



NSW Food Authority

safer food, clearer choices

Children's Services Voluntary Food Safety Program Template

NSW/FA/FI120/1105

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Introduction

About the NSW Food Authority

The NSW Food Authority (the Authority) is the government organisation that helps ensure NSW food is safe and correctly labelled.

It works with consumers, industry and other government organisations to minimise food poisoning by providing information about, and regulating, the safe production, storage, transport, promotion and preparation of food.

Current food safety requirements in NSW

Any children's service that provides food as part of their business must comply with national Standards 3.2.2 – *Food Safety Practices and General Requirements* and 3.2.3 – *Food Premises and Equipment* of the Food Standards Code (the Code). NSW local council Environmental Health Officers (EHOs) are responsible for conducting routine inspections on children's services to check on their compliance with these requirements.

NSW introduced national Standard 3.3.1 – *Food Safety Programs for Vulnerable Persons* in 2008 as the Vulnerable Persons Food Safety Scheme. NSW children's services are exempt from the Scheme and there is no legal requirement for them to implement a food safety program (FSP) at this time. For more information on the national Food Safety Standards visit www.foodstandards.gov.au

About this document

This FSP template is designed for NSW children's services wanting to **voluntarily** implement an FSP that is tailored to their food business activities and also conforms to national Standard 3.3.1 of the Code. It has been primarily designed for those services covered by the scope of Standard 3.3.1; that is, services that prepare potentially hazardous food (PHF) for children four years of age or less as part of the service in long day care, occasional care or employee sponsored day care. It also includes businesses whose primary activity is to prepare ready-to-eat PHF for these services.

The current regulatory requirements (ie Standards 3.2.2 and 3.2.3 of the Code) are identified in this document as a **must**, and compliance with these requirements is mandatory. All other practices and procedures in this document are recommended but not mandatory. However, the Authority would encourage businesses to implement these practices and procedures to ensure that safe food is prepared and served.

How to use the template?

The template is divided into three main sections: *Food handling activities*, *General food safety procedures* and *Records*.

To develop a FSP follow the steps below:

- 1) Adapt the example 'Process flow diagram' so that it represents the flow of food activities in your business. This is not mandatory, but gives you a visual representation of how your business handles food.
- 2) Fill in the question page *Food handling activities: Which activities does your children's service perform?* This will help you identify which food handling activities are relevant for your business. Only include activities that you answer 'yes' to in your FSP.
- 3) Read through each food handling activity that is relevant to your business. Add, delete or modify as appropriate, with input from staff who handle food.
 - the 'Safety point' column highlights practices that are important to keep food safe
 - the 'Why' column explains why the safety point is important
 - the 'Checks and records' column tells you what to look for, how to check, and what to write down
- 4) Read through the *General food safety procedures* and pick out which ones are relevant to your business. Add, delete or modify as appropriate, with input from staff who handle food.
- 5) Sort through the *Records* and pull out the ones that are relevant to your business. Modify as appropriate, with input from staff who handle food. Create record templates/masters, and make photocopies.
- 6) Train your staff on the food safety practices and checks that you and your team will put in place.
- 7) When you have worked through all the sections, develop a system so that they always follow the 'Safety points', and complete the 'Checks and records' every day or when required.
- 8) Maintain the food safety program and review it regularly to check it is still relevant, effective and compliant.

Acknowledgements

NSW Children's Services Industry Stakeholder Group

Safer food, better business for caterers, and *Safer food, better business for childminders*, developed by the UK Food Standards Agency (2009)

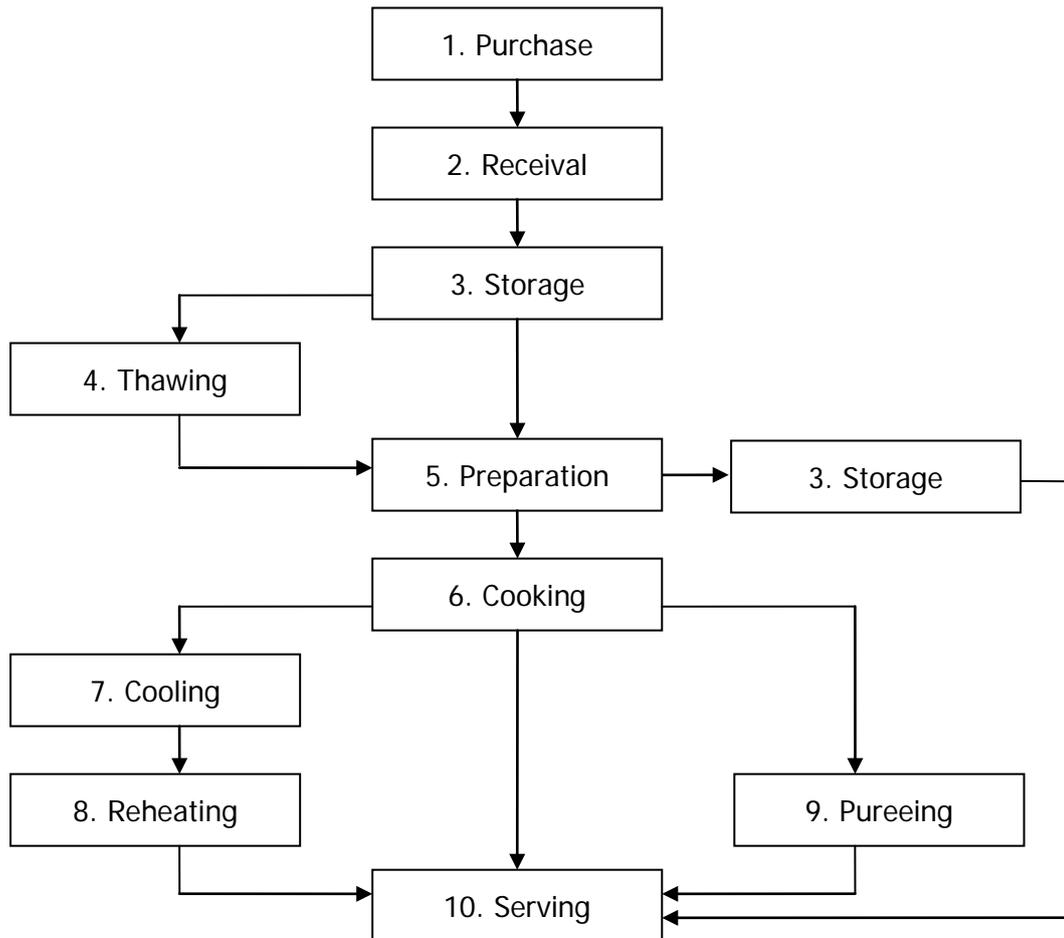
Tool for the development of a Food Safety Program for Childcare facilities, developed by Queensland Health (2008)

A template to assist SA child care centres to develop and implement a food safety program, developed by SA Department of Health (2008)

Looking After Our Kids, National School Canteen Food Safety Project, developed by the Federation of Canteens in Schools and the Commonwealth Department of Health and Ageing (2002)

Process flow diagram

This diagram represents the flow of food through a typical children's service. Your service might only perform some of the food handling activities illustrated here, or might undertake additional activities. You should modify this diagram so that it accurately reflects the process flow in your business.



Food handling activities

Which activities does your children's service perform?

The following questions will help you identify which food handling activities are relevant for your business and need to be included in your FSP. Only include activities that you answer 'yes' to in your FSP.

Food handling activities	No	Yes	Activity
Purchase and transport			
Do you transport food to your premises?			Activity 1
Receival			
Is food delivered from other businesses?			Activity 2
Storage			
Do you store food on the premises? (dry, cold, frozen)			Activity 3
Thawing			
Do you thaw food before preparation, cooking or serving?			Activity 4
Preparation			
Do you prepare food before serving or cooking?			Activity 5
Cooking			
Do you cook food at your premises?			Activity 6
Cooling			
Do you chill food after cooking?			Activity 7
Reheating			
Do you reheat pre-cooked food?			Activity 8
Pureeing			
Do you puree food after cooking?			Activity 9
Serving			
Do you serve hot or cold food to children?			Activity 10

This is not an exclusive list of food handling activities and there may be others undertaken by your business that should be included in your FSP. General food safety procedures related to each topic provide some hints and tips to ensure food is safe and suitable.

Other activities	No	Yes	Procedure
Breast milk and infant formula			
Do you serve breast milk or infant formula to babies?			Procedure 1
Allergens			
Do you prepare or serve food to children with food allergies?			Procedure 2

Activity 1: Purchase and transport

How to purchase and transport food safely

1. Purchase food only from a reputable, trusted supplier or retail outlet that you are confident will provide safe and suitable food.
2. Select and purchase foods that are in good condition in order to minimise chemicals, bacteria or pests getting in to food. For example, check that:
 - packaged foods (eg eggs, meat, food in packets, cans, cartons) are clean, intact and undamaged
 - fresh produce (eg fruit and vegetables) is clean, fresh and undamaged
3. Select and purchase refrigerated foods that are 5°C or below, hot foods that are 60°C or above, and frozen foods that are hard frozen, to minimise the growth of bacteria.
4. Check food is within its 'use-by' date.
5. Transport refrigerated and frozen foods in an esky or cooler bag with ice bricks, and hot foods in an insulated container (eg foam box) to minimise the growth of bacteria.
6. Go straight from the retail kitchen to the facility kitchen to minimise the time that foods are out of temperatures control.

Activity 2: Receival

How to receive food safely

Deliveries should be made when the cook (or staff member(s) with food handling training) are onsite to sign for them and check the 'Food Safety points' outlined below.

Food safety point	Why?	Checks and records
<p>Chilled foods must be 5°C or below (eg raw meat, chicken and fish, dairy foods, deli meats, pre-prepared salads and cold desserts from a supplier) (Std 3.2.2 cl 5).</p> <p>Hot foods must be 60°C or above (eg precooked hot meals from a supplier) (Std 3.2.2 cl 5).</p> <p>Foods must be within 'use-by' date (Std 3.2.2 cl 5).</p>	<p>Chilled and hot foods can contain harmful bacteria that will grow if kept at temperatures higher than 5°C and lower than 60°C (the temperature danger zone).</p> <p>Bacteria can grow in foods that are past their 'use-by' date.</p>	<p>Use a clean probe thermometer to measure the temperature of at least one chilled and one hot food on arrival. Fill in Record 1: Product receival sheet, or record temperature on invoice. Reject if temperature is above 5°C for chilled food or below 60°C for hot food.</p> <p>Check food is not past its 'use-by' date. Fill in Record 1: Product receival sheet, or record 'use-by' date or batch code on invoice. Reject products that are out of date.</p>
<p>Accept delivery of foods that are in a good condition and protected from contamination.</p> <p>Packaged food: packaging intact, food clean and undamaged (eg eggs free from dirt and cracks and within 'best before' date).</p> <p>Fresh produce: covered, clean, fresh and undamaged (eg fruit and vegetables, bread).</p> <p>Packaged foods must be clearly identified with the food name, manufacturer's name and address on the label (Std 3.2.2 cl 5).</p>	<p>Damaged packaging can allow pests, chemicals and foreign objects to get in.</p> <p>Dirty food can bring harmful bacteria into the kitchen and contaminate other foods.</p> <p>Damaged or old foods may have already begun to spoil and may no longer be safe.</p> <p>Cracked eggs can allow bacteria in through the shell, making it unsafe to eat.</p> <p>This information will help to identify products in the event of a food recall.</p>	<p>Visually check that food and packaging is clean and undamaged</p> <p>Reject products that are damaged, show signs of contamination or tampering, are dirty, cracked or excessively soiled.</p> <p>Visually check product is labelled correctly.</p> <p>Reject products that are unlabelled.</p>
<p>Frozen foods must be hard frozen (solid) and not partially thawed (Std 3.2.2 cl 5).</p>	<p>If you receive fully thawed products, you will not know how long they have been out of temperature control.</p>	<p>Visually check at least one frozen food is solid with no evidence of ice crystal formation. Reject fully thawed products.</p>

Activity 3: Storage

How to store food safely

1. Dry storage (pantry): Store all food off the floor in a clean and tidy area. This will discourage pests and insects from breeding and spreading harmful bacteria to your food. If storage areas are dirty, do an extra clean. If pest activity is sighted, advise the Director and contact the pest controller.
2. Dry storage: Keep foods covered or sealed in clean containers to prevent foreign objects, pests and harmful bacteria entering the food.
3. Dry storage: Food must be stored separately from chemicals (eg cleaning and pest control) to prevent them from contaminating food. Throw away any food exposed to chemicals.
4. Rotate food stocks (First In First Out) so you are not left with old stock. Foods with 'use-by' dates have a limited shelf life. Throw away any old, damaged or unlabelled stock, and food past its 'use-by' date.
5. Store raw foods (eg meat) below cooked and ready-to-eat foods, on the bottom shelf of the fridge. This prevents harmful bacteria in juices from raw food from dripping onto other cooked or ready-to-eat food and contaminating it.

Food safety point	Why?	Checks and records
<p>Cold storage (fridge): Chilled food must be stored at 5°C or below (eg milk and cream; most foods with a 'use-by' date; food with 'keep refrigerated' on the label; cooked food to be served the next day; ready-to-eat food such as salads and desserts) (Std 3.2.2 cl 6).</p>	<p>Certain foods need to be kept chilled to keep them safe. If your fridge or freezer are not kept cold enough, harmful bacteria could grow in these foods.</p>	<p>Place a thermometer or temperature gauge inside each fridge. At the start of each day, check and record the temperature. Check food in each freezer is hard frozen.</p> <p>Fill in Record 2: Fridge & freezer temperatures log</p> <p>If chilled food is between 5°C and 10°C, refrigerate and use within 12 hours. Throw away any chilled food over 10°C. Contact fridge service technician.</p>
<p>Frozen storage (freezer): Frozen food must be stored so they stay hard frozen (eg minus 10°C or below) (Std 3.2.2 cl 6).</p>		

Activity 4: Thawing

Frozen food (eg raw meat) should be thoroughly thawed before cooking. If food is still partially frozen, it will take longer to cook and may not cook properly. The outside of the food may look cooked but the centre may not be, allowing harmful bacteria to survive.

How to thaw food safely

1. Check food is thawed all the way through. Feel and visually check for ice crystals in the centre or thickest part of the food using your hand or a skewer. With whole chickens, check the joints are flexible.
2. Thawing methods
 - a) **Thawing in the fridge (recommended method):**

Plan ahead to allow enough time to thaw food in the fridge at a safe temperature. Small portions of meat should thaw overnight but whole chickens may take longer (eg 1-2 days). Thaw food on a tray or in a covered container on the bottom shelf of the fridge. This prevents harmful bacteria in juices from raw food dripping onto other cooked or ready-to-eat food and contaminating it.
 - b) Thawing with running water:

Put frozen food in a container with a lid and place it under cold running water at 21°C or below for no more than 4 hours. Cold water will help to speed up thawing without allowing the outside of the food to get too warm. If the food remains frozen after 4 hours, continue to thaw in the fridge. If the water temperature exceeds 21°C, throw the food away.
 - c) Thawing in the microwave:

Put food on a plate/bowl and use the 'defrost' setting or a 'low' setting. Turn food occasionally to help it thaw evenly. Thawing in a microwave is a faster method but can create hot spots and sometimes partially cook the food. This warm environment is ideal for bacteria to grow in. If microwave thawed product is not used after 30 minutes, throw it away.
3. Use food quickly after thawing. Thawed foods will spoil more quickly because the extra water on the outside surface is ideal for bacteria to grow in. If thawed food is out of the fridge or freezer for more than 4 hours, throw it away.
4. Thaw foods once only. Do not return thawed foods to the freezer. Bacteria may grow during thawing. Refreezing the thawed food will not kill bacteria. If there is leftover thawed food, throw it away.

Activity 5: Preparation

How to prepare food safely

1. Have separate preparation areas for raw foods (eg raw meat, chicken, fish and eggs) and cooked (eg quiches, pie, lasagne, pizza) or ready-to-eat foods (eg sandwiches, salads, fruit platters). This helps prevent the spread of harmful bacteria. If raw food comes into contact with cooked or ready-to-eat food, throw the cooked or ready-to-eat food away.
2. Thoroughly wash hands with warm running water and soap prior to food preparation and when hands become contaminated. Dry hands well with paper towel and where possible minimise hand contact with ready-to-eat foods using disposable gloves or utensils such as tongs, serving spoons and egg lifters. Ready-to-eat foods are foods that are minimally processed and eaten without further cooking, such as chopped fruit, salads, sandwiches and cakes.
3. Thoroughly clean and sanitise chopping boards and knives between uses, and use colour coded chopping boards to help prevent cross contamination. Harmful bacteria can easily spread from dirty equipment, utensils and surfaces to food, making it unsafe. If any food becomes contaminated from dirty surfaces, equipment, utensils or unwashed hands, throw it away.
4. Wash fruit, vegetables and salad ingredients thoroughly in clean drinking-quality water before preparing and serving. Peel, trim or remove the outer parts as appropriate. Washing and peeling will help to remove dirt or chemicals.
5. After preparing fresh cut fruit and vegetables, serve immediately, or cover and store on the top shelf of the fridge until serving (on the day of preparation). Once whole fruit and vegetables are cut, they are at greater risk of harmful bacterial growth and need to be handled correctly to keep them safe. Any unused portions should be discarded at the end of the day.
6. Particular care should be taken when preparing rough skinned fruit (eg rockmelon and strawberries) which have been linked to foodborne illness outbreaks. It is important to thoroughly wash the skin of these fruits before they are cut, and to observe the 4-hour/ 2-hour rule when preparing and serving these fruits.

Food safety point	Why?	Checks and records
Only use refrigerated ingredients (eg chicken, milk, cheese, sandwich meats) as you need them, so you can minimise the time they are out of the fridge (eg 30 minutes at a time, 4 hours in total) (Std 3.2.2 cl 7).	If these ingredients are left out of the fridge for too long, their temperature is no longer controlled as they are in the temperature danger zone (5°C to 60°C) where harmful bacteria grows quickly.	Record the total time that these ingredients are out of the fridge during preparation Fill in Record 3: Daily checklist (Time in temperature danger zone). If refrigerated ingredients are out of the fridge for more than 4 hours during preparation, use immediately or throw away.

Activity 6: Cooking

How to cook food safely

1. Preheat equipment such as ovens and grills before cooking. Food may not be cooked right through to the centre if you use equipment before it is preheated.
2. Cook whole cuts of meat (eg roast beef, roast pork, rolled roasts) until juices run clear when a skewer is inserted into the middle. Some cuts of meat (eg lamb cutlets, steak) are still safe if they are slightly pink in the centre, so long as all surfaces are fully cooked.
3. Turn foods during cooking to help it cook more evenly.
4. Boil or simmer liquid dishes until they are bubbling rapidly and steaming. Look for these signs so you can be sure the dish is hot enough to destroy harmful bacteria. Records do not need to be kept for these dishes (or when cooking vegetables, stewed fruit, muffins, biscuits etc) as they have a lower food safety risk.
5. Stir liquid dishes frequently to make sure food is the same temperature all the way through with no cold spots.
6. Keep cooked foods separate from raw foods to prevent harmful bacteria from spreading to the cooked food and making it unsafe to eat.

Food safety point	Why?	Checks and records
<p>Cook meat dishes (eg meatballs, bolognaise, shepherd's pie, meatloaf, sausages) all the way through, until they are very hot (steaming) with no pink in the centre.</p> <p>Cook chicken dishes (eg drumsticks, roast chicken) so that juices in the thickest part or the largest piece run clear.</p> <p>Cook fish (eg fillets, crumbed pieces) all the way through, until the flakes separate easily with a fork.</p> <p>Cook eggs until there are no runny whites and the yolk has started to thicken (eg hard boiled, scrambled, fried).</p> <p>Cook egg dishes (quiche, pikelets, baked custard) all the way through, until they are firm or set in the middle.</p> <p>Hot food should reach a core temperature of 75°C or more during cooking (or 70°C for 2 minutes).</p>	<p>Ingredients in these dishes can contain harmful bacteria that will only be destroyed by cooking thoroughly. By cooking these foods all the way through you are making sure they are cooked to a safe minimum core temperature.</p> <div style="border: 2px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>Important: If you are preparing 'Cook Chill Food' ie storing for up to 10 days (short life) or longer (extended life), contact the NSW Food Authority for further guidance.</p> </div>	<p>Daily: Visually check at least one cooked meat, chicken, fish or egg dish to make sure it is fully cooked.</p> <p>Fill in Record 3: Daily checklist (Cooking checks)</p> <p>If a dish is not fully cooked when checked, record the action taken to fix it.</p> <p>Double check that the recipe was followed correctly, review the recipe and cooking times, and adjust if necessary (eg increase cooking time, divide into smaller quantities).</p> <p>6-monthly: Use a clean probe thermometer to verify the core temperature (ie in the centre or thickest part) of at least two cooked dishes on the menu, and record.</p> <p>Fill in Record 4: 6-monthly verification – Prove cooked foods are safe</p>

Activity 7: Cooling

How to cool food safely

1. Avoid cooking large quantities of food in advance. Large quantities of food are more difficult to cool quickly, especially solid food (eg roast beef, lasagne). Slower cooling times increase the risk of harmful bacteria growing.
2. Stand cooked food until it stops steaming (eg 20-30 mins) using the methods below, then refrigerate promptly.
3. Cool liquid foods more rapidly by stirring occasionally to help release steam.
4. A small pot can be rapidly cooled by placing it in a sink with just enough cold water to come half way up the side. Gentle stirring for 15-30 minutes and refilling the sink as required with cold water, will bring the temperature down for storage in the fridge.
5. Divide food into small portions in clean, shallow containers, ideally around 5cm deep so they cool down quicker.
6. Keep food covered during cooling to protect it from contamination.
7. Label containers with the name and date it was made, to assist with stock control.
8. If food has been contaminated during cooling, throw it away.
9. Leave space around food containers cooling in the fridge (do not stack) to allow cold air to flow freely around the food. Fridges should not be overcrowded.
10. Cooked food that has been cooled should be stored in a refrigerator for no longer than 48 hours.
11. Food intended to be frozen should be rapidly cooled first and then be placed in a freezer within 48 hours of cooling.

Food safety point	Why?	Checks and records
<p>Cool cooked food as quickly as possible in the fridge or freezer to keep foods out of the temperature danger zone.</p> <p>Cooked food must be cooled according to the 2-hour/4-hour cooling rule. That is, from 60°C to 21°C within 2 hours and then from 21°C to 5°C within a further 4 hours (Std 3.2.2 cl 7).</p>	<p>Harmful bacteria can grow in food that is left to cool too slowly. Faster cooling times will limit the time in which these bacteria can grow.</p>	<p>Daily: Visually check one cooked dish is cooled, covered, labelled and placed in the fridge shortly after cooking.</p> <p>Fill in Record 3: Daily checklist (Cooling check)</p> <p>6-monthly: Use a clean probe thermometer to measure the core temperature of at least two cooled dishes on the menu as they are cooling.</p> <ol style="list-style-type: none"> Note the start time (when centre of food reaches 60°C) Record the temperature after 2 hours Record temperature again after a further 4 hours <p>Standardise the verification process by using the same size cooking pan, cooking joint, recipe, cooking time and temperature. Choose the bigger and thicker foods to test (eg large piece of meat) and a dish cooked in a tin (eg meatloaf or lasagne) or a pot (eg Bolognese sauce).</p> <p>Fill in Record 4: 6-monthly verification – Prove cooled foods are safe</p> <p>If food has not been cooled safely, throw it away. Adjust the cooling process for next time, if it has not been effective.</p>

Activity 8: Reheating

How to reheat food safely

- 1) Preheat equipment such as ovens and grills before reheating. Food may not be heated through to the centre if you use equipment before it is preheated.
- 2) Stir or turn food during reheating to make sure it heats evenly.
- 3) Microwave reheating:
 - i) Food purchased from a supplier – follow their reheating instructions.
 - ii) Food cooked by the children’s service – stir while reheating until steaming hot in the centre, and let stand before serving. Frozen product should preferably be thawed prior to reheating to assist uniform heating.
- 4) Do not add raw food, or mix in new batches of food, into already reheated food as this can spread harmful bacteria through the reheated food.
- 5) Always use clean equipment and utensils to handle reheated food.
- 6) Reheat once only. Do not return reheated food to the fridge or freezer. Throw away any leftover reheated food that has not been eaten or served. Reheating and cooling food more than once will increase the risk of bacteria growing as food spends a longer time in the temperature danger zone.

Food safety point	Why?	Checks and records
<p>Reheat food until it is hot all the way through.</p> <p>Food to be held hot must be rapidly reheated to a minimum of 60°C at the centre (Std 3.2.2 cl 7). For added safety, foods should be reheated to 75°C (or 70°C for 2 minutes).</p>	<p>Food must be reheated hot enough (recooked) to destroy any harmful bacteria. Simply warming food will not do this.</p>	<p>Daily: Visually check at least one reheated meat, chicken, fish or egg dish is hot enough (eg food is steaming, bubbling rapidly, or not pink in the centre).</p> <p>Fill in Record 3: Daily checklist (Cooking checks)</p> <p>If food is not hot enough reheat it for longer, increase the heat, use different equipment or divide food into smaller portions.</p> <p>6-monthly: Use a clean thermometer to measure the core temperature of at least two reheated dishes to be hot held on the menu and record. The method should be standardised with regard to container size, food safety risk, recipe, thickness of the food, or size of pieces.</p> <p>Fill in Record 4: 6-monthly verification – Prove reheated foods are safe</p>

Activity 9: Pureeing

How to puree food safely

1. Keep cooked pureed food separate from raw foods to avoid cross contamination. Use a separate processing area away from raw meats, fruit and vegetables.
2. Make sure the blender/vitamiser/Bamix™ is clean, sanitised and undamaged before use.
3. After every use, take the blender apart. Clean, sanitise and dry each individual part thoroughly, then put it back together.
4. **Ideally, puree foods just before serving.** Plan carefully to make sure there is no delay between cooking, pureeing and serving as this allows sufficient time for bacteria to grow.
5. Throw away any leftover pureed food at the end of each day.

Food safety point	Why?	Checks and records
Pureed food should reach a core temperature of 75°C or more (or 70°C for 2 minutes) during cooking (or reheating).	This amount of heat is needed to destroy harmful bacteria.	6-monthly: Use a clean thermometer to measure the core temperature of at least two pureed dishes on the menu and record. Fill in Record 4: 6-monthly verification – Prove pureed foods are safe
<p>Minimise the time between pureeing and serving/freezing (eg 30 mins max)</p> <p>Freeze puree in small containers (eg individual serve plastic tubs, covered ice cube trays).</p> <p>Frozen puree remains frozen solid during storage.</p> <p>Reheat puree that has been frozen to minimum core temperature of 75°C.</p>	<p>Bacteria can grow quickly when out of temperature control.</p> <p>Small portions freeze and defrost more quickly, minimising the time in which bacteria can grow.</p> <p>Partially thawed puree may not stay at a safe temperature.</p> <p>High heat is needed to destroy any bacteria that may have grown.</p>	<p>Daily: Visually check one pureed dish is served or frozen quickly after cooking; frozen puree is portioned into small serves; frozen puree remains hard solid during storage; reheated puree is steaming hot.</p> <p>Fill in Record 3: Daily checklist (Cooking checks)</p> <p>If food has not been pureed safely, throw it away. Adjust the pureeing process for next time, if it has not been effective.</p>

Activity 10: Serving (hot & cold)

How to serve food safely

1. Serve hot food, reheated food and cold food dishes as quickly as possible to minimise time in the temperature danger zone. Don't leave them at room temperature for long periods.
2. Store cold dishes in the fridge or freezer until serving time, to keep them at the correct temperature.
3. Serving utensils and equipment (including gloves, if used) should be clean so they do not spread bacteria to food. If food becomes contaminated from dirty utensils or poor food handling practices, throw it away.
4. Leftover food not served on plates or food not eaten should be thrown away.
5. If food has been precooked and chilled, and then served cold (eg quiche, meat for sandwiches), it should not be stored for more than 48 hours.

Food safety point	Why?	Checks and records
Serve hot food dishes to be held over the meal service at 60°C or above.	Keeping hot foods above 60°C minimises the risk of bacteria growing.	Daily: Visually check that hot food is still steaming or use a probe thermometer to check the core temperature during service.
Serve cold dishes at 5°C or below.	The longer a cold dish stays in the temperature danger zone, the easier it is for bacteria to grow in food.	Daily: Check that chilled food still feels cold or use a probe thermometer to check the core temperature during service.
If these temperatures can not be maintained, then the hot dish should only stay below 60°C, or the cold dish above 5°C, for a limited time.	If a hot dish is below 60°C or a cold dish is above 5°C (in the temperature danger zone) for too long it may become unsafe to eat.	Observe the time that hot dishes are below 60°C or cold dishes are above 5°C during service and apply the 4-hour/2-hour storage rule. If a hot or cold dish is out of temperature control for: a) less than 2 hours, use it immediately or return it to the fridge b) between 2 and 4 hours, use it immediately c) longer than 4 hours, throw it away Fill in Record 3: Daily checklist (Time in temperature danger zone)

General food safety procedures

Procedure 1: Breast milk and infant formula

Babies are particularly vulnerable as their immune systems are not fully developed and they consume a large volume of a single food source. Breast milk and infant formula bottles that are brought to the children's service need to be handled correctly so they remain safe for babies to consume.

Services should demonstrate that:

- Made-up formula is not kept for longer than 24 hours, and any leftover product is immediately discarded
- Equipment used for infant feeding, such as bottles, teats and other utensils, are thoroughly cleaned and sterilised before use.

Below are some recommendations on how these requirements can be met. Two different scenarios are referred to, depending on the arrangement between the children's service and the parents.

Breast milk or prepared infant formula supplied by parents

Transport and receipt

- *Breast milk:* Parents supply fresh or thawed breast milk in clean and sterilised bottles
- *Prepared infant formula:* Parents supply prepared infant formula in clean and sterilised bottles
- Parents cool bottles in their fridge at home before transporting
- Parents transport bottles in a cooler bag or esky with an ice brick
- Parents clearly label bottles with their child's name, and date of preparation

Storage

- Place bottles in the fridge immediately on arrival at the children's service (a dedicated milk fridge is ideal)
- *Breast milk:* can be stored in the fridge for 48 hours and at room temperature for 4 hours before needing to be discarded.
- *Prepared infant formula;* can be stored in the fridge for 24 hours and at room temperature for 2 hours before needing to be discarded.
- Store bottles in the back of the main part of the fridge (not in the door) until feeding time

Warming

- Warm bottles by standing upright in warm water for no longer than 15 minutes
- If thawed breast milk is still slightly frozen, place the container under cold running water and gradually increase the water temperature until the milk becomes liquid
- Shake or swirl bottles occasionally to help milk heat evenly
- Test the temperature of milk before feeding (no hotter than body temperature)

Clean up

- Throw away any leftover milk at the end of **each feed** and at the end of **each day**
- Return bottles and teats to parents for cleaning and sterilising

Infant formula prepared at the children's service

Transport and receipt

- Parents supply the measured quantity of cooled, boiled water in clean and sterilised bottles and the measured quantity of powdered infant formula in a separate container
- **Or** parents supply empty, clean and sterilised bottles with manufacturer's instructions for the children's service to prepare the infant formula
- Parents clearly label bottles with the child's name, and date of preparation

Storage

- Place containers (of formula powder) in the fridge immediately on arrival at the children's service
- Store in the main part of the fridge (not in the door) until feeding time

Preparation

- Wash hands thoroughly with soap and warm water and dry thoroughly
- Use a dedicated preparation area
- Prepare infant formula bottles individually, and as close to feeding time as possible (ie prepare as needed)
- If parents supply infant formula in a container and water in a bottle, add powder to water and shake gently to mix. Proceed to 'Warming' below
- If parents supply empty, clean, sterilised bottles and the children's service supplies infant formula and water
 - Thoroughly clean and sterilise any utensils used to make up formula
 - Follow manufacturer's instructions carefully
 - Measure into the bottle the required amount of boiled water which has been allowed to cool as instructed by the manufacturer
 - Measure the required amount of formula powder using the scoop that comes with that tin. Add to the pre-boiled cooled water and shake gently to mix
 - Cool formula quickly by holding under cold running water or place in a container of cold water. Dry the outside of the bottle
 - Reseal the open tin of formula powder and store in the fridge. Proceed to 'Test the temperature of prepared formula...' below.

Warming

- Warm bottles by standing upright in warm water for no longer than 15 minutes
- Shake or swirl bottles occasionally to help milk heat evenly
- Test the temperature of prepared formula before feeding (no hotter than body temperature) by hygienically inverting the bottle to release some drops on the back of the hand.

Clean up

- Formula should be discarded after 2 hours at room temperature and not be stored for longer than 24 in the back of the fridge
- Thoroughly clean and sterilise utensils used to make up formula
- Return bottles, teats and containers to parents for cleaning and sterilising.

Procedure 2: Food allergies

Food allergies occur in one in twenty children. Food allergies need to be taken seriously, even in children who have only experienced a mild reaction in the past. Some children can develop acute, severe reactions, often the very first time they are exposed to a food they are allergic to.

Food allergy is not the same as food intolerance. Food intolerances are caused by chemical irritant effects of certain food substances on nerve endings. These can be natural food components (eg lactose, salicylates, amines or glutamate (natural MSG), or they can be additives (eg preservatives, colourings or flavourings). Reactions to these substances are usually less severe and often develop over time from the cumulative effects of foods in the child's diet.

When preparing food for children it is important that information about the product is available and known as some children can be severely allergic to certain types of foods. The most common food allergens are milk, eggs, soy, peanuts, tree nuts, sesame seeds, fish and crustaceans.

Managing food allergies

Children's services should have their own allergy management policy, in addition to individual plans. Policies should be put in place to ensure that the care environment is safe for children with severe allergies. It is important to ensure that safe, allergen-free foods are provided to children with allergies.

Children's services should develop individual allergy management plans for children with severe allergies. It is likely that parents of children with a severe allergy will already have an allergy management plan developed with their doctor.

When a child with a known food allergy is enrolled with your service, listen to parent's concerns and ask them to bring a specialist's letter or certificate documenting which food(s) the child is allergic to. The child's parents should provide medical information and work with staff (director, cooks and carers) to discuss the different needs of the child and develop an individual allergy management plan.

The only management for food allergies is to ensure children completely avoid exposure to foods they are allergic to, at all times, including mealtimes, cooking activities, and craft activities.

A child with a severe allergy can react to even a tiny amount of food they are sensitive to. Many foods could contain an ingredient the child is allergic to. You should be confident that the food you are preparing for each child is safe.

The children's service should implement a risk management plan or allergen policy that aligns with the severity of a child's food allergy. Whether certain policy points are suitable or not depends on the types and numbers of foods that need to be avoided, the severity of the child's allergy and the possible nutritional impact on other children.

The children's service (in consultation with the parents of the child with a food allergy) may decide:

- a) to prepare meals and snacks specifically for children with food allergies
- b) to completely exclude certain food allergens off the menu (eg if a child has a severe peanut allergy, even to trace amounts, the policy may prohibit peanuts or peanut pastes in the service at all times). This option may be considered after receiving written recommendation from a medical professional/specialist

- c) to ask parents/guardians to provide all food and drinks for the child with a food allergy. If food or formula is brought from home, make sure it is clearly labelled with the child's name, so the wrong food is not given to the child

Top tips and strategies

- Keep a written record of any children with food allergies. This may be displayed in the kitchen for easy reference when preparing and serving food
- Identify foods containing allergens on menus
- With parental consent, it may be appropriate to display the name and photo of the child with a food allergy, details of all allergies and trigger foods, and details of an anaphylaxis management plan and emergency treatment instructions
- Read all food labels and check all ingredients of any meals and snacks given to a child with a food allergy. Also check ingredients of oils, sauces and dressings used to prepare food for a child with an allergy. Check food labels for trace amounts of the relevant allergen as well. **Never guess.** If you are unsure, do not give the food to the child
- When preparing food for a child with a food allergy, wash hands thoroughly, and clean work surfaces and equipment thoroughly before you start. This will help prevent small amounts of allergens getting into the food by accident
- Prepare special meals separately from other meals to minimise cross contamination in the kitchen
- Discourage children from swapping or sharing food at all meal and snack times
- Advise staff serving food of the special requirements of children with food allergies
- Closely supervise children with food allergies, especially at meal and snack times
- All staff, parents of other children, and other children at the centre (where appropriate) should be made aware of the serious consequences of accidental exposure to allergens
- Special treats for birthdays and other celebrations may be best supplied by the parents of the child with a food allergy

More information

Anaphylaxis Australia Inc: www.allergyfacts.org.au

Australasian Society of Clinical Immunology and Allergy (ASICA): www.allergy.org.au

The Food Allergy and Anaphylaxis Network (FAAN): www.foodallergy.org

Royal Prince Alfred Hospital, Allergy Unit: www.sswahs.nsw.gov.au/rpa/allergy/

Sydney Children's Hospital, Allergy Outpatients Clinic: www.sch.edu.au

The Children's Hospital at Westmead, Allergy, Immunology and Infectious Diseases Clinic: www.chw.edu.au/prof/clinics/allergy_immunology_and_infectious_diseases_clinic.htm

Department of Health and Ageing (2009): *Get Up & Grow* resources

www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-index

NSW Department of Community Services and NSW Health: *Anaphylaxis Guidelines for Children's Services 2007*

www.community.nsw.gov.au/DOCSWR/_assets/main/documents/ANAPHYLAXIS_GUIDELINES.PDF

NSW Health (2008): *Caring for Infants*

www.health.nsw.gov.au/pubs/2008/pdf/caring_4_infants.pdf

Procedure 3: Maintenance of premises and equipment

Premises

The kitchen must be designed, constructed and maintained in a way that minimises the risk of food becoming contaminated.

Any maintenance issues and construction defects that are identified during routine daily checks and 12-monthly inspections are documented on the appropriate record forms.

Repair structural damage to your food premises as soon as possible eg damp/chipped plaster, broken tiles, holes in walls or windows.

Check extractor fans and filters regularly to make sure they are working properly and are free from grease and dirt.

Equipment

Food handling equipment such as bench tops, chopping boards, knives, utensils, bowls, containers, pots, blenders and anything that is used to handle food must be designed, constructed and maintained in a way that minimises the risk of food becoming contaminated.

Food preparation equipment such as fridges, freezers, stoves and ovens must be kept clean and in good working order. If servicing of such equipment is required, copies of the reports should be maintained.

Equipment must be used only for what it was intended and kept clean and in good working order. Throw away any chipped, broken or cracked eating or drinking utensils and repair or replace any equipment or utensils that are damaged or have loose parts.

Checking maintenance of premises and equipment

Record 5: 12-monthly internal audit and maintenance checklist should be used by the cook to check the condition of the premises and equipment.

If the item on the checklist is satisfactory, write 'Yes' next to the item, and if unsatisfactory, write 'No' next to the item in the 'Yes/No' column. The item should then be repaired or replaced (within a suitable timeframe).

The action taken to fix the problem, and the timeframe to be repaired (if required), should be recorded in the 'What you did to fix it' column on the form.

All record forms should be signed by the person who completed the record, in the 'Sign' column.

Procedure 4: Cleaning and sanitation

Daily cleaning and sanitation

- Clear and clean work surfaces and equipment as you go, to prevent the spread of bacteria.
- Wipe up spills as soon as they happen.
- Wash work surfaces and equipment thoroughly between tasks to prevent dirt and bacteria spreading onto other foods.
- Remove all solids and scraps from equipment, bench tops and floors, and place into the garbage bin.
- Wash equipment and utensils with hot water and detergent until clean, and rinse with clean water to remove any residues. Leave equipment to air dry or dry by hand.
- Use dishwashers on the hottest cycle with an appropriate detergent, and clean regularly.
- Wipe clean and sanitise bench tops
- Floors are swept and mopped clean with a detergent solution and allowed to air dry.
- Keep bins clean and stored properly so they do not attract pests or cause odours.
- Clean and sanitise aprons, tea towels and reusable cloths.
- Keep toilet and handwashing facilities in a clean and sanitary condition.

Cleaning chemical

Cleaning chemicals must be suitable for use with food, and the manufacturer's instructions must be followed. Ensure that all cleaning chemicals are kept out of reach of children and stored away from food.

Paper towels

Use single use disposable paper towels where possible, especially for drying hands and wiping up spills on the floor, and throw away after each task to minimise bacteria spreading.

Dish cloths

Replace cloths or sanitise them daily (eg sanitise overnight each day, then replace weekly). If cloths are used to wipe surfaces that have had contact with raw meat, they should be cleaned and sanitised with hot water or chemicals or thrown away. Colour coded cloths can also be used for different activities in the kitchen (eg blue for sink, red for benches, green for floor).

Tea towels and oven mitts

If dishes are dried by hand, use only clean tea towels designated for that specific purpose (ie not also used for mopping up spills or drying hands). If oven mitts are used, clean and sanitise them regularly.

Checking cleaning and sanitation

At the end of each days food preparation and if required during the day's operation, the kitchen, the eating area and all food handling equipment must be cleaned and sanitised (where appropriate).

Food contact surfaces and equipment (eg plates, chopping boards and thermometers) must be cleaned and sanitised. Sanitation can be done using heat and/or chemicals. Items that do not have direct contact with food only need to be cleaned (eg stove, floors and light fittings).

Record 3: Daily checklist should be used to check and record the hygiene of the premise and equipment.

Procedure 5: Thermometer calibration

Thermometers must be accurate to $\pm 1^{\circ}\text{C}$. Temperature measuring devices should be calibrated every six months by a nominated person (eg cook, director, afternoon shift) and results recorded.

Calibrating a handheld probe thermometer

Handheld thermometers can be calibrated using the ice point check and boiling point check.

Ice point (0°C)

1. Fill a cup with crushed ice or small ice cubes and add a little water (no more than $\frac{1}{3}$ of the ice quantity) to make ice slurry
2. Place thermometer probe in the centre of the cup so it touches the ice and water, but does not touch the base of the cup
3. Leave for 5-10 minutes, then stir
4. Take the reading. If the thermometer is accurate it should read 0°C

Boiling point (100°C)

1. Boil some water in a pot
2. Place thermometer probe in the centre of the pot so it does not touch the bottom
3. Leave until a steady reading can be taken (a few minutes)
4. Take the reading. If the thermometer is accurate it should read 100°C

Probe thermometer calibration	(0°C)	(100°C)
Date		
Temperature		
Temperature difference		
Signature		

Acceptable margin of error (tolerance): If thermometers are **less than 1°C over or under** the correct reading (eg $\pm 0.5^{\circ}\text{C}$, $\pm 1^{\circ}\text{C}$), the temperature difference should be noted and allowed for when reading the temperature for monitoring purposes.

Corrective action for being outside margin of error (non-compliant with tolerance): If thermometers are more than 1°C over or under the correct reading (eg $\pm 2^{\circ}\text{C}$), they should be replaced or repaired.

Other thermometers and gauges

A calibrated handheld thermometer can be used to check the accuracy of fridge, freezer or coolroom gauges, and cooking temperatures on the premises.

For example, leave the handheld probe thermometer switched on inside the fridge/freezer/coolroom and compare the probe reading with the fridge/freezer/coolroom temperature gauge. Any differences in readings should be noted below.

Fridge thermometer calibration	Fridge temperature	Thermometer
Date		
Temperature		
Temperature difference		
Signature		

Procedure 6: Pest control

Minimise the entry and harbourage of pests to prevent food becoming contaminated. The service should implement the following pest control program and keep records of any pest control undertaken.

Food Safety point	How to check
<p>Prevent entrance of pests Fit windows with flyscreens. Seal doors with weather strips. Check food deliveries thoroughly for signs of pests. Do not accept a delivery if it shows signs of pests (eg gnawed packaging, visible presence).</p>	<p>Every 12 months, as part of Record 5: Internal audit and maintenance checklist Daily, as part of Record 1: Product receival sheet</p>
<p>Prevent harbourage of pests Check your kitchen and storage areas regularly for signs of pests. Ensure that the premises are maintained in good repair (ie free of holes, cracks and crevices and access or harbourage for pests).</p>	<p>Daily, as part of Record 3: Daily checklist. Also record any evidence of pests observed, see Pest activity below</p>
<p>Chemical control of pests Identify locations of all rodent and insect bait stations on the premises. Ensure pest control chemicals are suitable for use in food premises, clearly labelled, stored away from food handling areas, and kept out of reach of children.</p>	<p>Every 6 months, check bait stations are correctly identified on the floor plan Before use and after use, check chemicals are used and stored correctly</p>

Pest activity

Record any pest activity sighted and the action taken from inspections conducted by staff or from inspections and treatments conducted by a pest control contractor.

Date	Area checked	Pest activity (type, location, size)	Action taken	Sign

Procedure 7: Personal hygiene

It is important for all staff that handle food to follow good personal health and hygiene practices so as not to compromise the safety and suitability of food.

Food handlers (eg cooks and carers) should be trained in the following practices and the Director should regularly check they are observed.

1. Hand washing

Food handlers should wash their hands before preparing or handling food and after using the toilet, changing nappies, smoking, coughing, sneezing, using a handkerchief or tissue, eating or drinking.

When washing their hands, food handlers should use the hand washing facilities provided, use soap and warm running water, and thoroughly dry their hands on a single use towel.

2. Clothing

Food handlers should wear clean outer clothing when preparing food.

An apron that is easily cleaned or disposable over their clothes is recommended, especially when working with raw meat, poultry or eggs. Food handlers should remove aprons when performing any other duty that does not involve food.

Wearing gloves is not a requirement; however they are good for covering bandaids and for handling some messy foods. The use of gloves should not replace hand washing between activities. Where gloves are used, keep them clean and intact and change them whenever they might have become contaminated.

3. Hair

Food handlers should tie back or cover their hair when preparing food to prevent it from falling into food.

4. Personal effects

When preparing food, food handlers should not wear watches or loose jewellery, especially on hands and wrists (except a plain wedding band).

Food handlers should keep fingernails short and clean and not wear artificial fingernails.

Personal belongings (eg handbags, mobile phones, outdoor coats) that are not needed for food handling should be stored in allocated storage areas.

5. Coughing and sneezing etc

Food handlers should not eat, sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food.

6. Injury

Cuts and sores on exposed body parts (eg hands) should be covered with a bandage (eg bandaid) that is completely covered with a waterproof covering (eg glove) when preparing food.

7. Illness

Food handlers should not prepare food if they have diarrhoea, are vomiting, or have other symptoms of illness (eg fever, sore throat with fever, nausea, jaundice, abdominal cramps). Staff members should advise the director if they have these symptoms.

Procedure 9: Approved suppliers list

A children's services business should keep records of the name and address of the vendor, manufacturer, packer or importer of all food received on the premises. Food received by the business should only be purchased from approved suppliers.

Before being approved as a supplier, make sure the supplier understands that you expect food delivered to comply with the national Food Safety Standards. The supplier should agree to your delivery requirements such as:

- All foods: Within 'use-by' or 'best before' date. Correctly labelled with manufacturer's name and address
- Cold foods: Must be received at 5°C or below (eg raw and cooked meats, dairy foods)
- Hot foods: Must be received at 60°C or above (eg pre-cooked meals from a supplier)
- Frozen foods: Must be received hard frozen (eg ice cream, frozen fish)
- Dry goods: Packaging undamaged and clean. Cans that are dented, rusted or blown should not be used.

You should keep a list of your approved food suppliers so you can be confident who will supply your business with safe food.

Record the supplier's business name, contact person and contact phone number. Also the type of products supplied (eg meat, fruit and vegetables, dairy, dry goods). Add any relevant notes or special instructions and record the date they were approved as a supplier.

Supplier details (business name, contact details)	Products supplied	Notes	Date approved
<i>Eg Premium Meats (PM), Parramatta John Citizen Ph: 9922 1166</i>	<i>Meat, chicken, sliced ham</i>	<i>Refrigerated truck Delivers Mondays and Thursdays</i>	<i>1.12.10</i>

Records for monitoring and verification

Record 1: Product receival sheet

Date	Supplier	Product supplied (food name)	Date code	Visual check (tick if ok)	Temp (°C)	Accept/Reject	What you did to fix it	Sign
6.12.10	Premium Meats	Beef mince 6kg	13.12.10	✓	5°C	Accept		AZ
7.12.10	Fresh Farm Egg Co	Fresh eggs 4 doz	28.12.10	* (2 doz ok)		Reject	2 cartons had cracked eggs. Called supplier. Cracked eggs thrown away. Will be replaced tomorrow.	AZ

Record 2: Fridge & freezer temperature log

Date	Temperature (°C)		Hard frozen (tick if ok)	Month: <i>eg December 2010</i>	
	Fridge 1	Fridge 2	Freezer	What you did to fix it	Sign
1	5°C	4°C	✓		AZ
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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27					
28					
29					
30					
31					

Record 3: Daily checklist

Date:

Kitchen checks	Yes/No	What you did to fix it	Sign
Premises (incl. food preparation areas) clean and tidy			
Utensils and equipment clean and well maintained			
Handwashing basin accessible; stocked with soap and paper towel/ hand sanitiser available			
Personal hygiene of staff appropriate (eg hair tied back; clean hands after toilet break)			
Record 1: Product receipt sheet completed			
Record 2: Fridge & freezer temperatures Log completed			
All perishable and shelf-stable food stored appropriately; food past its 'use-by' date thrown away, and stock rotated			
Cooked food more than 24 hours old thrown away; breast milk/formula not used today thrown away			
Equipment and utensils in contact with food cleaned and sanitised after use			
No sign of pest activity			
Chemicals are stored safely			

Time in temperature danger zone (Preparing & serving food: activities 5 & 10)					
Refrigerated ingredient or Cold dish	Time during preparation	Time during serve cold	Total time	What you did to fix it	Sign
<i>Eg Sandwiches</i>	<i>30 mins</i>	<i>2 hours</i>	<i>2.5 hours</i>	<i>Threw out leftovers</i>	<i>AZ</i>
Hot dish	Time during serve hot			What you did to fix it	Sign
<i>Eg Soup</i>	<i>2 hours</i>			<i>Threw out leftovers</i>	<i>AZ</i>

COOKING checks (Hot, reheated and pureed food: activities 6, 8 & 9)			
Cooked dish	Visual check (tick if ok)	If not ok, what did you do to fix it?	Sign
<i>Eg Meatballs</i>	<i>Not steaming</i>	<i>Cooked for further 10 mins, re-checked, 70°C for 2 mins. Changed recipe to increase cooking time.</i>	<i>AZ</i>

COOLING check (Cooked foods chilled down for later use: activity 7)			
Cooled dish	Visual check (tick if ok)	If not ok, what did you do to fix it?	Sign
<i>Eg Lasagne</i>	✓		<i>AZ</i>

Record 4: 6-monthly verification

Prove COOKED foods are safe (Activity 6: two dishes every 6 months)					
Date	Dish	Temp (°C)	Cooking time at this Temp	What you did to fix it and changes made	Sign
19.3.11	Roast chicken	75°C	1 min		AZ
19.3.11	Meatballs	63°C		Cooked for further 10 mins, checked again, 70°C for 2 mins. Changed recipe to increase cooking time.	AZ

Prove COOLED foods are safe (Activity 7: two dishes every 6 months)						
Date	Dish	Start time (Temp when 60°C)	Temp (°C) at 2 hrs	Temp (°C) at 6 hrs	What you did to fix it and changes made	Sign
19.3.11	Lasagne	10:00am	22°C	5°C	Slightly over temp at 12:00pm. Divided into 2 smaller portions. Measured again at 4:00pm, 5°C, ok. Made a note on recipe to split batch into 2 next time before cooling	AZ

Prove REHEATED foods are safe (Activity 8: two dishes every 6 months)				
Date	Dish	Temperature (°C)	What you did to fix it and changes made	Sign
19.3.11	Cottage pie	75°C		AZ

Prove PUREED foods are safe (Activity 9: two dishes every 6 months)				
Date	Dish	Temperature (°C)	What you did to fix it and changes made	Sign
19.3.11	Chicken with pumpkin and broccoli puree	77°C		AZ

Record 5: 12-monthly internal audit and maintenance checklist

Food safety program checks	Yes/No	What was done and changed
Food Safety Program is on site and available		
'Food Safety points' are being put into practice		
Food Safety Program accurately reflects the children's service's food handling activities		
Any updates to recipes, procedures or process flow chart have been completed		
Records and logs are being kept correctly and forms have been updated as required		
Maintenance checks	Yes/No	What was done and changed
Equipment and utensils		
Any equipment/utensils that are rusted, corroded, damaged, deteriorated or have loose parts are repaired or replaced		
Cracked, broken or chipped eating and drinking utensils (eg dishes and cups) are thrown away		
Worn or damaged chopping boards are replaced		
Service records are kept of any equipment that needs servicing		
Preparing and serving areas		
Ceilings, walls and floors are free from cracks, chips, holes, peeling paint, dampness, and other signs of damage		
Benches, sinks and shelves are free from rust, damage and deterioration		
Lights in kitchen are covered or have non-shattering globes		
All sinks (including hand wash basin) are accessible and in working order		
Fridges/freezers/coolrooms		
Shelves, drawers, doors and fan grills are clean and free from damage		
Door seals are clean and in good condition		
Storage areas		
Cupboards are free from damage and deterioration		
Chemicals are stored separately to food		
Bathrooms and nappy change area		
Toilets and nappy change area are kept clean and tidy and kept separate from kitchen		
Hand washing facilities are accessible and in working order		

Record 5: 12-monthly internal audit and maintenance checklist – continued

Procedure checks	Yes/No	What was done and changed
Breast milk and infant formula		
Infants milk or formula is correctly handled		
Food allergies		
Individual allergy management plans for each child with severe food allergy are up to date		
All staff are trained on the symptoms of food allergy and emergency response		
Cleaning and sanitation		
Cleaning and sanitising schedule is being completed		
Approved cleaning and sanitising chemicals are present and being used correctly		
Thermometer calibration		
All thermometers and temperature gauges are calibrated regularly (eg every 6 months)		
Pest control		
No sign of pests in kitchen and storage areas		
Rat and insect bait stations are maintained and correctly situated		
External doors/openings prevent entry of pests (eg flyscreens attached, weather strip secured)		
Pest activity and pest preventative measures are recorded		
Activity reports from the pest control contractor are available		
Personal hygiene		
All staff have been briefed on personal hygiene		
Staff training		
Staff training record is up to date		
Approved suppliers		
Approved supplier list is up to date		

Comments/further action: _____

Signature: _____ Date: _____

Title: _____

Definitions

Bacteria	Commonly known as germs. They are living microorganisms that are found in or on food, people, surfaces, untreated water, dirt, faeces, soil, plants, animals and pests.
'Best before' date	A date code printed on food that indicates quality. Foods can still be legally sold after this date and may still be safe to eat, but may start to lose in quality (eg lose flavour and texture).
Calibration	Testing to ensure the accuracy of readings from a measuring instrument (eg thermometer) are consistent with a known standard (eg ice point = 0°C, boiling point = 100°C).
Clean	To remove grease, dirt and foreign matter so an item is clean to the touch and free from visible matter and bad odours.
Contamination	The presence of physical foreign matter (eg hair, glass), chemical substances (eg cleaning products, pest control chemicals), or harmful bacteria that makes food unsafe to eat. These can be spread from one food, food contact surface or utensil, to another.
Core temperature	The temperature measured in that part of the food which heats more slowly or cools less quickly (usually the centre of food or the thickest part).
Foodborne illness	Illness from consuming food that contains pathogenic (disease causing) microorganisms, harmful chemicals or other foreign substances. Symptoms include diarrhoea, vomiting, sore throat, fever or jaundice.
Food handler	A person who directly engages in the handling of food (eg preparing, cooking, serving) or who touches surfaces likely to come into contact with food. The cook at a centre is the primary food handler. Carers may also be food handlers.
Food safety program	A written document that identifies the potential food safety hazards and describes control actions implemented. It records corrective actions, reviews and evidence or procedures. Refer to Standard 3.2.1 of the Food Standards Code for the full requirements of an FSP.
Microorganisms	An organism that is microscopic or submicroscopic, (too small to be seen by the unaided human eye). This includes bacteria, viruses, yeasts and moulds.
Potentially hazardous food	Food that has to be kept at certain temperatures (5°C or below for chilled foods; 60°C or above for hot foods) to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.
Probe thermometer	A digital thermometer with a long thin metal skewer (probe) that you insert into food to measure the internal core temperature.
Ready-to-eat food	Food that is ready for consumption, but includes food that may be re-heated, portioned or garnished, or food that undergoes similar finishing prior to service. Examples include: sandwiches, fresh cut fruit and vegetables, salads, cold cooked meats, desserts, cheese, and food that has been cooked in advance to serve cold (eg quiche).

Review	A self-assessment process which includes examining the elements of the food safety program for relevance and effectiveness, and checking for evidence that you are complying with the program.
Sanitise	To apply either heat or chemicals to a food contact surface after cleaning. It reduces the number of bacteria and minimises foodborne illness. It is only effective if cleaning has been done first.
Temperature danger zone	The temperature range from 5°C to 60°C, when it is easiest for bacteria to grow in food. Time food spends in this temperature zone should be minimised.
'Use-by' date	A date code printed on food that indicates safety. After this date, food is no longer safe to eat. It is illegal to sell foods past their 'use-by' date.
2-hour/4-hour cooling rule	Refers to the requirement to cool cooked food: within two hours – from 60°C to 21°C; and within a further four hours – from 21°C to 5°C.
4-hour/2-hour storage rule	An alternative to temperature control as specified in the Food Standards Code when food can't be kept out of the temperature danger zone. Where potentially hazardous ready-to-eat food has been kept between 5°C and 60°C for: <ul style="list-style-type: none"> • up to 2 hours it can be refrigerated or used immediately • between 2 and 4 hours it must be used immediately • 4 hours or more it must be thrown out

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