

The Dineindulge Private Chef Food Safety Guide



Last reviewed: June 2023
Next review due: June 2024

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Introduction: As a Dineindulge private chef you are responsible for the safety of all food on your event from the shopping to the disposal of food after completion.

This guide is aimed at giving you a fully comprehensive road map of everything food safety related however it is based on you holding a valid Food Hygiene Level 2 certificate (renewed within 3 years). If you do not have an in date copy then here are some suggested sites <https://www.ncass.org.uk/training-area/food-hygiene-training/food-hygiene-level-2> or <https://www.highspeedtraining.co.uk> Here you can complete the training and achieve your certification. On completion, either upload this on to your Dineindulge EMS profile, or email it to chefs@dineindulge.co.uk.

Your knowledge and understanding of the below information, current legal food safety procedures and Dineindulge processes will be reviewed regularly by our Staffing team to ensure that you are fully informed and compliant.

Protecting our clients and you: Please note that these procedures are in place, and must be adhered to, to not only protect our clients from unsafe practises, but also to protect you, should a case of food poisoning or an allergic reaction be alleged. You will have all the evidence and procedures to demonstrate complete due diligence on your part. If a formal allegation is raised with Dineindulge a full investigation will commence to include:

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1. Evidence from the client of illness with dates
2. Analysis of the temp records and practises of the chef (includes transportation, storage of foods, distance between chef and location)
3. Investigation of all suppliers used for that event (based on receipts provided).

1. Food Shopping Guidelines/Supplier Management





- Ensure all products are well within their 'use by' and 'best before dates' and do not expire before the event date itself
- Be familiar with your suppliers making sure you choose reputable suppliers you can trust and ask the following questions:
 - Is the supplier registered with the local authority?
 - Does the supplier store, transport and pack their goods in a hygienic way?
 - Does the supplier provide allergen information?
 - Do they have any certification or quality assurance?
 - Does the supplier/contractor supply fully referenced invoices?
- Check that the supplier has a food safety management system.
- Carry out regular delivery time, temperature and quality spot checks.
- If you buy goods from a cash and carry, make sure that the vehicle you use to transport them is clean and that you bring chilled and frozen food back as soon as possible and put it straight into a fridge or freezer.
- It is your duty to keep a record of when and where you have purchased your ingredients that make it easier to track should there be an allegation of food poisoning.





Please find the related risk assessment on the next page:

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Collection from Suppliers				
Frozen Products				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	When transporting frozen food, use temperature- controlled storage such as cool bags / boxes or refrigerated vehicles and aim to maintain a temperature of -18°C. Use only reputable suppliers who can demonstrate legal compliance. Do not purchase food which is intended to be sold frozen and which has defrosted.	Food must be maintained in a frozen state.	Undertake visual and physical checks on food upon arrival at the destination or check temperature of food with probe thermometer.	If food has defrosted, either refrigerate, cook immediately or dispose of it.
Microbiological contamination and growth.	Check 'best before' or 'use by' date. Use only reputable suppliers who can demonstrate legal compliance.		Always check dates when purchasing food.	Do not purchase food that will be beyond its 'use by' or 'best before' date on the day of the event.
Chemical contamination.	Keep food and non-food items separate during transportation. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If food has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	Ensure that packaging is intact and in a good condition. Use only reputable suppliers who can demonstrate legal compliance.		Undertake visual inspection of food / packaging conditions prior to purchase and after transport.	If food has potentially been damaged or contaminated, dispose of it safely.
Notes				

Chilled Products				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	When transporting foods, keep raw and ready-to-eat products separate. Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks to make sure that separation is being carried out.	If ready-to-eat foods have been contaminated by raw foods they should be disposed of safely.
Microbiological contamination and growth.	When transporting chilled food, use temperature controlled storage, such as cool bags / boxes or refrigerated vehicles.	Maintain the temperature for high risk, chilled food at 8°C or less.	Check and record chilled food temperatures and record it on the temperature record in your event dynamic risk assessment. Distances covered are limited to 3 hours	If the temperature of high risk, chilled food has risen above 8°C then disposal is the safest option. The 4 hour rule could also be applied if applicable.
Microbiological contamination and growth.	Check 'best before' or 'use by' date.		Always check dates when purchasing food.	Do not purchase food beyond its 'use by' or 'best before' date.

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Chemical contamination.	Keep food and non-food items separate during transportation. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	Ensure that packaging is intact and in a good condition. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Notes				

2. Storage

During shopping and preparation for an event we allow you the flexibility to plan and organise in a time and way that is convenient to your schedule. This can mean you will be required to store shopping and prep from a few hours to a few days prior to your event. When doing so please make sure you follow the below rules and regulations to minimise any risk of contamination.





Please find the related risk assessment below:





Storage				
Frozen Storage				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination.	Do not keep food beyond its best before date. Mark stock with the date that it is frozen and put it into freezer. Double wrap raw meat. Check and record freezer temperature on the temperature record in your event dynamic risk assessment Maintain freezer temperature between -18 oC and -22 oC.		Check dates on products in the freezer every day to ensure stock rotation is carried out. Check temperature to ensure equipment is functioning correctly.	If frozen food is found to be defrosting, then it should either be defrosted and used the same day or discarded. If food is found completely defrosted for an undetermined amount of time it should be disposed of. Repair or replace the freezer.
Physical contamination.	Keep food protected from physical contamination at all times.		Conduct visual checks.	Dispose of any food that has actually or potentially been contaminated.

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Notes				
Ambient Storage				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat products separate. If materials are split up and re-packaged the label information must also be transferred to the additional packages.		Conduct visual inspections.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	Ensure food is stored away from chemicals.		Conduct visual inspections of the dry store area.	If food appears contaminated or has a chemical odour, or if the product appears damaged, then isolate and dispose of it safely.
Physical contamination.	Ensure that packaging is in good condition and that tins are not dented or blown. Put a pest control procedure and programme in place.		Conduct visual inspections of food and packaging. Maintain pest control records and conduct visual inspections of the premises and products.	If there is any damage that is likely to affect your products, then dispose of them. If food appears to be contaminated or damaged by pests then isolate and dispose of it safely. Contact your pest control contractor.
Notes				

Chilled Storage				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	Keep high risk foods at or below 8oC. When stored in prep area offsite check fridge temperatures three times every day. Observe rules for loading of fridges (i.e. raw at the bottom, cooked at the top).	Maintain fridge temperature at 8oC or less.	Monitor on a daily basis to ensure checks are carried out and equipment is functioning correctly.	If the temperature of high risk, chilled food has risen above 8oC for one period of less than 4 hours, it can be returned to a storage temperature of 8oC or less until it is sold, used immediately or disposed of. If the products have been above 8oC for more than one period of 4 hours then they must be disposed of. Note that food can only undergo one period of up to 4 hours above 8oC.
Microbiological contamination and growth.	Keep raw and ready-to-eat foods separate. Cover foods and store raw food below ready-to-eat products.		Conducts visual checks on fridges daily.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination and growth.	Check 'best before' or 'use by' dates.	Do not use food beyond its use by date.	Conduct visual checks and implement stock rotation.	Dispose of any food beyond its 'best before' or 'use by' date.

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Physical contamination.	Ensure that packaging is in a good condition and that food is protected against contamination.		Conduct visual inspections of food / packaging.	If it seems any products have been damaged, dispose of them.
Chemical contamination.	Ensure food safe cleaning products are used and that the manufacturer's instructions are followed.		Review cleaning practises	If food comes into contact with chemicals, dispose of it safely. If cleaning products are not food safe, ensure they are changed for a more suitable product.
Notes				

3. Defrosting

When shopping in advance of an event you may at times be required to store food in a freezer and as such you should follow the below guidelines on defrosting this food ready for preparation and cooking.





Please find the related risk assessment below:

Defrosting				
Defrosting High Risk Foods				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Physical and chemical contamination.	Ensure foods are protected against contamination at all times and stored away from chemicals.		Conduct visual checks on products being defrosted.	Dispose of any foods that have actually or potentially been contaminated.
Microbiological contamination and growth.	<p>Defrost products in the fridge, making sure that any raw products are stored below ready-to-eat products. A general rule is that defrosting should be done at the bottom of the fridge.</p> <p>If you cannot defrost food in the fridge you should note the reason why on your temperature record in your event dynamic risk assessment and then choose one of the following safe methods:</p> <ul style="list-style-type: none"> - Run the food under cold water (but this should not be used for defrosting raw meat unless the meat is in a sealed packet/container). - Defrost at room temperature, protecting the product against contamination, minimising the time the product is at an ambient temperature and placing it in the fridge as soon as possible. - Defrost in the microwave, using the correct 'defrost' setting. 		<p>Check the fridge to ensure products are correctly stored.</p> <p>Conduct visual checks to ensure products are not left at an ambient temperature.</p>	Re-arrange items in the fridge if required and dispose of any ready-to-eat foods that have actually or potentially been contaminated.

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	Ensure adequate provision is available to contain juices whilst defrosting.			
Notes				
Defrosting Low Risk Foods				
		Critical Controls		
Hazard	Controls		Monitoring Procedures	Corrective Actions
Microbiological, physical and chemical contamination.	Ensure foods are protected against contamination at all times and stored away from chemicals.		Conduct visual checks on the products being defrosted.	Dispose of any foods that have actually or potentially been contaminated.
Notes				

4. Food preparation

Preparation of Food before an Event (Using a registered kitchen or preparing your home kitchen for food preparation)

For each event it is likely that you will be required to do preparations of food prior to arrival at your client's address.

- To reduce the time, we have to be on site which can be disruptive to the client
- To minimise our reliance on our client's kitchen facilities and specifically domestic cooking equipment which may limit the quality of the food we can produce there





This can either be done in a registered commercial kitchen or from your home kitchen. **If you are preparing from your home kitchen, you must ensure that this is registered with your local council. Different councils have different rules, so you must check with them to ensure that you are compliant and operating safely.** Please contact your local authority and government website <https://www.food.gov.uk> for more information.

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Preparation of ready-to-eat AND raw foods				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Use separate areas for handling raw and ready-to-eat products wherever possible. Ensure thorough handwashing between processes. Ensure equipment and utensils are washed and disinfected between processes.		Conduct visual checks to ensure the correct preparation areas are used.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination.	Dual use work areas including chopping boards must be cleaned and disinfected between preparation of raw and ready-to-eat foods.	Any disinfectant used must comply with BSEN: 1276 OR 13697.	Conduct visual checks to ensure that cleaning is undertaken between tasks and that separate, dedicated chopping boards are used for raw and ready-to-eat products.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination.	Clean and disinfect equipment and utensils between use of raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate and that separate equipment/utensils are being used during the preparation process.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination.	Sanitise equipment and sinks between processes.		Conduct visual checks to ensure the correct sinks are used for the correct tasks.	Dispose of any products that have potentially or actually been contaminated. Review as necessary.
Microbiological contamination.	Ensure any food handlers are aware of their personal hygiene requirements.		Conduct visual checks of all food handling equipment/hands.	Dispose of any products that have potentially or actually been contaminated. Review as necessary.
Microbiological contamination.	Wash raw fruit and vegetables thoroughly in the general sink and ensure the sink is cleaned and disinfected before and after use.		Conduct visual checks to ensure that raw fruit and vegetables are washed in the correct place.	Dispose of any products that have potentially or actually been contaminated. Review as necessary.
Microbiological growth.	Limit the time that high risk food is kept above 8oC.		Visually monitor the food.	Dispose of any high risk, chilled products left at ambient temperatures for more than 1 hour. Review as necessary. Change the process if necessary.
Physical contamination.	Ensure the preparation area and equipment are maintained in a sound condition.		Perform on arrival visual checks of the condition of the preparation area and equipment.	Report any deterioration to preparation areas, photograph and do not use any damaged equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food. Cover and/or put away food when cleaning.		Review cleaning procedures.	If there is any sign of chemical contamination, dispose of food safely.
Notes				

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5. Cooking

During both preparation and on site at an event please ensure that when cooking you always follow the below best practise guidelines and rules.

Please find the related risk assessment below:

Cooking				
Cooking low risk, ambient, stable products e.g. jacket potatoes, doughnuts				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Physical contamination.	Ensure all equipment is in good working order.		Check maintenance records for equipment daily.	Repair or replace damaged or deteriorated equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Ensure food safe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals, then dispose of it safely. If cleaning products are not food safe ensure they are changed for a more suitable product.
Notes				

Cooking high risk products				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Survival of bacteria for foods other than whole muscles of lamb, beef and venison.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 75oC for 30 seconds (or an equivalent time/temperature combination).	Conduct spot checks on food temperatures.	Continue to cook the product until the core temperature detailed is achieved.
Survival of bacteria for whole muscles of lamb, beef and venison.	The product must be heat sealed, e.g. flash frying the whole outer surface of the muscle in a hot pan or on a hot griddle.	Ensure the whole outer surface is sufficiently heat treated.	Ensure heat treatment is undertaken adequately.	If the whole outer surface is not sealed, do not serve and continue to seal or cook the product.
Fish: survival of parasites.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 60oC for 60 seconds.	Conduct spot checks on food temperatures and record it on the temperature record in your event dynamic risk assessment	Continue to cook the product until a minimum core temperature of 60oC for 60 seconds is achieved.
Physical contamination.	Ensure all equipment is in good working order.		Check maintenance records for equipment daily.	Repair or replace damaged or deteriorated equipment. Dispose of any products that have potentially or actually been contaminated.

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Chemical contamination.	Ensure food-safe cleaning products are used and the manufacturer's instructions followed.		Conduct spot checks on cleaning practices by staff.	<p>If food comes into contact with chemicals then dispose of it safely.</p> <p>If cleaning products are not food-safe, ensure they are changed for a more suitable product.</p>
Notes				

6. Cooling

This applies to any pre preparations of food for an event either on or offsite where you are required to heat food and then allow it to cool before storage, transportation or service. Please ensure you always follow these processes when cooling any food.

Please find the related risk assessment below:

Cooling				
Cooling low risk foods				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food, it will potentially be contaminated and should be disposed of safely.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If the food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure food safe cleaning products are used, following manufacturer's instructions.		Review cleaning practises	<p>If food comes into contact with chemicals, then dispose of it safely.</p> <p>If cleaning products are not food safe ensure they are changed for a more suitable product.</p>
Notes				





Cooling high risk foods				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination.	Cool as quickly as possible.	Maximum cooling time to being placed in the fridge = 2 hours.	Conduct time/temperature checks.	<p>If the product has not cooled sufficiently to be put in the fridge within 2 hours, then it must be disposed of.</p> <p>Re-assess and review your cooling method to ensure critical limit can be achieved.</p>

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Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure food safe cleaning products are used, following manufacturer's instructions.		Review cleaning processes	If food comes into contact with chemicals, then dispose of it safely. If cleaning products are not food safe, ensure they are changed for a more suitable product.
Notes				

Cooling uncured joints of meat				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food, it will potentially be contaminated and should be disposed of safely.
Microbiological contamination.	Cool joints of meat as quickly as possible.	A maximum cooling time of 8 hours to 5°C at the core.	Conduct time/temperature checks.	If the uncured joint has not cooled to 5°C within 8 hours, then it must be disposed of. Re-assess and review your cooling method to ensure the critical limit can be achieved.
Chemical contamination.	Ensure food safe cleaning products are used, following the manufacturer's instructions.		Review cleaning processes	If food comes into contact with chemicals, then dispose of it safely. If cleaning products are not food safe, ensure they are changed for a more suitable product.
Physical contamination.	Ensure food is protected whilst cooling.		Visual inspection.	If food becomes contaminated dispose of safely.
Notes				

7. Food allergens & Labelling

Please be aware of the below food allergens. **You must ensure that you take note of all dietaries and allergens indicated.** These will be requested from clients by the internal Dineindulge Events Team and communicated to you. These are listed at the very top of the menu in your event details. We recommend that you use the below sheet to ensure all elements of the menu take into consideration the allergens present. When serving to the guests you must introduce all dishes and make sure you are aware of which guests have indicated that they have special requirements.

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It is company policy to ensure that no branded packaging is taken to site from a consumer quality perspective. This means that all ingredients or pre-prepared foods must be stored in clean containers and labelled clearly as to the production/purchase date, the expiry date (3 days including purchase date), the contents and any of the above stated allergens.

Please find the related risk assessment below:

Labelling				
Food labelling				
 Hazards	 Controls	Critical Limit	 Monitoring Procedures	 Corrective Action
Incorrect information on food labels.	Branded packaging must be removed before getting to site so all ingredients must be stored in clean containers and labelled clearly as to the contents, date of production/purchase, expiry date (3 days including the day of production) and all allergens. Further information on how to label food can be found https://www.food.gov.uk/business-guidance/packaging-and-labelling#non-pre-packed-foods	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product if known. If not known, discard of the product.
Incorrect allergen labelling.	Ensure any of the 14 allergens specified in the Food Information Regulations 2014 are correctly identified on the label, using an easily distinguishable font (e.g. bold, highlight, italics). For more information about the 14 allergens and labelling visit https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses#allergen-information-for-non-pre-packed-foods	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product if known. If any ingredients are unknown, discard of the product.
Notes:				

8. Equipment you will require

Below is a list of the required equipment you will need in order to be a Dineindulge chef and deliver on our events.

- If you do not have a vehicle with chilling storage then there are options of clean thermo chiller boxes (with freezer blocks) or electrical chiller boxes that can be plugged in.
- Temperature probe and wipes
- Gloves
- Cleaning products
- Own set of sharpened knives
- Clean Dineindulge long branded apron
- Clean and intact storage containers to ensure safe storage (prevent cross contamination). Branded packaging must not be taken onto site.
- First aid kit

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9. Temperature checks

You must ensure that compliance is followed with regards to documenting and safely storing food safety log sheets. This template has been provided for you on your Dynamic Risk Assessment & Temperature Record Sheet. This must be completed for every event from the purchase of the ingredients to the end of the event and leaving site. Please be aware that these procedures not only protect our clients but also yourselves should a case of food poisoning be alleged. The temperature log is shown below:

<u>Stage</u>	<u>Requirements</u>	<u>Supplier/Method/Product</u>	<u>Temperature Record</u>	<u>Any issues?</u>	<u>Resolution</u>	<u>Date</u>
Supplier purchasing	Temp checks on receipt of all fresh chilled /frozen goods - Chilled Foods Target +5 (°C) or Cooler Reject if Warmer Than 8 (°C), Frozen Foods Target -18(°C) to -23(°C) Reject if Warmer Than -15 (°C)					
Daily Temperature record for prep fridge	Chillers: Target Limit 5(°C), Action Limit 8(°C)	N/A				
Daily Temperature record for prep freezer	Freezers: Target Limit -18(°C), Action Limit -14(°C)	N/A				
End of cooking/reheating checks - PREP	Action Limit 75(°C)	Product: Method:				
End of cooking/reheating checks – EVENT	Action Limit 75(°C)	Product: Method:				
Cooling records - PREP	Target Limits – 5(°C) in 1½ hours – Action Limits - 8(°C) in 4 hours					
Transportation of goods	Temp checks on all fresh chilled /frozen goods - Chilled Foods Target +5 (°C) or Cooler Reject if					

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	Warmer Than 8 (°C), Frozen Foods Target - 18(°C) to -23(°C) Reject if Warmer Than - 15 (°C)					
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Points to remember:

- Temperature checks should be carried out at every stage of the process
- All fridges and freezers should be checked, leaving no inconsistencies on the checklist
- Fridges should show a temperature between 0°C and +5°C
- Freezers should show a temperature between -18°C and -24°C
- End of cooking/reheating temperature checks are to be carried out daily
- Time, method, product and temperature are to be recorded accurately
- Any inconsistencies need to be correctly recorded and acted upon

10. Transportation

As with transportation from suppliers you must put in place the necessary measures to ensure that chilled and frozen produce is kept below the required level as detailed on the risk assessment below. Temperature checks must be done on arrival at site and the necessary measure taken should safe levels not be met.

Please find the related risk assessment below:





Transport				
Chilled Transport				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination and growth.	Keep chilled foods at or below 8oC.	Keep high risk, chilled food at or below 8oC.	Record temperatures upon loading at preparation premises/storage premises and also when unloading at site. Travel time will be limited to 2 hours for all events. Cool box storage system to be used for all travel.	If, on arrival at site, the temperature of chilled food has risen above 8oC it must be disposed of.

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Physical contamination.	Ensure products are protected against physical contamination during transport by covering them.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transport.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.
Notes				

Ambient Transport				
		Critical Limit		
Hazards	Controls		Monitoring	Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Physical contamination.	Cover products to ensure they are protected against physical contamination during transportation.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transportation.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of the food safely and review your processes and storage of chemicals.
Notes				

11. Preparing the event kitchen for food preparation and storage

On arrival to your event you will need to follow the below processes in order to prepare the client's kitchen for use.

- The dynamic risk assessment must be completed immediately on arrival to site with a show around from the client.
- All preparation surfaces, cooking equipment and sinks must be cleared and disinfected. It is quite common to have a busy kitchen where the guests have been preparing food and so you must eliminate all risk of contamination.
- Fridges and freezers must be checked and reorganised to ensure that raw food is set aside and at the bottom of the fridge, dairy, raw and cooked produce is all separated to avoid cross contamination.
- All food products (apart from ambient products) must be transferred from the chiller boxes into the facility's fridge or freezer. A temperature check must be done on the fridge and freezer in line with our dynamic risk assessment.
- All faulty equipment is reported to the client and documented on the dynamic risk assessment and not used if it is a risk to health.
- You will be most likely just have one sink to use at the event venue, so you must disinfect the sink between hand washing and food preparation every time.
- You may not have access to multiple/colour coded chopping boards, so please ensure that boards are disinfected in between use of different food groups and raw and cooked foods every time.

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12. Reheating

If in your preparation you were required to heat any food, then you must follow the below guidelines when reheating this food at the event.

Please find the related risk assessment below:

Reheating				
Reheating				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Survival of bacteria.	Ensure food is thoroughly reheated.	Food should be reheated to a minimum of 75oC for 30 seconds core temperature (or an equivalent time/temperature combination). (The minimum is 82°C in Scotland.)	Spot check food temperature and record it on the temperature record in your dynamic risk assessment.	Continue to reheat product until the core temperature detailed is achieved.
Physical contamination.	Ensure all equipment is in good order.		Check the state of the equipment on arrival at the event venue	Notify client immediately of any damaged/deteriorated equipment. Take photos and document these and send to the office team. Do not use faulty equipment. Dispose of any food which has potentially or actually been contaminated and which poses a risk to food safety.
Chemical contamination.	Ensure foodsafe cleaning products are used.		Ensure you have a food safe all-purpose cleaner in your prep box to be taken to events.	If food comes into contact with chemicals, then dispose of it safely. If cleaning products are not food safe ensure they are changed for a more suitable product. Dispose of any food which has potentially or actually been contaminated and which poses a risk to food safety.
Survival of bacteria for ready-to-eat products that can be reheated if customer requests (e.g. left over dishes)	As a ready-to-eat product it must be kept under chilled temperature control until it is reheated at customer's request. Such ready-to-eat foods must be reheated and served for immediate consumption at the client's risk.	Such ready-to-eat foods must be kept at or below 8°C before being reheated to order.	Check the storage area to ensure it is below the required temp. Provide clear directions to the customer for safe consumption to include reheating temperatures and times and use by date. Write this down and label the items and take a photo to evidence this.	If product has not been stored at or below 8°C then it must be disposed of.
Notes				

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13. Serving of food

Please follow the below guidelines during food service:

- Identify the guests with food allergens before serving and note these on your table plan for reference.
- Clearly introduce each dish so guests know what they are eating. This is part of the service quality, but also ensures clear communication of potential allergens. They will have had the menu before but may have forgotten and need a reminder to make sure they don't consume something they shouldn't if they have allergies.

Please find the related risk assessment below:

Serving				
Serving of food				
 Hazards	 Controls	Critical Limit	 Monitoring Procedures	 Corrective Action
Microbiological contamination.	Use clean utensils for handling food.		Conduct visual checks.	If any food has potentially or actually been contaminated it must be disposed of.
Microbiological contamination.	Ensure any food handlers are aware of their personal hygiene requirements.		Have continual visual awareness of any food handlers and work space.	Dispose of any products that have potentially or actually been contaminated. If the poor state of the kitchen or service equipment is likely to compromise the service due to being in a poor state of cleanliness, a photo must be taken and sent to the main office on the evening. A thorough clean up with all purpose cleaner to be conducted. If the workspace or serviceware is not in a safe workable condition and cannot be cleaned to an appropriate state then contact the events team urgently and it may not be possible to complete the event if an alternative prep or service area cannot be established.
Physical contamination.	Ensure equipment, serving packaging and utensils are maintained in a sound condition.		Conduct on arrival visual checks of the condition of equipment, serving packaging and utensils.	Report to the client any of any serving packaging and utensils that have been damaged or contaminated and refrain from using.
Chemical contamination.	Keep chemicals away from serving packaging.		The client is required to provide a clean kitchen on arrival.	If there is any sign of chemical contamination, dispose of the packaging and review your processes and storage of chemicals.
Notes:				

14. Disposal of Left Overs after an Event

At the end of an event please take all left-over food with you and dispose of it appropriately. In some cases, clients can quite strongly request that they be allowed to keep leftovers for consumption later, which may potentially need reheating. If this is the case, then please inform the client that this is done at their own risk as this will already have been communicated to clients in the booking process. Please also ensure that no foods are left uncooked, so all meats or other high risk products left are cured or cooked fully to ensure that they are safe for consumption.

15. COVID – please refer to our Covid operating policy for all specific safety measures

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