

## Cambridge City Council Safe Methods examples following E. coli guidance

- In order to tick 'yes' in the box below, staff should be trained in the correct method stated in the Cleaning section and demonstrated below. The important stage with respect to the guidance is step 6 'Turning off using a paper towel'. This will be checked on your next inspection

Safety point	Why?	How do you do this?
Staff should always wash their hands before preparing food. (See the 'Clear and clean as you go' method in the Cleaning section.)	Handwashing is one of the best ways to prevent harmful bacteria from spreading.	Are all staff trained to wash their hands before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Washing hands effectively

<b>Step 1:</b> Wet your hands thoroughly under warm running water and squirt liquid soap onto the palm of one hand.		<b>Step 4:</b> Rub in between each of your fingers on both hands and round your thumbs, then your fingertips and nails.	
<b>Step 2:</b> Rub your hands together to make a lather.		<b>Step 5:</b> Rinse off the soap with clean water.	
<b>Step 3:</b> Rub the palm of one hand along the back of the other and along the fingers. Then repeat with the other hand.		<b>Step 6:</b> Dry hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.	

- You must ensure that clothes/aprons do not pose a contamination risk. Therefore if you prepare lots of raw food and then move to the task of preparing ready to eat foods you should consider the use of different aprons.

It is a good idea for staff to wear clean or disposable aprons over their work clothes, especially when working with raw meat/poultry or eggs.	Aprons help to stop dirt and bacteria from getting onto work clothes and they can be removed easily for washing, or thrown away if disposable.	What type of aprons do you use? Cloth aprons worn over white chefs coat.
		Which tasks do you use them for? Red striped aprons for raw meat and vegetable prep. Blue striped aprons for ready to eat prep

- Ideally disposable cloths should be used to wipe down surfaces between tasks particularly in areas where raw and ready to eat foods are prepared. However, if you still intend to use re-usable cloths, you must state how they are cleaned and if used throughout the day, you must identify how the cloths used with raw food are distinguishable from those used in the ready to eat food area.

### How do you do this?

How do you clean re-usable cloths?

Re-usable cloths are put into the container under the sink once used and at the end of the day, taken back to managers house and washed at 90°C. Red cloths are used in the raw food areas and blue cloths used in the ready to eat food areas.

- Food which is defrosting must not be allowed to contaminate other foods.

<p><b>Defrosting</b></p> <p>Keep foods that are defrosting in the fridge in a covered container, below ready-to-eat foods, or in a separate area of the kitchen away from other foods. (See the 'Defrosting' method in the Chilling section.)</p> 	<p>When foods are defrosting, the liquid that comes out can contain harmful bacteria, which could spread to other foods.</p>	<p>Where do you defrost foods?</p> <p>Raw meat is defrosted in a covered container either in the bottom of the foster fridge or in the bottom of the walk in fridge.</p>
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- You must ensure that raw and ready to eat foods are kept separately and this should be demonstrated in the relevant part of the pack.

<p><b>Storage</b></p> <p>Store raw and ready-to-eat foods separately. If they are in the same fridge, store raw meat/poultry below ready-to-eat foods.</p> <p>Cover cooked foods and other ready-to-eat foods.</p>	<p>This helps to prevent harmful bacteria spreading from raw foods to ready-to-eat foods.</p> 	<p>How do you make sure raw and ready-to-eat foods are stored separately?</p> <p>The foster fridge is to hold only raw meat at the bottom and raw vegetables at the top.</p> <p>The Williams fridge is to only hold ready to eat foods.</p> <p>In the walk in fridge raw meat is only to be held on the bottom two shelves and ready to eat foods above that. All ready to eat food is to be covered in all fridges.</p>
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- You must ensure that food is not contaminated during preparation and this needs to be described precisely within the pack.

<p><b>Preparation</b></p> <p>Prepare raw meat/poultry and other foods in different areas. If this is not possible, separate by preparing them at different times and clean thoroughly between tasks.</p> <p>Never use the same chopping board or knives for preparing raw meat/poultry and for ready-to-eat food (unless they have been thoroughly cleaned and disinfected in between).</p>	<p>This helps to prevent harmful bacteria spreading from one food to another.</p> <p>Harmful bacteria from raw meat/poultry can spread from chopping boards and knives to other foods.</p> 	<p>How do you separate raw meat/poultry and other foods during preparation?</p> <p>Raw meat is prepared next to the sink first thing in the morning on the red board using the red knives. Raw vegetables to be cooked are prepared on the brown board using the black handled knife by the sink. Salad vegetables are to be washed and cut on the green board on the stainless steel central prep area using a stainless steel knife. Cooked meats on the yellow board in central prep area using stainless steel knife. Sandwiches prepared on the white board in the sandwich making area using stainless steel knives.</p>
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- Correct cleaning, as well as prevention of cross contamination is essential in order to prevent contamination of ready to eat foods. Therefore the cleaning schedules must be correctly completed demonstrating the item needing to be cleaned, frequency and the method. The example within the Cleaning Schedule part of the SFBB pack should be followed and should state each process in the cleaning of the equipment/structure, including 2 stage cleaning with sanitisers (a clean to remove dirt and obvious debris, a second application of the product to remove/kill bacteria by leaving it for the correct contact time)

- Within the pack, you should state the cleaning chemicals used.

<p>Make sure you always have a good supply of cleaning chemicals, materials and equipment. It can be helpful to put a reminder in your diary of when you should buy more.</p>	<p>Staff are more likely to clean properly if the right cleaning chemicals, materials and equipment are available.</p>	<p>Chemicals, materials, equipment used:</p> <ul style="list-style-type: none"> <li>Tesco Washing up liquid</li> <li>Tesco antibacterial spray</li> <li>Deepio</li> <li>Mr Muscle oven cleaner</li> <li>Tesco glass cleaner</li> <li>Duck toilet cleaner</li> <li>Red mops for toilets</li> <li>Blue mops for kitchen</li> <li>Disposable paper towel</li> <li>Sponges and brushes for washing up</li> </ul>
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- The main emphasis of the guidance is that ready to eat food needs to be protected from the risk of contamination from raw meat and vegetables that could be contaminated by E.coli O157 (either by direct contamination – raw food touching or dripping onto ready to eat foods or indirect contamination – ready to eat foods contaminated by using utensils/equipment/clothing which has been used to prepare raw meat). It is important for you to establish the ready to eat foods you have at the premises.

<p>To protect foods from harmful bacteria:</p> <ul style="list-style-type: none"> <li>• keep ready-to-eat foods separate from raw meat/poultry and eggs</li> <li>• make sure work surfaces, chopping boards, knives etc. are clean (and disinfected if you have prepared raw meat/poultry)</li> <li>• keep ready-to-eat foods covered</li> </ul>	<p>This is to prevent harmful bacteria getting onto the foods. This is especially important for ready-to-eat foods because they will not be cooked or reheated before serving.</p> 	<p>List the types of ready-to-eat food you use:</p> <p>Cheese, prepared salad, cooked eggs, cooked meat, cream cakes, prepared sandwich fillings, bread, milk, butter, yoghurt, pork pies, quiche, cooked prawns.</p>
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- Therefore although the whole pack should be reviewed, the most specific areas relating to this guidance are the Safe Methods relating to Cross contamination and Cleaning. The diary should continue to be used as at present, although there may be more notes added now due to problems found by following this guidance. Therefore an example entry could be:

**Week commencing:** 20 / 02 / 2012

**MONDAY** Any problems or changes – what did you do? Opening checks  Closing checks

Saw Bert using a stainless steel knife to dice chicken, rather than the red handled knife. Advised him, made him re-read the cross contamination part of the pack to refresh his memory. The knife itself was washed in the dishwasher at 80°C and so now suitable for use with ready to eat foods.

**Notes** I saw Joan turn the tap off with her hands rather than the paper towel with which she had dried her hands. Reminded her what to do.

Need to check with chemical supplier that our sanitizer complies with BS EN:1276:1997/2009 or BS EN 13697:2001

Name Joe Bloggs Signed Joe Bloggs

Our safe methods were followed and effectively supervised today.