



## Summary of Keys Points from BANES Food Safety Handbook

This is a reminder only to use alongside the full policy which gives detailed guidance on each point.

1. Only cook if you are well.
2. Remove outdoor clothes – coats, jackets, outdoor shoes – store *outside* the kitchen.
3. Dispose of rubbish frequently – clean bins with bleach.
4. Wash all cloth items in use at 60°C – clean items only in kitchen – used items *outside* kitchen.
5. No pets in the kitchen – or children.
6. Wash Hands – soap and hot water – handbasin not sink.
7. Cover your clothes with a clean apron – cloth or disposable – if cloth\* see 4.
8. Clean equipment and utensils – soap & hot water, food safe sanitiser applied according to the instructions.
9. Clean kitchen surfaces – soap & hot water, food safe sanitiser (as above).
10. Check fridge temperature is between 0-5°C – use fridge thermometer if no integral temperature gauge.
11. Check freezer temperature is -18°C or lower – use freezer thermometer if no integral temperature gauge.
12. Store your ingredients according to the label – ambient/chilled/frozen.
13. Keep raw and ready-to-eat food separate in storage and when preparing – use separate utensils and equipment or wash thoroughly between use.
14. Check oven temperature – your oven must reach the temperature given in the recipe – oven thermometer if no integral temperature gauge.
15. Check food temperature when cooked – centre or deepest part of food must be at the temperature required by the recipe – Use a temperature probe.
16. Once prepared food to be kept covered – wrapped in foil or plastic or lidded storage boxes – the outside of the container to allow disinfection.
17. Once prepared food to be stored at the correct temperature – hot / ambient/ chilled/ frozen.
18. Label prepared items clearly – see main policy for a standard label
19. Keep food at the required temperature during transport – insulated hot box or cool bags.
20. Check the time limits before food must be reheated/disposed and make sure this is followed.
21. If food is to be reheated give clear instructions – length of time and required temperature.

For detailed guidance please refer to the Bath and North East Somerset 'Food Safety Handbook' on which this is based.

[https://www.bathnes.gov.uk/sites/default/files/bath\\_ns\\_food\\_safety.pdf](https://www.bathnes.gov.uk/sites/default/files/bath_ns_food_safety.pdf)

or visit <https://www.bathnes.gov.uk/services/environment/food-safety>