**Ipswich Soup Kitchen - Hygiene Rules**

**Clean the kitchen before you start**

**Remove** pets, laundry and any other non-food items from the kitchen

**Wash your hands,** rinse them under running water, dry them with a clean paper towel and then turn off the tap with the paper towel

**Put on a clean apron**

**Clean all kitchen worktops and cutting boards** using an approved sanitiser(label should say it meets BS 1276/13697) and clean disposable paper towel.

**Use the** **2 stage cleaning** **method** as follows

1. **Spray** surface with sanitiser

**Wipe** clean with disposable paper towel

2. **Spray** again with sanitiser

**Leave** for a minute for the sanitiser to kill any remaining bacteria

**Wipe** clean with a disposable paper towel.

**Prevent Cross Contamination**

**Wash your hands** **again**

**Change your apron if it’s dirty**

**Remember to practice good personal hygiene -** No jewellery, smoking, chewing gum, long hair to be tied back or wear a hat

**If making sandwiches** only use cheese/ham and avoid salad (which would have to be washed/prepared separately)

**If baking off sausage rolls**, wash hands after placing on baking tray

**If making packet soup** sterilise the flask with boiling water before filling

**Chilled Storage**

**If storing sandwiches/sandwich fillings -** Check fridge thermometer and keep food at 8C or below (target temperature is 0-5C).

**Store sandwiches/ fillings separately from raw food –** with the sandwich fillings on a shelf above any raw meat or unwashed salad/vegetables. Ensure sandwich fillings are covered and within their use by date.

**Management**

**Training -** All food handlers must be trained on these Rules.

**Reporting** - Any serious problems reported immediately to your group organiser.

**Reviewing-** Organisers should review practices every 4 weeks and take appropriate action

**Transport and Packaging**

Clean food packaging/containers must be used

Sandwiches and hot sausage rolls to be transported without delay and reach destination within 30 minutes of leaving kitchen

**Cooking**

**Cook sausage rolls thoroughly** – so that the sausage meat is not pink in the middle. This may be achieved by following the manufacturers cooking instructions and double checking by splitting one sausage roll from each batch and checking the colour of the sausage meat.

**Do not use the same tongs/spatulas when handling raw and cooked sausage rolls.**

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