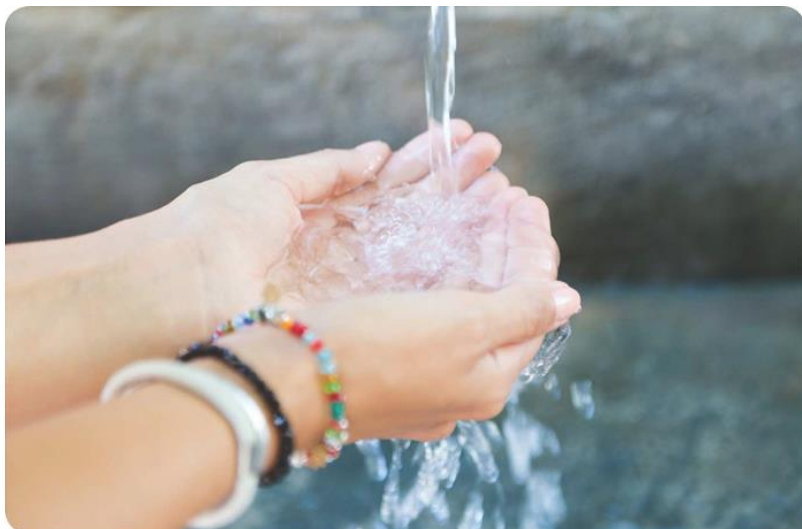


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- ✓ Clean hands thoroughly before and after handling food
- ✓ Tie hair back
- ✓ Wear gloves (where required)
- ✓ Clean utensils thoroughly before and after use with hot soapy water, or in the dishwasher



- ✓ Clean countertops thoroughly before, during and after use with disposable or sanitised multi-use cloths
- ✓ Avoid build-up of clutter by washing/stacking items in the dishwasher as you go in order to minimise the risk of cross contamination

Approval Date	26 Oct 2023	Implementation Date	27 Oct 2023	Review Date	26 Oct 2025
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- ✓ When handling multiple food groups, ensure that utensils/chopping boards are cleaned prior to handling different foods to avoid cross contamination
- ✓ Separate raw meat, poultry and seafood from other items when **preparing** food to cook
- ✓ Separate raw meat, poultry and seafood from other items when **storing** in the fridge or placing in the shopping trolley to avoid potential contamination (e.g. juices from raw meat spilling)

Approval Date	26 Oct 2023	Implementation Date	27 Oct 2023	Review Date	26 Oct 2025
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- ✓ Use a thermometer when cooking potentially hazardous foods (including all meats, poultry, and seafood) and ensure it reaches a maximum internal temperature of 75°C
- ✓ Ensure food such as poultry, mince and sausages are cooked through completely – these should never be rare or pink in the middle
- ✓ When using the oven to cook, stack foods evenly and stir wet dishes to ensure even cooking
- ✓ When reheating food, stir and rotate the dish to ensure even heating and check the food has reached a minimum temperature of 75°C before serving / consuming. Allow to stand for two minutes
- ✓ When reheating liquid substance foods, such as gravy or soup, ensure they are brought to the boil
- ✓ Only reheat food once and within a 2-day timeframe

Approval Date	26 Oct 2023	Implementation Date	27 Oct 2023	Review Date	26 Oct 2025
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Thawed food must:

- ✓ Be thawed in the fridge at 5°C or below in an airtight container for all meat, poultry, and seafood.
- ✓ Be used/cooked within 2 days of the thawing commencement date
- ✓ Be used immediately when using a microwave to thaw food
- ✓ Not be refrozen after thawing

Frozen food must:

- ✓ Be kept hard frozen
- ✓ Be sealed in airtight containers, unless unopened in original packaging
- ✓ Be labelled with product name, frozen date and use by/best before date once removed from original packaging
- ✓ Use the first in, first out stock rotation rule

Dry food must:

- ✓ Be stored in a clean and organised condition, using the first in, first out stock rotation rule
- ✓ Be stored in an airtight, food grade, waterproof, pest-proof container with a well-fitting lid once opened
- ✓ Be labelled with the product name and use by/best before date once opened and removed from original packaging
- ✓ Not be stored alongside chemicals or personal items
- ✓ Not be topped up with new batches whilst in the container

Cold/cooked food must:

- ✓ Be stored so that raw and ready to eat foods are on separate shelves (ready to eat foods above raw foods)
- ✓ Be labelled with product name, cooked date and use by/best before date once removed from original packaging
- ✓ Be stored in a fridge set to 5°C or below (this should be regularly checked and monitored using a thermometer)
- ✓ Use the first in, first out stock rotation rule
- ✓ Be stored appropriately within 2 hours of being cooked for leftovers or takeaway meals
- ✓ Be divided up after being cooked into small/shallow containers to allow for faster cooling

Approval Date	26 Oct 2023	Implementation Date	27 Oct 2023	Review Date	26 Oct 2025
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