

Food Safety Series (No.7)

December 2016

Preparation and Service of Food

A Guide for Departments and Faculties

WEB VERSION



The following guidance has been produced

Introduction

The following guidance has been written taking reference from the Food Safety Act 1990 and Food Hygiene (England) Regulations 2006.

General

Preparation of food includes handling, decanting, cutting or arranging of unwrapped food (by anyone other than the final consumer) e.g. cutting sandwiches purchased from supermarkets into smaller units and transferring to a plate.

All food and drink must be prepared and consumed in appropriate areas (not laboratories / workshops) that are free from sources of contamination e.g. biological (pathogens, GM), chemical (oils, acids, degreasers etc.), physical (dust, swarf etc.).

Where food handled in research and teaching areas is used for human consumption, extra precautions must be taken and a risk assessment performed.

In food preparation rooms, external doors and windows should remain closed (unless they are screened) to prevent access of pests such as flies that could contaminate food. Access to these areas must be restricted to essential staff only.

All surfaces, boards, utensils, crockery, pans etc. must be cleaned and disinfected before and after use and must be in a good state of repair.

Good personal hygiene controls are essential for anyone preparing food, especially hand hygiene. For further information on personal hygiene requirements please see the

'Personal Hygiene Requirements for Individuals Preparing or Serving Food' leaflet.

Individuals suffering from the symptoms of food poisoning e.g. diarrhoea, vomiting or upset stomach or who had symptoms within the last 48 hrs or has a family member with symptoms must be excluded from food preparation and service areas and must not come into contact with food to be consumed by others. If in doubt, contact the University Food Safety Advisor MAS Environmental.

Ingredients should be checked to ensure they are within their "use by" date and free from visual signs of contamination e.g. mould, insects. Packaging should be checked for signs of tampering, damage etc.

Food should not be prepared too far in advance and should not be kept at room temperature for longer than necessary during preparation (maximum 90 minutes).

Potable water (suitable for drinking) must be used to wash and prepare food or make ice (never use laboratory ice makers). Fresh fruit, salads and vegetables should be rinsed in potable drinking water if they are to be served raw (unless they are purchased pre-washed).

Food should remain covered until required to prevent contamination (either in its original packaging, a sealed food container or using food grade cling-film or foil etc.). Direct handling of foods should be minimised i.e. use tongs and utensils or disposable gloves food-grade where possible.

Certain foods have the potential to induce allergic reactions in individuals that are sensitive to those foods. It is important if people request information about a particular

food, that accurate information is provided and the food is kept covered and protected at all times.

In cases of any illness or injury related to food safety, the procedure detailed in the 'Food Complaints' leaflet should be followed. An investigation should be performed and, where necessary, remedial action taken to prevent reoccurrence. Where there is concern, the University Food Safety Advisor MAS Environmental should be contacted for advice. Complaints must be recorded and records kept for a minimum of 4 years. The University Insurance Manager must be informed of all complaints.

Chilled Food

Once removed from refrigeration, chilled foods must be eaten within 4 hours. After this time they may be considered unsafe for human consumption and should be thrown away (including surplus food left out for students and staff).

Hot Food

When serving hot food it must be held at temperatures above 63°C or eaten within 2 hours. After this time it must be thrown away (including surplus food left out for students and staff).

It is important to cook or reheat food thoroughly (especially meat/poultry). It should be piping hot all the way through to the centre of the thickest part of the food and should reach an internal temperature of at least 75°C.

Temperatures must be taken using a clean disinfected probe thermometer.

Extra care should be taken when using microwave ovens as they do not heat evenly and some parts of the food may not be hot enough. Food should not be reheated more than once.

Other leaflets in the Food Safety Guidance

Notes Series

- 1 Food Safety – An introduction to legislation for University premises
- 2 Catering Options - A guide for departments and faculties
- 3 Staff Kitchens and Tearooms – General hygiene requirements
- 4 Food Hygiene Training Requirements
- 5 Guidance on Departmental Barbecue Safety
- 6 Purchase, Delivery and Storage of Food
- 8 Personal Hygiene Requirements for Individuals Preparing or Serving Food
- 9 Cleaning and Pest Control in Food Preparation Areas
- 10 Food Safety Guidance for Departmental Christmas Parties
- 11 Food Safety for Charity Events – A guide for departments and faculties

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