

Section one:
**Welcome to your
kitchen manual**



Section two: **Preventing cross contamination**

Cross contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto food from other food, surfaces, hands or equipment.

These harmful bacteria often come from raw meat/poultry and eggs. So it is especially important to handle these foods carefully. Other sources of bacteria can include staff, pests, equipment and cloths.

Do not forget that you should also protect food from 'physical contamination' (where objects get into food, e.g. broken glass or pieces of packaging) and 'chemical contamination' (where chemicals get into food, e.g. cleaning products or pest control chemicals).

This section also includes information on food allergies.



Section three:

Cooking and reheating

It is essential to cook food properly to kill any harmful bacteria. If it is not cooked properly, it might not be safe for your customers to eat.

It is also very important to handle ready-to-eat foods carefully to protect them from harmful bacteria. This is because they will not be cooked or reheated before serving.

This section includes information on cooking safely, foods that need extra care, reheating, hot holding and ready-to-eat foods.



Section four: **Chilling food**

Chilling food properly helps to stop harmful bacteria from growing.

Some foods need to be kept chilled to keep them safe, such as milk and cream, desserts, cooked food, food with a 'use by' date and food that says 'keep refrigerated' on the label.

This section tells you about storing and displaying chilled food, chilling down hot food, freezing and defrosting.



Section five: **Cleaning**

Effective cleaning is essential to get rid of harmful bacteria and stop them spreading to food.

This section tells you about cleaning effectively, how to 'clear and clean as you go' and developing a cleaning schedule.



Section six:
Gift / Donated Food



Section seven:

Extra Care - Protecting Food



Section eight:
Mini Kitchens



Section nine: **Management Section**

Managing your business effectively is vital for food safety. This section includes information on different management issues, including checks to do when you open and close, suppliers and contractors, stock control, and training and supervising staff.

The Management section should be used alongside the diary, which should be signed every day by the person responsible for running the business.

