



Are you serving food at a community event?

If you are:

- Serving more than tea, coffee and/or confectionery items (e.g. biscuits); or
- Asking someone else to do the catering

Then you, or your caterer, need to read this leaflet carefully.

Before you start

Visit the venue and think about the facilities that are available. Consider, at least, the following points:

- Is the kitchen big enough?
- Is there enough space to separate raw and cooked/ready to eat foods?
- Are there enough chopping boards to separate raw and cooked/ready to eat foods?
- Are the cooking facilities adequate?
- Is there enough fridge space?
- Will there be enough hot water for keeping the kitchen equipment and utensils clean and disinfected?
- Do you need to provide any washing up liquid and sanitiser/disinfectant?
- Will you have to provide any extra equipment?
- Will you be working with any other people? Are they suitably trained or aware of basic food hygiene principles?
- Will you be transporting any food? Do you have enough clean containers? Can you do the journey quickly?

The kitchen

- Ensure the kitchen, equipment and utensils are clean and disinfected
- Check the equipment is working properly - fridges should be switched on in good time to reach the recommended temperature of 4°C

Food preparation

- Plan properly - avoid laying out perishable foods at room temperature too far in advance
- Transport food quickly and hygienically in clean containers
- Keep perishable foods at safe temperatures, including during transport
- Keep cold foods between 1°C and 4°C and hot foods at 63°C or above
- If foods have to be cooked this must be done as quickly as possible
- Always cook foods thoroughly and re-heat until piping hot
- Keep raw foods, especially meats and unwashed salad items, completely separate from ready to eat foods
- Clean up as you go - use disposable cloths and wipe up spillages immediately
- Cover foods, whenever possible

Personal hygiene

- Wear clean clothes and aprons/over clothing
- Wash hands regularly, especially after handling raw foods and using the toilet
- Avoid directly handling or touching foods - use tongs or utensils wherever possible
- Cover cuts and sores with a waterproof dressing
- Never handle food if suffering from a stomach upset or skin infection
- Tie long hair back

Food Hygiene Training in Bracknell Forest

Food handlers responsible for providing food to members of the public should be adequately trained for the job that they carry out. This should include at least an understanding of those matters listed in this leaflet.

As a guide, those food handlers who prepare open, high-risk foods should have formal training. This takes the form of a food hygiene course which is available at foundation level, level 2 and level 3. The minimum expectation for most food handlers is level 2.

The basic food hygiene course is six hours long and covers topics like food poisoning, micro-organisms, preventing food contamination and pest control. An assessment is carried out at the end of the course which may be multiple choice or a verbal test.

For further details visit <http://www.bracknell-forest.gov.uk/foodproductionhygiene> or call the food safety team on 01344 352000.

Remember

Food poisoning is preventable

For good food hygiene remember to look after the Four Cs:

- Cleaning
- Chilling
- Cooking
- Cross-contamination