



Outside School Care NT

OSC-NT PS.17 – Food Preparation and Food Handling Policy

<p>Policy Description</p>	<p>This policy document outlines the best practice guidelines and the knowledge requirements that must be demonstrated and followed by OSC NT staff when storing, handling and preparing food for the purpose of breakfast, morning or afternoon snacks at all sites.</p>
<p>Key Points</p>	<p>OSC NT holds a <u>certificate of registration</u> as a food business at all sites.</p> <p>As such, we must comply with the requirements of chapter 3 of the Food standards code which deals specifically with the storage, handling and preparation of food.</p>
<p>1.0 What are the four food safety standards?</p>	<p>There are four (4) food safety standards:</p> <ol style="list-style-type: none"> 1. Standard 3.1.1 is an introductory standard, which explains the main terms used within the Food Safety Standards, such as the meaning of 'safe and suitable food' 2. Standard 3.2.1 is based on the internationally accepted principle that the best way to keep food safe is to control the hazards that can arise during the production, manufacturing and handling of food. 3. Standard 3.2.2 sets out specific food handling controls related to the receipt, storage, processing, display, packaging, transportation, disposal and recall of food. Other requirements relate to the skills and knowledge of food handlers and their supervisors, the health and hygiene of food handlers, and the cleaning, sanitising, and maintenance of the food premises and equipment within the premises. If complied with, these requirements should ensure that food does not become unsafe or unsuitable. Food Safety Standard 3.2.2 Food Safety Practices and General Requirements provides more information. 4. Standard 3.2.3 sets out the requirements for food premises, fixtures, fittings, equipment and food transport vehicles. <p>All the standards are important, but OSC NT staff must familiarize themselves with standard 3.2.2 in particular.</p>
<p>2.0 Why do we need to store, handle and cook food correctly?</p>	<p>Correct storage, handling and preparation of food prevent bacteria from growing on foods and spoiling them before they get eaten. Food that has been spoilt or has bacteria growing can be potentially dangerous to our health. As the bacteria multiplies they produce poisons in the food.</p>
<p>3.0 Hazardous and non-hazardous foods</p>	<p>Examples of potentially hazardous food.</p> <ul style="list-style-type: none"> •Raw and cooked meat including food containing raw or cooked meat in it •Small goods; strasbourg, ham and chicken loaf •Dairy products; milk, custard and dairy-based desserts such as cheesecakes and custard tarts •Seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock •Processed fruits and vegetables; salads and cut melons •Cooked rice and pasta

	<ul style="list-style-type: none"> •Food containing egg, beans, nuts or other protein-rich food such as quiche, fresh pasta and soy bean products <p>Any food that contains any of the above, for example sandwiches, rolls and cooked and uncooked pizza.</p> <p>Examples of types of food that are not potentially hazardous</p> <p>Dried fruit, salted dried meats, fermented dried meats, hard cheeses, dried pasta and other dried foods, bread, unopened canned and bottled food, yogurts, spreads and some sauces.</p> <p>These lists may not include all food. If in doubt about a particular food, read the label for storage instructions on the packaging, ask the manufacturer or the Environmental Health Officer at your local council.</p>
<p>4.0 Purchase of fresh and potentially hazardous food</p>	<p>Purchase of fresh and/ or potentially hazardous food must follow the following guidelines</p> <p>All food is purchased from online coles and woolworth stores</p> <ol style="list-style-type: none"> 1. food will be transported to an OSC NT site immediately after purchase and stored correctly 2. Separation of fresh and potentially hazardous foods will be maintained at purchase and transport. <i>(for example: bags used to carry fresh chicken or meat products will not be used for the carriage of fresh vegetables or fruit)</i> 3. Frozen/chilled foods will be transported in a cool bag and kept frozen/chilled until stored at the site
<p>5.0 Storage of food</p>	<p>Frozen Food</p> <p>If you store frozen food, you must ensure that it stays frozen. There is no temperature for 'frozen' in the Food Safety Standards because bacteria cannot grow in frozen food. For quality reasons, store frozen foods at about -18°C or refer to storage instructions on the packaging.</p> <p>Correct Refridgeration Storage</p> <p>The purpose of correctly stacking your fridge is to minimise any chance of cross contamination.</p> <p>As a general rule, store all foods as directed on the label, and follow these simple rules:</p> <ol style="list-style-type: none"> a. store raw meats near the bottom of the fridge to ensure that juices do not drip onto other foods b. if this is not possible, place meat into a covered tray or other liquid-tight container on a fridge shelf (especially when defrosting meats) c. keep raw food covered and separate from cooked food d. cover cooked foods that are not likely to be reheated before serving, such as left over roasts, cakes, prepared salads, and store them on a shelf above uncooked foods e. use small, shallow containers for left overs, these allow for rapid cooling before placing into the fridge f. arrange food in your fridge so that cold air can easily circulate around it. g. foods with strong odours, such as seafood's and some cheeses, should be wrapped. Avoid storing them for long periods near things like milk and cream, which are easily spoilt h. It is recommended not placing milk in the fridge door. With the constant opening and closing of a busy fridge door, the temperature of the fridge creeps up. Place milk in a part of the fridge less exposed to temperature fluctuations, perhaps towards the back of the top shelf. <p>Storage of Dry foods and Canned Foods</p> <p>As with fresh foods store all food as directed on the label, and follow these simple rules:</p>

	<ul style="list-style-type: none"> a. Check expiry dates of dried and tinned foods that have been held for a long time. Any items close to or that have expired should be discarded b. Ensure no tins are kept that appear to have damage These should be disposed of. c. Packaging of dried products must be intact; If not discard. d. Opened/half used dried products must be stored in a dry, clean plastic container that is sealed and dated. e. DISCARD any DRY ITEMS that do not appear to have been stored with an expiry date. f. Rotate items in dry storage to ensure oldest items are used first. g. Ensure that dry cupboard is kept clean and tidy and that no evidence of vermin (mouse droppings or cock roaches) is present. h. Any evidence of vermin MUST be reported IMMEDIATELY to the school administration
<p>6.0 Food handling skills and knowledge</p>	<p>Under Standard 3.2.2 Food Safety Practices and General Requirements, the owners of food businesses are <u>responsible</u> for making sure that people who handle food or food contact surfaces in their business, and the people who supervise this work, have the skills and knowledge they need to handle food safely.</p> <p>What do 'skills' and 'knowledge' mean?</p> <p>Skill: staff and their supervisors must be able to do their work in ways that ensure that we produce safe food.</p> <p>Knowledge: staff and their supervisors must know about issues associated with food safety and safe food handling practices that are relevant to the business and the jobs they do.</p>
<p>6.1 Distinguishing the differences between FOOD SAFETY and FOOD HYGIENE</p>	<p>Staff skills and knowledge must include food safety and food hygiene matters. Food safety covers what staff must do to food to keep food safe. Food hygiene practices cover what staff must do to keep things clean so they do not contaminate food.</p> <p>The following example shows the difference between food safety and food hygiene practices.</p> <p>A food handler in a shop prepares and cooks whole chickens. The staff member who does this work must have appropriate food safety and food hygiene knowledge and skills to make sure that the chicken is prepared safely for sale.</p> <p>The food safety skills needed for knowledge or this job include:</p> <ul style="list-style-type: none"> a. knowing that raw chickens are likely to be contaminated with dangerous bacteria and that eating undercooked chicken can cause food poisoning; b. knowing the cooking time and temperature needed to make sure that the chicken and the stuffing are thoroughly cooked; c. the skill needed to check the chicken to make sure it is thoroughly cooked; knowing the correct storage temperatures for cooked chickens; and the skills needed to make sure that equipment is set at the right temperature. <p>The food hygiene skills an knowledge needed for this include:</p> <ul style="list-style-type: none"> a. knowing that hands, gloves or the equipment used to handle raw chickens can contaminate cooked chickens; b. the skill to wash hands and equipment in ways that reduce the potential for cross contamination; c. knowing about other things that could contaminate the cooked chickens, such as dirty clothes or dirty work benches; and the skills needed to keep the work area clean.
<p>7.0 Responsibilities of food handlers</p>	<p>Under Food Safety Standard 3.2.2 Food Safety Practices and General Requirements, food handlers have a responsibility to to ensure that food hygiene is food safety is a priority when handing all fiid. Food handlers also have specific responsibilities related to their own health and hygiene.</p>

<p>7.1 Food handlers hygiene practices</p>	<p>Food handlers' personal hygiene practices and cleanliness will minimise the risk of food contamination.</p> <p>The <u>most important things they need to know</u> are:</p> <ol style="list-style-type: none"> do whatever it takes to prevent their body or anything they are wearing, come into contact with food or food contact surfaces; Take what ever precaution they can to prevent unnecessary contact with ready-to-eat food; wear clean outer clothing, depending on the type of work they do; make sure bandages or dressings on any exposed injuries are covered with waterproof Gloves or PPE do not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
<p>7.2 Food handlers and illness</p>	<p>If a food handler has a food-borne illness</p> <p>Food handlers must tell their work supervisor if they have any of the following symptoms while they are at work - vomiting, diarrhoea, a fever or a sore throat with a fever.</p> <p>If a food handler has skin injuries or sores or is otherwise unwell</p> <p>Food handlers must tell their supervisor about any infections or conditions like a cold or other illness' that may result in discharges from their ears, nose or eyes. If there is any chance that they might make food unsafe or unsuitable for people to eat as a result of their illness' then they must not handle food until their symptoms have completely cleared up.</p>
<p>8.0 Preparing and Cooking food</p>	<p>Preparing food</p> <ol style="list-style-type: none"> Before preparing food, make sure that hands, clothes, equipment and kitchen surfaces are clean. They will also need to be kept clean throughout food preparation. <p>Preventing food from becoming contaminated during preparation</p> <ol style="list-style-type: none"> The most important step to remember before preparing food is to wash and dry your hands thoroughly. Try to use tongs and other utensils when preparing food that will not be cooked before it is eaten, such as salads and sandwiches. Never use the same utensils for raw food and cooked food; unless they have been thoroughly cleaned, sanitised and dried. Cooked food and other food that is ready to eat should always be placed on clean and dry serving dishes. <p>Cleaning and Sanitising utensils</p> <p>There are three steps needed to effectively clean and sanitise utensils:</p> <ol style="list-style-type: none"> washing; sanitising; and drying. <p>Utensils such as cutting boards, bowls and knives need to be thoroughly washed in warm soapy water. After washing, the utensils should look clean and there should be no food or visible on them. Effective cleaning will remove most of the dangerous bacteria present. Sanitising will then kill any that might remain.</p> <p>A dishwasher is very effective at sanitising if it has a hot wash and drying cycle.</p> <p>All utensils must then be thoroughly dried before they are re-used. Air-drying is best but tea towels can be used if they are clean.</p> <p>Cooking</p>

	<p>Always cook food thoroughly. Do not partially cook food and then warm it up later. Cook chicken, sausages and hamburgers until juices run clear - beef steaks can be cooked to preference. Cooking will reduce dangerous bacteria to safe levels if it is done properly.</p> <p>Remember that some bacteria can protect themselves from cooking and while they will not be present in enough numbers to make someone sick just after the food is cooked, they can start growing again if the cooked food is left at temperatures between 5°C and 60°C for too long. This is why cooling cooked food quickly is important.</p> <p>Cooling food</p> <p>The Food Safety Standards require cooked food to be cooled to 5°C within 6 hours. The food must be cooled from 60°C to 21°C within 2 hours and from 21°C to 5°C within a further 4 hours.</p> <p>Reheating food</p> <p>Cold food (which is to be served hot) will need to be quickly and thoroughly heated until it is steaming hot and then kept hot until it is served. It is best to re-heat the food to a temperature of 70°C and hold the food at this temperature for at least two minutes. Use your thermometer to check that all of the food reaches this temperature.</p>
<p>Related Policy and Procedures, Forms and Checklists:</p>	<p>Handwashing Procedure Safe handling and preparation of food Fridge temperature checklist</p>
<p>Specific Information for Parents:</p>	
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. http://www.foodstandards.gov.au/consumer/safety 2. http://www.health.nt.gov.au/ 3. Education and Care National Amendment Regulations 2017: regulations 77, 78, 79 4. National Quality Standards February 2018: standards 2.1,2.1.3, 2.1.4, 2.1, 2.2.1
<p>Version Control/Updates:</p>	<p>Version 2.0: December 2013</p> <p>To be reviewed and updated by: June 2014</p> <p>Version 3.0: June 2015</p> <p>To be reviewed and updated by:</p> <p>Version 4.0: June 2016</p> <p>To be reviewed and updated by: June 2017</p> <p>Version 5.0: November 2017</p> <p>To be reviewed and updated by: November 2018</p>