

## SMC Kitchen and Food Hygiene Practices for Type 3 Events:

### Cooked Meals

<b>Name of the Event:</b>		<b>Instructions to the Food Hygiene Lead:</b> <b>1)</b> Please complete a blank copy of this sheet, found at the start of the Event Type 3 Section in the blue ring-binder on the shelf. <b>2)</b> At the end of the Event, file the sheet at the end of the Event Type 3 Section in the blue ring-binder. <b>3)</b> Initial here to verify practices followed _____
<b>Date:</b>		
<b>Food Hygiene Lead:</b>		

	<b>Kitchen and Food Hygiene Practices (Cooked Meals)</b>	Tick or enter N/A
1	<b>All members of the Kitchen Team to review this list</b> on arrival.	
2	<b>Ahead of the event ask guests about their food requirements &amp; allergies. On the day ask any additional guests about their food requirements &amp; allergies, making sure they are aware of appropriate available options. Share this information with the Team.</b>	
3	<b>Hands to be washed often in the hand basin</b> by the door (not in the sink): wash before food preparation, after touching potentially unclean surfaces (e.g. waste bins, door handles), coughing, sneezing, using toilet, etc.	
4	<b>Aprons to be worn.</b> Hands not to be rubbed on them.	
5	<b>All work surfaces &amp; equipment to be wiped down before &amp; after use using anti-bacterial spray</b> provided under the sink.	
6	<b>Different food types to be prepared in different sections of the worksurface, with their own utensils,</b> to avoid cross contamination between raw & cooked foods and between foods containing allergens.	
7	<b>Appropriate Cutting Boards to be used:</b> (RED=Raw Meat, BLUE=Raw Fish, YELLOW=Cooked Meats, GREEN=Salads & Fruits, BROWN=Vegetables, WHITE=Dairy Products).	
8	<b>Packaging &amp; food waste to be correctly disposed of</b> (kitchen bin and recycling tray) <b>after retaining any packaging labels containing allergen information.</b>	
9	<b>Food to be covered to protect from bacteria</b> when possible.	
10	<b>Foods containing cream, or similar, to be kept in the refrigerator.</b>	
11	<b>Opened pre-prepared food to be stored in the refrigerator</b> if there is a significant delay to serving.	
12	<b>Hot food to be held in the (preheated) Hot Holding unit,</b> between the sink & the dish washer, <b>if there is a delay between cooking and serving.</b>	
13	<b>Cutlery &amp; crockery to be washed in dishwasher,</b> if a team member is trained in its use.	
14	<b>If any milk has been left out during the event, do not pour back into the container in the fridge</b> as this causes the milk in the fridge to go off before its date.	
15	<b>Kitchen bin to be emptied &amp; replaced with a clean bag</b> (spares under sink) and <b>recycling removed to the appropriate outside bins.</b>	
16	<b>Used Church cloths, towels &amp; aprons to be taken away to launder</b> (External groups to leave in covered laundry bucket).	
<b>Use the back of this sheet to note any allergens catered for, or additional food hygiene practices taken.</b>		