can you avoid physical hazards...?

- Keep only essential items related to food preparation in the kitchen or close to you when you’re preparing food.
- Keep clean (see the Handwashing card).
- Clean and tidy as you go (see the Keeping safe, keeping clean card).
- Check kit regularly and tell an adult if you think anything might be faulty or broken.
- Check food packaging to see if any bits of paper, card, plastic or wrapping might fall off and get into food.
- Always tell an adult if you see broken glass or break a glass.
- Always tell an adult if you see signs that a pest has been near food (see the Pests card).
- Wear clean clothes and remove any jewellery that might get in the way such as rings on your fingers or bracelets.
- Always keep food covered and properly stored (see the Keeping food safely stored card).
CHEMICAL HAZARDS
Chemical hazards might include bait to catch pests, pesticides on fruit and vegetables, fertilizers, or cleaning products. The signs of chemical poisoning are similar to food poisoning e.g. vomiting, but happen quicker.

How can you avoid chemical hazards?
• Wash all fruit and vegetables well.
• Leave any pest baits alone.
• Do not keep any chemicals in food containers or food in chemical containers.
• Keep cleaning materials away from where you prepare food.
• Make sure that all containers with chemicals are properly labelled.

The final check ...

Have you thought about food hazards and done everything you can to avoid them?
Preparing food can look messy and dirty but keeping safe, clean and tidy is really important. Your food will taste better, be safer, and you’ll find the preparation easier! All you need to do is take a little time to plan: think about what you need to do to keep things clean before preparing food, while you’re preparing it and afterwards.

**BEFORE YOU START**

Wash your hands well and often! (see the Handwashing card)

Take a good look around where you’re going to prepare food and think about what you need to do: are there any hazards such as spills, or things you won’t be needing in the way? Is the area clean?

Make sure you’re wearing clean clothes and an apron.

Look through your menu and plan: make sure you have all the equipment you need, that it’s clean, and working.

Make sure your cooking area is properly ventilated (if appropriate).

Always tell an adult if you’re unsure about what you should be doing or if you have a question.

**AS YOU COOK...**

Remember to always ‘clean as you go’ because this prevents the build up of dirt and grease, making it easier to keep clean and safe.

**ONCE YOU’VE FINISHED...**

- Wear protective kit such as gloves and an apron if you need to and make sure an adult knows what you’re doing.
- Remove food from any kit or surfaces that need cleaning and then clean them well before drying them.
- Chemicals must only be used with adult supervision.
- Cleaning kit and chemicals must always be stored separately, away from food.
- Clean items should always be tidied away somewhere clean and dry.

**The final check ...**

- Are all the surfaces that you used clean, dry, and ready to be used again?
- Has all kit been cleaned, dried and put away somewhere clean and dry?
- Take a final look around and ask yourself: has everything been put away?
Storing food correctly is really important. Heat, cold, dryness, dampness, light, darkness and air all affect our food's safety, how long it remains safe to eat and how good it tastes.

**BEFORE YOU START**

Wash your hands well and often! (see the Handwashing card)

Take a good look around where you’re going to store food and think about what you need to do: are there any hazards such as spills, or things you don’t need in the way? Is the area clean?

**GETTING IT RIGHT!**

Bacteria are tiny microscopic creatures that are all around us - in the air, on us, on food, animals and packaging, and they can make us very ill - so we have to store food carefully.

For food that doesn’t go in the fridge (check the packaging or label):
- use neatly stacked shelves and never store food on the floor
- check dates on food regularly and keep open packets in containers with a lid that fits well
- use the oldest food first by keeping it close to the front of the shelf so it’s easier to get to
- check for dented, rusty or leaking containers and tell an adult if you see any

Keeping food fresh in fridges:
- never overload a fridge
- keep fridges clean and tidy
- keep all food in the fridge covered
- use the oldest food first by keeping it close to the front of the fridge shelf so it’s easier to get to
- crates or boxes must not be stored in a fridge as they may be dirty and could contaminate food in the fridge.
- if you’re putting fresh meat or fish in the fridge, make sure you tell an adult so that they can check it’s properly stored
- put raw foods such as uncooked meat and fish at the bottom of the fridge to prevent them dripping onto other foods
- all foods such as cooked meats, rice, sauces, gravies, pies, prepared salad, seafood, dairy products and any opened cans must be stored in the fridge to control the multiplication of bacteria
- raw meat and fish, vacuum packed meats and poultry, eggs and any other products that state ‘keep refrigerated’ must all be stored in a fridge

Keeping food in a freezer:
- never overload a freezer
- the freezer temperature must be kept at -18°C
- if you need to defrost freezer food, place it in a fridge
- remember to keep the freezer clean and defrost it regularly to prevent the build up of ice inside

The final check ...

Have you checked all your food and stored it safely?
What are the signs of pests and what can you do to prevent them from entering food preparation or serving areas?

**BEFORE YOU START**

Look around your work area and think about the tasks you’re about to do: are there any hazards?

Check your kit list and prepare it.

**PRACTICE**

Rodents, insects and birds can contaminate food and cause damage to buildings and kit. They are called food ‘pests’ and are often found in places where food for people to eat is prepared or stored:

- rodents – e.g. mice and rats
- insects – e.g. houseflies, cockroaches and ants
- birds – e.g. magpies, sparrows and wild pigeons

**KEEPING PESTS AWAY**

- Keep doors and windows closed whenever you can.
- Use fly screens on openable windows and external doors that open directly into food areas whenever there are any.
- Check food when you buy or receive it for signs of pests such as droppings or teeth marks.
- Tell an adult if you see any holes in a building’s brickwork or around windows, doors or pipes.
- Do not leave outside bins uncovered.

**KEEPING YOUR AREA PEST FREE**

- Operate a ‘clean as you go’ policy (see the Keeping safe, keeping clean card)
- Clear up food spillages immediately
- Keep all waste bins covered by a lid and all bin areas clean and tidy.
- Keep a high standard of cleanliness
- Do not leave food uncovered (see the Keeping food safely stored card)
- Store dried foods in containers with a lid
- Check all food storage areas for signs of pests often
- Do not leave food out overnight
- Keep food off the floor

**WHAT SIGNS OF PEST SHOULD YOU LOOK OUT FOR?**

- droppings
- casings
- dead pests
- gnaw marks
- damaged areas
- smears on the bottom of the doors or walls
- unpleasant smells

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*Pest Control*  
The importance of good pest control standards in relation to food safety.
The final check ...

Are all areas clean and tidy?
Have you reported any sign of pest activity to an adult?
Is all food covered?
Meat: cooking it through!

Any food item that isn’t well looked after, handled and stored with care can become a health hazard, even a fatal hazard… Always protect yourself and others against food poisoning by following the basic principles of food safety and personal hygiene.

Meat in particular needs to be cooked or reheated correctly. Don’t take shortcuts: follow recipes and instructions and, if in doubt, ask and adult.

Meat is a natural product and will therefore contain some bacteria. The trick is to handle it with care and enjoy cooking!

**HERE ARE SOME TIPS!**

- Try not to handle meat too much to avoid cross contamination.
- Store at below 5°C. If your fridge doesn’t give a temperature reading, then get a fridge thermometer.
- Keep raw meat at the bottom of the fridge, on a tray and avoid it dripping on anything.
- Check that meat you buy is within its **sell by date** and use it by its **use by date**.
- Poultry must be cooked right through until the juices run clear i.e. there is no blood in the juices. If unsure, do use a meat thermometer: you want poultry to reach 72°C for at least 2 minutes.
- Beef and lamb can be eaten more rare if it’s a whole cut or a steak, as long as you cook the surface well.

- Minced meat or a rolled joint should be cooked right through as any bacteria on the surface will find their way into the meat when being minced or rolled.
- Pork should also be cooked through to avoid any contamination.
- Utensils and chopping boards must be washed in very hot soapy water after preparing raw meats, especially if you’re then using the board for something else afterwards.
- Don’t leave raw or cooked meats lying around in the kitchen: the high protein content means that they will attract bacteria which will multiply rapidly in a warm environment.
- Leftovers should be reheated until piping hot all the way through - and only reheat once.