



Food Safety Manual for Tasmanian Education and Care Services

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A joint Australian and Tasmanian Government initiative under the National Partnership Agreement on Preventive Health.

Introduction

About this manual

Education and Care Services that supply food to children are food businesses under Tasmanian food safety legislation and therefore have a legal obligation to ensure the food provided is safe to eat. The legislative requirements governing the sale of food in Tasmania are given in the *Food Act 2003* (the Act), which incorporates the *Australia New Zealand Food Standards Code* (the Code).

This manual has been developed for staff of Education and Care Services (services) to help them keep food safe for children in their care. It states what you have to do to comply with the Act and the relevant provisions of the Code, and provides advice on good practices in instances where the legislation does not apply or is not specific.

This manual also includes advice for providing healthier food to children to help them learn healthy eating behaviours. Such behaviours will optimise their growth and development and minimise immediate and long term health problems.

Recent changes in the application of food laws in Tasmania have been prompted by the importance of access to healthy food in services. The changes will make it less costly and easier for services to provide a range of safe and healthy food to children.

This manual is for use by services that provide food to children, including centre-based long day care, after school care, occasional care and vacation care services. This manual is not intended for use in family day care services. A separate guidance document has been developed specifically for those services – see ‘Food Safety Guide for Family Day Care Educators’.

Some services do not provide food. Instead, parents or guardians provide all meals and snacks and service staff may warm and serve those foods as required. These services are not captured by the food laws but this manual contains information that will be useful for ensuring that the food provided by parents or guardians remains safe.

Note that the information provided in this manual is based solely on the food safety requirements specified by the Act and the Code and does not include other requirements that may apply.

How to use this manual

This manual provides an overview of the food safety requirements that apply to services. Different food safety requirements apply depending upon the type of food served and other aspects of the operation.

To determine which food safety requirements apply to your service, answer the series of questions in the flow chart on Page 7. Based on your responses, you will be directed to the specific sections of this manual that outline the food safety requirements that apply to your service.

Read all the information carefully and ensure that you and your staff understand what is required. If you change your food service or other aspects of your operation, you should repeat the above process to determine if your food safety requirements have changed.

All Service operators should also read the Best Practice Food Safety Advice and Healthy Food Choices for Children sections of this manual. These sections are not legally binding but provide useful information for all services in providing safe and healthy food to children.

To assist you in using this manual a Glossary of Terms is provided at Page 59 and a list of useful resources is provided in Appendix 3.

Where to get more help

For further information about food safety, it is recommended that you contact an Environmental Health Officer at your Council, or the Food Safety Unit at the Department of Health and Human Services on 1800 671 738 or email public.health@dhhs.tas.gov.au.

For more information about healthy food and nutrition, you should contact the Department of Health and Human Services' Community Nutrition Unit on (03) 6222 7222 or email community.nutrition@dhhs.tas.gov.au.



Food Safety Requirements for Tasmanian Education and Care Services

This section outlines the food safety requirements of the Act and the Code that apply to services in Tasmania and provides practical advice for complying with those requirements.

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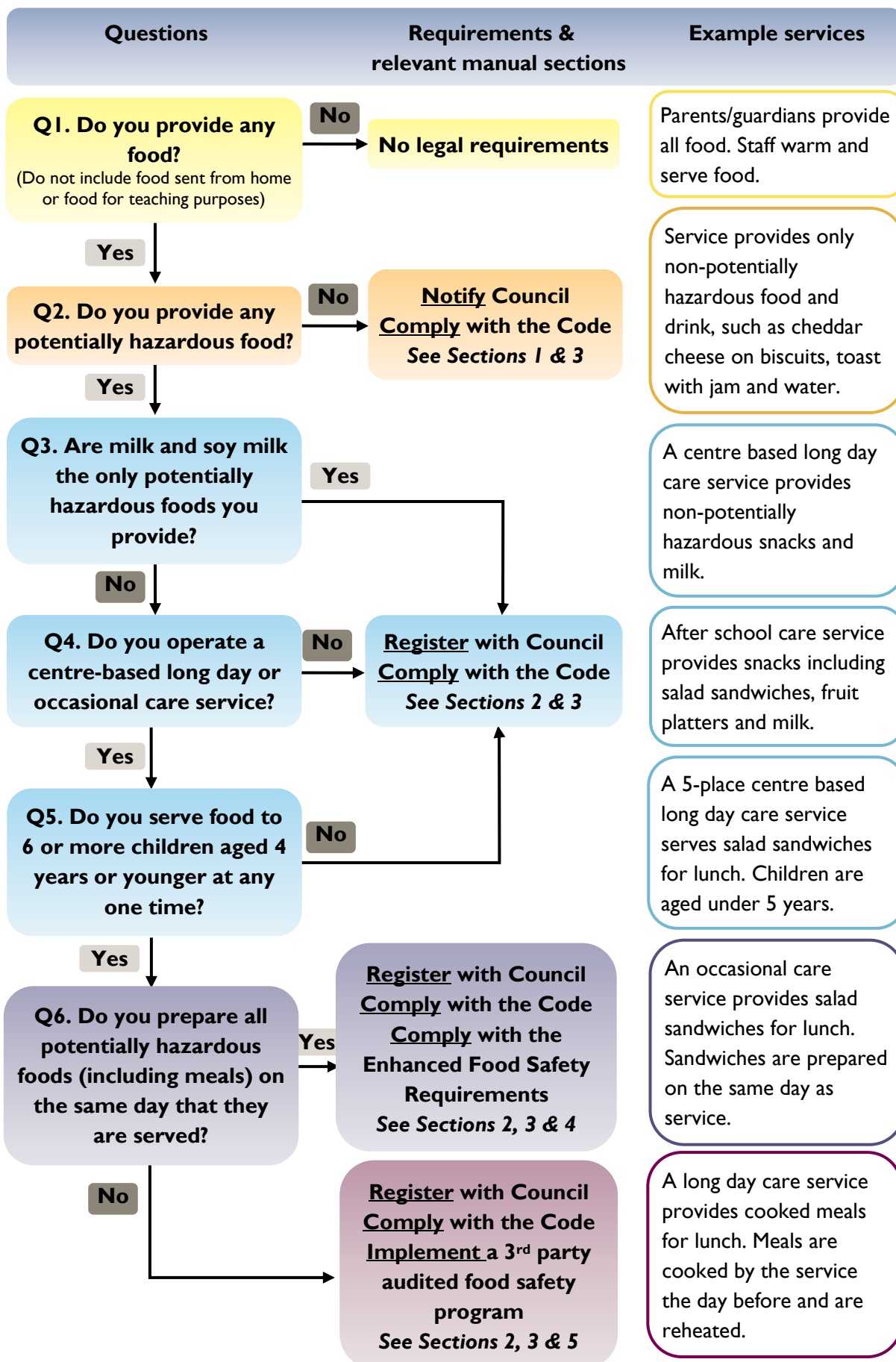
Determining your food safety requirements

Answer the questions listed in the flow chart on the following page to determine which food safety requirements apply to your service. Then read the relevant sections of this manual for more information about those requirements. You should return to this flow chart if you make changes to your food service or other aspects of your operation to ensure that you are continually complying with all relevant food safety legislation.

Whether any food safety requirements apply to your business or not, you should also read the Best Practice Food Safety Advice and Healthy Food Choices for Children sections of this manual for information that will assist you in providing safe and healthy food to children in your care.

Remember to check the Glossary of Terms on Page 59 to determine the meaning of certain words. A table showing examples of potentially hazardous food is provided on Page 8.





Examples of potentially hazardous and non-potentially hazardous food

Shown in the table below are examples of potentially hazardous and non-potentially hazardous food. This is a guide only – specific food products may not match the classification given here.

Food group	Potentially hazardous food	Non-potentially hazardous food
Cereals	Cooked rice (e.g. fried rice, rice salad) Cooked pasta Pizza base	Bread, toast, banana or fruit bread Crackers, crisp bread or rice cakes Crumpets Cereal Plain popcorn
Vegetables	Cooked vegetables (e.g. mashed potato, peas, corn, carrot) Cut vegetables (e.g. carrot or celery sticks) Tinned vegetables	Whole (uncut) raw vegetables such as: Baby carrot Snow peas or sugar snap peas Pickled vegetables (e.g. pickled onions) Cherry tomatoes
Fruit	Cooked fruit (e.g. stewed apple) Cut fruit Tinned fruit Fruit juice	Dried fruit Whole (uncut) fruit such as: Grapes Blueberries Apples Apricots Nectarines Raspberries Strawberries
Dairy	Soft or cream cheese (e.g. ricotta, cottage cheese, mozzarella, cream cheese) Cheese sauces Milk Infant formula	Hard cheese (e.g. cheddar) Butter or margarine Yoghurt Cheese strings
Meat and alternatives	All meat, fish, legumes, and lentils	Nuts
Combination food	Baby food Potato salad Vegetable soup Bolognese sauce Tuna bake Chicken casserole Ham or salad sandwiches	Vegemite sandwiches Hard cheese and crackers
Extras	Pizza Pies	Jelly Muesli bars Jam and spreads (e.g. vegemite) Cakes or muffins

Section 1 – Notify Council

Services that provide only non-potentially hazardous food are required to notify their Council of that activity.

What does it mean to ‘notify’ Council?

- There is usually no fee, or only a small fee, charged by Council to notify.
- You only need to notify once, not annually.
- Council can inspect your premises at any time to check the food you are providing is safe.
- Council can take enforcement steps if food is not handled safely.
- As well as notifying Council, you must comply with the requirements of the Code (see Section 3 of this manual).
- The enhanced food safety requirements detailed in Section 4 of this manual are optional for services required to notify Council.
- If your food handling activities change to include potentially hazardous food, you will need to register with Council (see Section 2 of this manual).

How to notify Council

The notification process usually involves completing a form that details your food handling activities and your contact details such as business name, proprietor’s name, and address.

Contact your Council for a food business notification form.

Section 2 – Register with Council

Services that provide potentially hazardous food are required to register with their Council.

What does it mean to 'register' with Council?

- An annual registration fee is usually charged by Council – check your Council's fee structure.
- You will need to register every year.
- Council will inspect your premises to check the food you are providing is safe. Inspection frequencies vary but are typically once or twice a year.
- Council will take enforcement steps if food is not handled safely.
- As well as registering with Council, you must comply with the requirements of the Code (see Section 3 of this manual) and may need to comply with the enhanced food safety requirements detailed in Section 4 of this manual or implement a 3rd party audited food safety program detailed in Section 5.

What will Council look for when inspecting my premises?

An Environmental Health Officer with your Council will inspect your premises to check the food provided by your service is handled in a safe way. They will check that you comply with the Code and any other applicable legal requirements.

An inspection will usually involve a physical inspection of the premises, observations of food handling and general hygiene practices, interviews with employees and a review of relevant documentation.

The Environmental Health Officer will leave a copy of their inspection report with you at the conclusion of the inspection. You should read through this report carefully as it may list actions that you need to take to address food safety issues. You should contact Council if you do not understand any part of the inspection report.

How to register with Council

The registration process usually involves completing a form that details your food handling activities and your contact details such as business name, proprietor's name, and address. A Council Environmental Health Officer may then need to inspect the premises before issuing a Certificate of Registration.

Contact your Council for a food business registration form and to arrange an initial inspection.

Section 3 – Requirements of the Food Standards Code

All services that provide food to children in their care must comply with the Code.

The Code is a collection of standards that list the food safety requirements of food businesses. In general, the standards are outcome-based, meaning that they state the outcome required but not exactly what a food business must do in practice to achieve that outcome.

This section provides practical advice for complying with the Code. It is not an exhaustive list – for further information you should contact your Council Environmental Health Officer or refer to the guidance document ‘Safe Food Australia’ (see Appendix 3 – Useful Resources). Remember to check the Glossary of Terms on Page 59 to determine the meaning of certain words.

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Part I – Food handling practices

I.1 Purchasing and receiving food

Goal: Ensure that food is safe when purchased and/or received.

What to do	How to do it and check it's right	What to do if it's not right
<p>Buy food from reliable suppliers.</p>	<p>Inspect all food when you buy it.</p> <p>For food delivered to you, observe whether the driver and the truck are clean and check that the vehicle is not carrying any animals or chemicals in the same area as the food.</p>	<p>Reject suppliers that don't provide food the way you want.</p> <p>Reject deliveries if the inside of the delivery vehicle is dirty, has animals on board or is carrying chemicals with food.</p>
<p>Protect food from contamination with appropriate packaging.</p>	<p>Examine the packaging to see if it is damaged.</p> <p>Make sure that all packaged products are labelled, including the product name and address of the manufacturer, date code, ingredient list and allergen information. This information can also be provided by the supplier separately.</p> <p>Check products are within their use-by date.</p> <p>Look for any visible signs of insects, insect eggs or other items that should not be in or on food, such as dirt, glass and rubbish.</p>	<p>Reject food when:</p> <ul style="list-style-type: none"> • Its packaging is damaged, • Pre-packaged food is not accompanied by the required information either on the label or provided by the supplier, • Its use-by date is past, or • It has become contaminated.
<p>Make sure food is delivered at the correct temperature.</p> <ul style="list-style-type: none"> • Cold food at $\leq 5^{\circ}\text{C}$. • Hot food at $\geq 60^{\circ}\text{C}$. • Frozen food must be frozen solid. 	<p>Use a thermometer to measure the temperature of food.</p> <p>Transfer food to a suitable storage area as soon as possible.</p> <p>When transporting food yourself, use an eski with ice or equivalent to maintain food at the correct temperature during transport and/or limit transport time. Ensure the vehicle you use will not become a source of contamination by keeping the vehicle clean inside and use sealed containers.</p>	<p>Reject food that is delivered at the wrong temperature.</p> <p>Discard food that is not held at the correct temperature for more than 4 hours.</p> <p>Stop purchasing from the supplier if they do not meet your requirements.</p>

Tips

- Ensure employees are trained to check food deliveries and to transport food safely.
- Make sure you receive food in good condition and with enough time to use it before the use-by date.
- A best-before date is an indicator of quality but not safety; products can be used beyond their best-before date but the quality may be diminished.

1.2 Storing food

Goal: Ensure that stored food remains safe.

What to do	How to do it and check it's right	What to do if it's not right
<p>Store food at the correct temperature.</p> <ul style="list-style-type: none"> • Cold food at $\leq 5^{\circ}\text{C}$. • Hot food at $\geq 60^{\circ}\text{C}$. • Frozen food must be frozen solid. 	<p>Check temperatures of refrigerators at least daily.</p> <p>Test whether frozen food is frozen solid – if it is, then it is acceptable.</p>	<p>Adjust settings to keep food at the correct temperature.</p> <p>If frozen food shows signs of thawing, either continue thawing and use, or discard.</p>
<p>Protect food from cross-contamination.</p>	<p>Store ready-to-eat food away from raw food by:</p> <ul style="list-style-type: none"> • Storing raw meat on the bottom shelf, • Using separate refrigerators for ready-to-eat and raw food, • Keeping food covered. <p>Regularly check that refrigerators are stocked in a way that prevents cross-contamination.</p>	<p>Throw out ready-to-eat food if you think it might have been contaminated.</p>
<p>Store products in suitable containers.</p>	<p>Use food grade containers.</p> <p>Use cling film or washed and sanitised lidded containers.</p> <p>Regularly inspect that packaging is intact and undamaged.</p>	<p>Ensure adequate supply of clean and sanitised food grade containers are available.</p> <p>Replace containers when they become damaged.</p>
<p>Make sure all food is adequately labelled.</p>	<p>Check that label and product information are present.</p> <p>Mark any food prepared on the premises with the date made.</p> <p>Label food with any allergen information.</p> <p>Date mark food when you freeze and thaw it.</p> <p>Rotate stock and use older stock first to make sure food is not kept for too long.</p>	<p>Dispose of any food you cannot identify.</p> <p>Do not use food if you are not sure of its ingredients.</p> <p>Throw out food once it's 'use-by' date has past.</p> <p>Review processes.</p>
<p>Protect food from chemicals and pests.</p>	<p>Inspect bait stations and look for signs of pest activity, such as droppings, webs and feathers.</p> <p>Store chemicals away from food.</p>	<p>Throw out food that shows signs of pest damage or that may have been in contact with chemicals.</p>

Tips

- Store food in accordance with manufacturer's instructions.
- Keep storage areas clean and keep food off the ground.
- Don't overload your refrigerator and freezer - this makes it hard to keep food at the correct temperature.

1.3 Thawing frozen food

Goal: Ensure that defrosting food does not contaminate other food and is defrosted thoroughly before cooking.

What to do	How to do it and check it's right	What to do if it's not right
Defrost food safely.	Defrost food in a refrigerator, under cold running water, in a microwave or follow manufacturer's instructions. Regularly look at where and how food is being defrosted.	Discard thawed food if you think it may have been in the temperature danger zone (between 5°C and 60°C) for more than 4 hours.
Make sure food is thoroughly defrosted before cooking.	Check for ice in the food using a skewer or a probe thermometer or, for poultry, check that joints are flexible.	Defrost for a longer period. Defrost smaller amounts, which will defrost more quickly.
Do not refreeze defrosted or partially cooked food. Date code and refrigerate it.	Regularly look at where and how food is being defrosted.	Defrost only the amount of food you plan to cook.
Keep defrosting food separate from cooked and ready-to-eat food.	Defrost food away from other foods and use a leak proof container. Regularly inspect to see whether defrosting food is kept separate from cooked and ready-to-eat food.	Dispose of ready-to-eat food that might be contaminated. Clean and sanitise contaminated areas.

Tips

- Food must be thoroughly defrosted before cooking unless manufacturer's instructions state otherwise.
- Use food as soon as possible after it has been defrosted.
- When it is not possible to defrost food in the refrigerator, defrost food rapidly by using a microwave or standing under running water and ensure the food is not in the temperature danger zone (i.e. between 5°C and 60°C) for more than 4 hours.
- Defrost food in a container to protect it from contamination and to prevent cross-contamination with ready-to-eat food.

1.4 Preparing food

Goal: Ensure food does not become contaminated during preparation and handling.

What to do	How to do it and check it's right	What to do if it's not right
Make sure potentially hazardous food is not in the temperature danger zone (between 5°C and 60°C) for longer than 4 hours.	<p>Monitor how long food is out of the refrigerator.</p> <p>Measure the amount of time that preparation processes take. Then prepare food as close to service time as possible.</p> <p>Remember the 4 hour time limit is cumulative, so includes delivery, preparation and display time.</p>	<p>Only take from the refrigerator the amount of food you can prepare within a safe time frame.</p> <p>Return food to the refrigerator as soon as possible.</p>
Ensure hands and equipment cannot be a source of contamination.	<p>Wash hands before preparing food.</p> <p>Use only clean and sanitised equipment.</p> <p>Regularly check food handling practices.</p> <p>Inspect equipment and utensils regularly to check they are clean.</p> <p>Sanitise equipment and utensils.</p> <p>Check that equipment is in good condition and working order.</p>	<p>Replace with clean equipment or utensils.</p> <p>Review cleaning schedules and practices.</p> <p>Repair or replace equipment that cannot be properly cleaned.</p>
Do not touch ready-to-eat food with your bare hands.	<p>Use tongs, utensils or gloves or equivalent.</p>	<p>Review food handling practices.</p> <p>Retrain staff.</p>
Prevent cross-contamination.	<p>Use separate chopping boards, utensils and equipment for ready-to-eat and raw food (e.g. use colour coded boards and knives).</p> <p>Prepare raw food and ready-to-eat food at different times and wash and sanitise equipment and work spaces between uses.</p>	<p>Discard food that you think may have been contaminated.</p>
Wash all fruit and vegetables.	<p>Wash in running potable water.</p>	<p>Wash thoroughly or throw out.</p>

Tips

- When washing fruit and vegetables, it is best practice to use a sink that is designated to this task or has been washed and sanitised before use to prevent cross-contamination.
- Alternatively, you may choose to wash fruits and vegetables in a colander, only use pre-washed fruits and vegetables or wash these foods elsewhere and transport to your premises in sealed containers. For example, if you are an after school care service and do not have a food preparation area at the hired school hall, you may prepare the food in the school canteen and transport it to the venue.

1.5 Cooking food

Goal: Ensure that food is properly cooked.

What to do	How to do it and check it's right	What to do if it's not right
Cook food thoroughly to $\geq 75^{\circ}\text{C}$.	<p>Use a probe thermometer to measure the temperature of the thickest part or centre of the food.</p> <p>Check the internal temperature of food every time you cook or, where appropriate, use a visual check. You must be confident that your cooking procedures are adequate.</p> <p>Look at how food is being cooked -</p> <ul style="list-style-type: none">• Liquids (soup, sauces etc.) should bubble rapidly when stirred.• Ensure the largest piece of meat in stews and curries is cooked through using a probe thermometer.• Combination dishes (e.g. lasagne) should be checked with a probe thermometer.• Minced meat products (e.g. sausages and burgers) should be cooked through with no pink or red in the centre; colour change is not always accurate so to be sure, check with a probe thermometer.• Poultry should be fully cooked, check the thickest part with a probe thermometer.	<p>Cook the food for longer.</p> <p>Increase the temperature of the cooking equipment.</p> <p>Use different equipment or reduce portion sizes.</p> <p>Review your cooking method.</p> <p>Repair or replace equipment.</p>



1.6 Serving food

Goal: Ensure food remains safe when it is served.

What to do	How to do it and check it's right	What to do if it's not right
Make sure potentially hazardous food is not in the temperature danger zone (between 5°C and 60°C) for more than 4 hours.	<p>Prepare food as close to the serving time as possible.</p> <p>Regularly look at how food is being served.</p> <p>Measure the amount of time that serving processes take.</p> <p>Remember the 4 hour limit is cumulative so includes preparation and delivery time.</p>	<p>Keep food in the refrigerator for as long as possible.</p>
Use clean and sanitised serving ware (i.e. cups, plates, cutlery and serving spoons).	<p>Ensure serving ware is put away clean and sanitised and ready for use.</p> <p>Ensure serving ware cannot be contaminated during storage.</p> <p>Have a process in place for sanitising serving ware.</p>	<p>Replace with clean serving ware.</p> <p>Review cleaning schedules and practices.</p>
Ensure food cannot become contaminated by food handlers.	<p>Wash hands with soap and warm water before serving food.</p> <p>Regularly look at how food is being served.</p> <p>Ensure food handlers do not touch food with bare hands - use gloves, tongs or similar.</p>	<p>Dispose of food if you are not confident that it has been safely handled.</p>



1.7 Cooling and freezing food

Goal: Ensure that food is safely cooled or frozen.

What to do	How to do it and check it's right	What to do if it's not right
Reduce the temperature of cooked food to below 5°C as quickly as possible.	<p>Cool cooked food from 60°C to 21°C within 2 hours, and then to 5°C or colder within the next 4 hours.</p> <p>Once food has stopped steaming put it in the refrigerator or freezer.</p> <p>Speed up cooling by:</p> <ul style="list-style-type: none"> • Placing food in smaller containers or shallow trays, • Place the container of hot food in cold water or ice, • Move container of food to a cool area, and/or • Stir food regularly. 	<p>If food is greater than 21°C after 2 hours, place on top of an ice tray and ensure it reaches 5°C or colder within the next 4 hours.</p> <p>Discard food that is not cooled properly.</p>
Ensure that cooling food is not at risk of contamination.	<p>Cool food in clean containers.</p> <p>Keep cooling food away from raw food or other sources of contamination.</p>	<p>Throw out any cooled food if you think it might have been contaminated.</p>

Tips

- Food handlers must follow good standards of personal hygiene to avoid contaminating food – especially if food has to be handled while still warm.



Part 2 – Standard operating practices

2.1 Cleaning and sanitising

Goal: Ensure the food preparation environment is kept clean and food contact surfaces and equipment are kept clean and sanitised.

What to do	How to do it and check it's right	What to do if it's not right
Maintain kitchen in a clean condition.	Implement a cleaning schedule that includes all parts of the kitchen with instructions on how to clean items. Confirm contents and implementation of cleaning schedule.	Review and modify cleaning schedule.
Use appropriate cleaning products and equipment.	Use cleaning chemicals suitable for use where food is prepared. Confirm cleaning product details with manufacturers. Replace cleaning cloths and cleaning equipment as required.	Review and/or change cleaning products.
Train staff in cleaning and sanitising practices.	Observe staff cleaning practices. Ensure instructions are included on the cleaning schedule.	Conduct staff training. Raise poor cleaning practices with staff.

Tips

- Items or areas that may need to be included in your cleaning regime are:
 - Benches, sinks, floors and walls,
 - Equipment and utensils that come into direct contact with food (e.g. thermometers, cutlery, knives, chopping boards, food containers), and
 - Food storage areas (e.g. pantry, inside of refrigerator, waste food areas).
- Use a 'clean as you go' approach, rather than relying on cleaning processes at the start or end of the day.
- Remember that cleaning and sanitising are different. Cleaning is the removal of visible dirt and grease, whereas sanitising is the process of killing bacteria. It is essential that items to be sanitised are cleaned first.
- To sanitise equipment, you can use a commercial dishwasher, a domestic dishwasher with a sanitising cycle, or an appropriate food grade chemical sanitiser. Always follow the manufacturer's instructions for use.
- A standard procedure for sanitising surfaces and equipment using a chemical sanitiser is:
 - Clean to remove visible dirt and food debris,
 - Wash with hot, soapy water,
 - Sanitise by following the manufacturer's instructions (for smaller items, sanitise in a sink or large container; for larger items, spray sanitiser onto item), and
 - Leave to air dry.

2.2 Personal hygiene of staff

Goal: Ensure that everyone who handles food has good personal hygiene to prevent contamination of food.

What to do	How to do it and check it's right	What to do if it's not right
<p>Ensure staff handle food safely and have good personal hygiene practices.</p>	<p>Observe the personal hygiene and food handling practices of all staff.</p> <p>When handling food ensure staff:</p> <ul style="list-style-type: none"> • Wash hands when they can become a source of contamination, • Wear minimal jewellery (e.g. a plain wedding band only), • Keep fingernails trimmed, clean and free from nail polish or false nails, • Keep long hair tied back or wear a hat or hairnet, and • Avoid touching nose, mouth, hair, and skin. 	<p>Improve staff supervision and training.</p> <p>Address non-compliant staff behaviour.</p>

Tips

- Hands must be washed frequently including when food handlers have been:
 - Eating and drinking; To the toilet; Handling any food that may contaminate other food including raw food and allergens; Coughing, sneezing, using a handkerchief or tissue; Disposing of or handling waste; Handling animals, or Changing nappies.
- If possible, allocate jobs so that staff that change nappies or similar activities, do not handle food.



1. Lather hands with soap



2. Rub both palms together



3. Rub each fingers and between fingers



4. Rub palms with finger nails



5. Rub back of hand with finger nails



6. Wash thoroughly and towel dry

2.3 Health of staff

Goal: Prevent people suffering from a symptom or condition spreading illness via food.

What to do	How to do it and check it's right	What to do if it's not right
Food handlers who have an illness that could make food unsafe to eat must not handle food.	<p>Be alert for symptoms of any foodborne illness or gastroenteritis-type illness (gastro).</p> <p>Food handlers who have symptoms of gastroenteritis such as diarrhoea, vomiting, sore throat with fever, fever or jaundice should be excluded from food handling practices.</p>	<p>Address non-compliant staff behaviour.</p> <p>Discard food if you think it may have been contaminated.</p>
Require additional precautions to be taken on return to work after an illness.	<p>Check the employee has been symptom free for 48 hours and ensure personal hygiene measures are diligently carried out.</p>	<p>Discard food if you think it may have been contaminated.</p>
Make sure food handlers with wounds or infections do not contaminate food.	<p>Food handlers, who have wounds such as a skin sore, boil, or an infected cut or abrasion, must cover the wound with a coloured, water proof dressing, and avoid touching the wound during food preparation activities. Staff must wash and dry hands if direct contact with a wound occurs.</p> <p>Food handlers who have a condition that causes discharge from ears, nose or eyes should avoid handling food but where this is unavoidable they must avoid touching the infected area, wash and dry hands if direct contact occurs with infected area and use medication to dry up discharge.</p> <p>Be alert for wounds or infections that cause discharges from ears, nose or eyes.</p>	<p>Address non-compliant staff behaviour.</p> <p>Discard food if you think it may have been contaminated.</p>
Provide equipment and facilities that support hygiene (e.g. hand washing basins, band aids).	<p>Hand washing facilities equipped with soap and paper towel must be available in the kitchen at all times when food handling is taking place.</p> <p>Keep stocks of first aid items like band aids and dressings so staff can cover wounds.</p>	<p>Replace items as needed.</p>

Tips

- For further information on symptoms and conditions that require exclusion and extra management practices see the guidance document 'Safe Food Australia' (see Appendix 3 – Useful resources).

2.4 Skills and knowledge

Goal: Ensure that everyone who handles food has the skills and knowledge needed to provide safe food and meet all food safety requirements.

What to do	How to do it and check it's right	What to do if it's not right
<p>Make sure all food handlers have skills and knowledge appropriate to their activities.</p>	<p>Observe the food handling practices of all staff.</p> <p>Require staff to complete food handler training regularly.</p> <p>Keep records of staff training so you know when to repeat training.</p>	<p>Improve training or increase frequency of training when necessary.</p>

Tips

- It is strongly encouraged that food handlers undertake food handler training before commencing food handling activities and once every 2 years thereon.
- Food handler training does not need to be via a formal course. Speak to your Council Environmental Health Officer to discuss the options available to you.
- 'I'M ALERT' is a free online food safety training course. The course needs to be accessed via a subscribing organisation; a list of these is available from the I'M ALERT website (see Appendix 3 – Useful resources).



2.5 Equipment use and calibration

Goal: Ensure that equipment operates properly and thermometers are accurate.

What to do	How to do it and check it's right	What to do if it's not right
Ensure equipment works properly and is in good state of repair.	Check equipment regularly to make sure it is not damaged and is working properly. Regularly have larger equipment serviced.	Repair or replace when damaged.
Check accuracy of temperature measurement equipment regularly.	To check the accuracy of your probe thermometer: <ul style="list-style-type: none">Place temperature probe in an ice slurry and wait until reading stabilises – it should read 0°C (± 1°C), thenPlace temperature probe in boiling water and wait until reading stabilises – it should read 100°C (± 1°C).	Have faulty thermometers repaired or replaced.

Tips

- When purchasing a thermometer, ensure that it measures to ± 1°C accuracy.
- A thermometer might contaminate food if it is used incorrectly or not cleaned and sanitised properly. Clean and sanitise the probe between uses and be aware of allergen contamination.
- Handle thermometers carefully since they are sensitive pieces of equipment that may break or lose accuracy if they are dropped or roughly handled.



2.6 Pest control

Goal: Ensure that food is secure and protected from pests.

What to do	How to do it and check it's right	What to do if it's not right
Prevent pests from entering premises.	<p>Install door and window fittings to secure food areas from pest entry.</p> <p>Ensure all doors are closely fitted with no gaps.</p> <p>Install fly screens on windows and doors if necessary.</p> <p>Store rubbish awaiting collection by your waste control service outside in lidded bins.</p>	<p>Repair premises, food storage areas and rubbish storage areas.</p> <p>Increase pest controls by reviewing current control measures.</p> <p>Set up more bait stations or seek professional help to reduce pest activity.</p>
Protect food from pests.	<p>Use sealed containers to store food.</p>	<p>Discard food contaminated by pests.</p>
Check for pest activity.	<p>Regularly inspect premises, food storage areas and rubbish storage areas for signs of pest activity (e.g. droppings, grease marks on walls, gnawed packaging, webs and feathers).</p>	<p>If pest activity is noted call a professional pest controller immediately.</p>

Tips

- Do not permit live animals to enter the kitchen.
- Assistance animals are permitted in public areas but not the kitchen.



2.7 Food allergens

Goal: Protect children from food allergens by knowing ingredients used in food and avoiding cross-contamination.

What to do	How to do it and check it's right	What to do if it's not right
Ensure all staff understand food allergies and processes.	<p>Ensure all staff are trained to handle food safely.</p> <p>Observe the food handling practices of all staff.</p>	<p>Complete staff training.</p> <p>Address poor practices.</p>
Maintain records of children with known food allergies.	<p>Request allergen information for all children from parents/guardians.</p> <p>Ensure allergy sufferers are known to staff to ensure they are not accidentally given the wrong food.</p>	<p>Update information regularly.</p> <p>Review and amend procedures.</p>
Ensure food is labelled with ingredient and allergen information.	<p>Inspect labels for the presence of allergens.</p> <p>For unlabelled food, request allergen information at the time of purchase.</p> <p>If you remove food from its original packaging for storage, keep a copy of the ingredient information.</p>	<p>Do not serve food if the ingredients are not known.</p>
Prevent cross-contamination of allergens.	<p>Use separate areas for the storage, preparation and service of allergen-free food.</p> <p>Use separate utensils for allergen-free food.</p> <p>Use sealed containers to separate allergen-free food and food containing known allergens.</p> <p>Ensure utensils, equipment and work areas are cleaned and sanitised before preparing allergen-free food.</p>	<p>Do not serve food to allergen sufferers if you think cross-contamination of allergens may have occurred.</p>

Tips

- Training courses and extensive information and resources are available from Anaphylaxis Australia (see the link in Appendix 3 – Useful resources).

Part 3 – Premises

Goal: Prepare food in areas which enable food to be handled safely.

Area	What to do	Tips
3.1 New kitchen or substantial renovations to an existing kitchen.	<p>Comply with the Code and the National Construction Code.</p> <p>Obtain approval by your Council Environmental Health Officer before construction or renovation.</p>	<p>Discuss plans to build or renovate a kitchen with your Council Environmental Health Officer before beginning work.</p>
3.2 Existing kitchen.	<p>Comply with the Code.</p>	<p>The Code does not list specific structural requirements but focuses on good practices. It allows for existing facilities to be utilised provided that stated food safety outcomes can be met.</p>
3.3 General requirements.	<p>The kitchen must be:</p> <ul style="list-style-type: none"> • Appropriate for the purpose for which it is used, • Provide adequate space for food production and equipment, • Facilitate cleaning, sanitising and maintenance, • Prevent access by and harbourage of pests, and • Keep out dust, dirt, fumes, smoke and other contaminants. 	<p>Carefully consider your food handling practices and menu options as you may be constrained by your facilities.</p>
3.4 Water supply.	<p>Make sure potable water (i.e. drinking quality water) is available for washing food, drinking, cleaning and hand washing.</p>	<p>If your premises are supplied with treated drinking water you can usually assume it is appropriate.</p> <p>Follow any 'boil water alerts' that may be issued from time to time by the water corporation.</p> <p>If your premises are not supplied with treated drinking water, you should contact your Council Environmental Health Officer to discuss the safety of the supply.</p> <p>You may need to treat your water before use or use alternatives such as bottled water.</p>

Area	What to do	Tips
<p>3.5 Floors, walls, ceilings and benches.</p>	<p>All floors, walls, ceilings and benches must be made of materials that are:</p> <ul style="list-style-type: none"> • Smooth, • Impervious, • Appropriate for the area, • Able to be cleaned, and • Unable to absorb grease, water or food particles. 	<p>Stainless steel benches are considered best practice but are not mandatory.</p> <p>Untreated wooden benches are not acceptable as they are able to absorb water.</p>
<p>3.6 Sinks and hand washing facilities.</p>	<p>Ensure a sink is available for washing hands. Soap and paper towel must also be provided.</p> <p>All sinks must be of a size to provide adequate space for use.</p>	<p>Sinks are typically used to:</p> <ul style="list-style-type: none"> • Wash hands, • Wash food, • Wash equipment, and • Sanitise equipment. <p>In existing kitchens, it is not mandatory to have a separate sink for each task, although this is best practice. If you do not have a separate sink for each task, you will need to have appropriate procedures in place to manage the cross-contamination risks.</p> <p>Existing kitchens where meals are served would be expected to have a double bowl sink at minimum and use a management plan to prevent cross-contamination.</p> <p>In some circumstances where there is minimal food provision, one sink will be acceptable as long as the associated risks can be well managed.</p> <p>Example management plans for premises with either one or two sinks are provided in Appendix I.</p> <p>If you are building a new kitchen, you will need to include the number of sinks specified in the National Construction Code.</p>
<p>3.7 Ventilation.</p>	<p>Adequate ventilation must be provided to remove air that is contaminated with fumes, smoke, steam or vapours that can cause airborne contamination of food.</p>	<p>If you are cooking food it is likely you will need ventilation. This can be natural or mechanical.</p> <p>Discuss requirements with your Council Environmental Health Officer.</p>

Area	What to do	Tips
3.8 Maintenance of equipment.	Regularly check that equipment and utensils are in a good state of repair. Electrical appliances must be in good working order.	When equipment is not properly maintained, it can become a source of contamination to food. Develop a maintenance schedule to monitor all equipment. Arrange regular maintenance checks of larger pieces of equipment like ovens and extractor fans.



Section 4 – Enhanced food safety requirements

The Code requires long day care and occasional care services that provide potentially hazardous food (other than milk and soy milk) to 6 or more children aged 4 years old or younger to implement a 3rd party audited food safety program.

In Tasmania, services that provide potentially hazardous food that is consumed on the same day it is prepared are exempt from this requirement.

Instead these services must comply with the enhanced food safety requirements detailed in this section. Compliance with these enhanced food safety requirements involves maintaining basic documentation relating to specific food handling activities, as detailed below.

These requirements are in addition to the registration and other Code requirements detailed in Sections 2 and 3 of this manual.

By meeting these requirements your service will comply with the law and demonstrate that you have taken all practical measures to provide safe food.

Alternatively, if you have already implemented a 3rd party audited food safety plan system and it is working for you, you can opt to continue with that model instead of using this alternative.

Limits on preparation time and leftovers

To use this simplified alternative to a 3rd party audited food safety program, all potentially hazardous food that is prepared by you must be consumed on the same day it is prepared. If any of that prepared food is leftover, it must be disposed of by the end of the day.

For clarity, ingredients (such as cheese, pre-packed salad mixes, sliced luncheon meats, milk and so on) that are used to prepare snacks and meals may be kept over from day to day in accordance with their best-before, use-by and/or storage instructions. However, the potentially hazardous food that is prepared by the service using those ingredients (such as cheese on biscuits, ham sandwiches, pasta bakes and so on) must be consumed on the same day or disposed of.

Similarly, if a service purchases potentially hazardous, pre-prepared meals which are re-heated by staff prior to service, the service is eligible to follow this simplified alternative compliance method as long as the meals are stored and used in accordance with the supplier's instructions and, once the meal has been reheated, it is consumed on the same day or discarded.

Services that prepare meals more than one day in advance, such as by using a “cook-chill” process, are not eligible to use this alternative to a 3rd party audited food safety program due to the additional food safety risks.

Required documentation

Services that are required to comply with these enhanced food safety requirements must prepare and maintain the plans and records detailed in the table below.

Plan or Record	What to do
Suppliers list	<p>List the name and contact details of the suppliers of all foods so that you can contact them if there is a problem with the food supplied.</p> <p><i>See Appendix 2 – Template 1 – Supplier list</i></p>
Refrigerator temperatures	<p>Measure and record the temperature in each of your refrigerators at least once per operational day.</p> <p><i>See Appendix 2 – Template 2 – Daily record chart</i></p>
Cooking temperatures	<p>Measure and record the temperature of the food you are cooking at least once every day that food is cooked. If you are cooking liquid foods like soup, you don't have to use a temperature probe to measure the temperature but you must observe and record that it achieved a rolling boil.</p> <p><i>See Appendix 2 – Template 2 – Daily record chart</i></p>
Corrective action log	<p>Record things that go wrong in relation to your food safety requirements and what you did to correct them. This will help you to determine any common issues, highlight training needs and enable you to continually improve your food service.</p> <p><i>See Appendix 2 – Template 2 – Daily record chart</i></p>
Cleaning and sanitising plan	<p>Write down how each piece of equipment and each part of the kitchen is to be cleaned and sanitised in a cleaning and sanitising plan. Detail how to clean and sanitise each item or area (including which cleaning and sanitising products should be used) and how often they should be cleaned and sanitised. Remember to include relevant areas outside of the kitchen such as vehicles used to transport food.</p> <p><i>See Appendix 2 – Template 3 – Cleaning and sanitising plan</i></p>

Your records will be reviewed by your Council Environmental Health Officer during your routine inspection and must be kept on the premises.

Templates are provided to make it easier for you to complete the required documentation as well as other information that may be useful for you to record (e.g. a sheet for staff to sign when they have completed a daily cleaning and sanitising task). Examples of completed sheets are included on the following pages and blank templates are provided in Appendix 2.

If you prefer, you can create your own record sheets – just ensure that all the required information is recorded. You may consider creating new record sheets that combine information on a single daily log sheet for ease of use. You may also keep the records electronically if you prefer but they must be made available for use by your staff and for inspection by your Council Environmental Health Officer.

Examples of completed documentation

Supplier list:

Supplier's trading name	Food supplied	Supplier's address and phone
Food Trading Co	Meat, eggs, fish	I Food Boulevard Cityville TAS 03 6333 4455
Milk & More	Milk & vegetables	II Milk Way Cityville TAS 03 6366 5544
Fruity	Fruit	III Fruit Street Cityville TAS 03 6377 6655
(Etc.)		

Daily record chart (refrigerator and cooking temperatures, corrective action log):

Date: 01/Mar/2012

Refrigerator temperatures (should be $\leq 5^{\circ}\text{C}$)

Unit	Time	Temp ($^{\circ}\text{C}$)	Time	Temp ($^{\circ}\text{C}$)
1	9.20 am	4	3 pm	7
2	9.20 am	3	3 pm	5
3	-	-	-	-

Cooked meal temperatures (should be $\geq 75^{\circ}\text{C}$ or visually checked)

Food/M meal	Time	Temperature ($^{\circ}\text{C}$)	Visual check. i.e. rolling boil for liquid foods like soup (\checkmark)
Lasagne	11.50 am	85	-
Tomato soup	12 noon	-	\checkmark

Daily cleaning and sanitising

Area/Item	Time	Complete (staff initial)
Plates and cups	3 pm	HV
Benches	4 pm	YR
Floors	5 pm	ZP
Cleaning and sanitising completed in accordance with daily cleaning and sanitising plan		ZP

Did anything go wrong? What corrective action did you take? (Include staff initial)

Fridge (Unit 1) was above 5°C at afternoon check - adjusted dial and will monitor (HV)

Cleaning and sanitising plan:

Frequency:

DAILY WEEKLY MONTHLY OTHER:

.....

Area/Item	Product, equipment & dilution	Procedure	Special instructions
Floor	Product: Floor clean - use ½ cup per bucket of warm water. Equipment: Use the mop with the blue handle.	Measure out product in bucket. Mop floor. Allow to dry.	If product comes into contact with eye, rinse eye immediately.
Oven	Product: Oven Clean – use undiluted. Equipment: Disposable cloth.	Spray oven clean. Leave for 10 minutes. Wipe off with cloth.	Wear rubber gloves and face mask. Do not allow contact with skin. If contact occurs, rinse immediately.
Eating ware (cleaning & sanitising)	Product (cleaning): Dish detergent – no specified dilution. Product (sanitising): Sanobac - 1 cup in a full sink of warm water.	To clean, wash items in hot soapy water. Then place in sink of Sanobac to sanitise. Leave for 2 minutes. Drain and allow to air dry.	Wear rubber gloves. If Sanobac product comes into contact with eye, rinse eye immediately.
(Etc.)			

Section 5 – Third party audited food safety program

This section only applies to services that are legally required under the Code to implement a 3rd party audited food safety program or to services that choose to voluntarily implement one.

Tasmanian Education and Care Services must implement a 3rd party audited food safety program if they are a long day or occasional care service that provides potentially hazardous food (other than milk and soy milk) to 6 or more children aged 4 years or younger if the service prepares that potentially hazardous food more than 1 day in advance of its consumption.

As well as implementing a food safety program, those services must register with Council and meet other relevant requirements of the Code as detailed in Sections 2 and 3 of this manual.

What is a food safety program?

A food safety program is a documented system that identifies and controls potential food safety risks. When implemented by a food business it helps to:

- Identify when food can become unsafe,
- Take steps to avoid food becoming unsafe,
- Follow practices to keep food safe,
- Use records to monitor food safety and to demonstrate that appropriate practices are routinely followed,
- Ensure staff have the skills and knowledge they need to safely handle food in their roles, and
- Provide independent verification of your practices.

Developing your food safety program

There is no right or wrong way for developing your food safety program; you can undertake the task 'in-house' or engage an expert. However, the simplest way is to use a template.

A template is a simple document that describes the steps required to ensure that food provided is safe. By adding details about your service's food handling activities, you will produce a food safety program specific to your service.

The Food Safety Unit of the Department of Health and Human Services has developed a food safety program template which is available online (see Appendix 3 – Useful resources).

If you require further assistance developing your food safety program, contact your Council Environmental Health Officer or the Food Safety Unit at the Department of Health and Human Services.

Having your food safety program audited

Services must have their food safety program audited by a food safety auditor at least annually. This is in addition to your Council Environmental Health Officer's routine inspection.

The auditor must be approved for 'high risk food service operations (meals for vulnerable populations)' under the Tasmanian Approved Regulatory Food Safety Auditors system. For a current list of approved auditors see the link provided in Appendix 3 – Useful resources.



Best Practice Food Safety Advice

This section outlines best practice scenarios for various activities that involve food, some of which may be specific to Education and Care Services.

Since Tasmanian food legislation does not apply to some services or to some activities, the information contained here is not necessarily legally binding. However, following the practices outlined here is strongly advised for all services (regardless of their legal obligations) as it will assist in providing safe food to children in care.

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Handling food from fruit and vegetable gardens, home grown produce and eggs

Many Education and Care Services are establishing fruit and vegetable gardens and involving children in fruit and vegetable growing activities. With some simple planning around garden location and design, and application of safe food handling practices, veggie gardens can provide a great learning experience for children.

Likewise, appropriate safe food handling should apply to home-grown produce and eggs brought to the service for consumption.

What to do	How to do it	What to do if it's not right
Ensure the veggie garden location cannot result in contaminated food.	<p>Don't place garden beds near bins, septic systems, manure piles and areas where animals frequent.</p> <p>Ensure a safe supply of water is available. Water from a mains supply is generally safe. Avoid use of water from lakes, ponds and rivers.</p>	Do not serve food from a veggie garden if you are not sure it is safe.
Keep food safe during harvest	<p>Wash your hands before and after handling food.</p> <p>Keep gloves for use when harvesting food. Use separate pairs for other activities, such as mixing fertiliser.</p> <p>Remove visible dirt while still in the garden with a soft brush or paper towel.</p>	Do not serve food that has not been harvested or washed properly.
Store and prepare food in a manner that protects it from contamination.	<p>Store washed food in clean containers.</p> <p>Store food in a cool, dry, pest-proof area and away from chemicals. Some fruit and vegetables should be kept in the refrigerator to maintain freshness.</p> <p>Wash hands before preparing food.</p> <p>Wash all food before serving.</p> <p>Use clean utensils and prepare in a clean area.</p> <p>Provide tongs if children are serving themselves.</p>	<p>If food has not been stored and prepared safely, do not use it.</p> <p>Review your processes to ensure it is as safe as possible.</p>
Ensure home-grown eggs cannot become a source of illness.	<p>Wipe dirt off eggs with a damp clean cloth.</p> <p>Visually check eggs before use. Do not use eggs that are dirty or cracked.</p> <p>Cook eggs thoroughly.</p>	Discard eggs that are cracked or dirty.

Teaching experiences involving food

Tasmanian food legislation does not apply to teaching experiences involving food; however, you should follow best practice to meet your general duty of care.

What to do	How to do it and check it's right	What to do if it's not right
Ensure the food produced is prepared safely.	<p>All participants should wash hands before preparing food.</p> <p>Ensure food is stored safely and, if necessary, kept cold.</p> <p>Ensure food is cooked properly to kill any disease-causing microorganisms.</p> <p>Serve food promptly.</p> <p>Where possible use a kitchen facility.</p> <p>Ensure children wash hands after handling products such as eggs.</p>	<p>Do not consume food that hasn't been prepared safely.</p> <p>Review processes regularly.</p>



Handling food sent from home

Unlike Education and Care Services that provide food to children in their care, Tasmanian food legislation does not apply to services that only serve food provided by the parent or guardian. However, the following best practice procedures are strongly encouraged to ensure that the food sent from the child's home remains safe and to ensure you comply with the National Quality Framework and your general duty of care.

What to do	How to do it and check it's right	What to do if it's not right
<p>Ensure all food and drinks sent from home are stored and handled safely.</p>	<p>Store potentially hazardous food in the refrigerator.</p> <p>Do not place food in the fridge while in an insulated lunch box as the cold air will not be able to circulate around the food. Remove the food or unzip the lid.</p> <p>If a refrigerator is not available, ask parents to send lunches in an insulated lunch box with an ice block where possible.</p> <p>Avoid touching the food with your bare hands if serving on plates, use gloves, tongs or similar.</p> <p>Ask parents to label food with the child's name.</p> <p>Be extra careful storing food for children with allergies.</p>	<p>Keep stocks of extra food in case the food sent from a parent is not suitable to serve.</p>
<p>Reheat meals safely.</p>	<p>Reheat meals sent from home until steaming hot throughout.</p> <p>Allow the food to cool before feeding to child.</p> <p>You do not have to use a probe thermometer or document temperatures for reheating food sent from home.</p>	<p>Heat the food longer and until steaming hot throughout.</p> <p>Check the microwave is working properly and have it fixed or replaced if necessary.</p>



Personal hygiene

Goal: Ensure that everyone who handles food has good personal hygiene to prevent contamination of food.

What to do	How to do it and check it's right	What to do if it's not right
<p>Ensure staff handle food safely and have good personal hygiene practices.</p>	<p>Observe the personal hygiene and food handling practices of all staff.</p> <p>When handling food ensure staff:</p> <ul style="list-style-type: none"> • Wash hands when they can become a source of contamination, • Wear minimal jewellery (e.g. a plain wedding band only), • Keep fingernails trimmed, clean and free from nail polish or false nails, • Keep long hair tied back or wear hat or hairnet, and • Avoid touching nose, mouth, hair, and skin. 	<p>Improve staff supervision and training.</p> <p>Address non-compliant staff behaviour.</p>

Tips

- Hands must be washed frequently including when food handlers have been:
 - Eating and drinking; To the toilet; Handling any food that may contaminate other food including raw food and allergens; Coughing, sneezing, using a handkerchief or tissue; Disposing of or handling waste; Handling animals; or Changing nappies.
- If possible, allocate jobs so that staff that change nappies or similar activities, do not handle food.



1. Lather hands with soap



2. Rub both palms together



3. Rub each fingers and between fingers



4. Rub palms with finger nails



5. Rub back of hand with finger nails



6. Wash thoroughly and towel dry

Health of staff

Goal: Prevent people suffering from a symptom or condition spreading illness via food.

What to do	How to do it and check it's right	What to do if it's not right
Food handlers who have an illness that could make food unsafe to eat must not handle food.	<p>Be alert for symptoms of any foodborne illness or gastroenteritis-type illness (“gastro”).</p> <p>Food handlers who have symptoms of gastroenteritis such as diarrhoea, vomiting, sore throat with fever, fever or jaundice should be excluded from food handling practices.</p>	<p>Address non-compliant staff behaviour.</p> <p>Discard food if you think it may have been contaminated.</p>
Require additional precautions to be taken on return to work after an illness.	<p>Check the employee has been symptom free for 48 hours and ensure personal hygiene measures are diligently carried out.</p>	<p>Discard food if you think it may have been contaminated.</p>
Make sure food handlers with wounds or infections do not contaminate food.	<p>Food handlers, who have wounds such as a skin sore, boil, or an infected cut or abrasion, must cover the wound with a coloured, water proof dressing, and avoid touching the wound during food preparation activities. Staff must wash and dry hands if direct contact with a wound occurs.</p> <p>Food handlers who have a condition that causes discharge from ears, nose or eyes should avoid handling food but where this is unavoidable they must avoid touching the infected area, wash and dry hands if direct contact occurs with infected area and use medication to dry up discharge.</p> <p>Be alert for wounds or infections that cause discharges from ears, nose or eyes.</p>	<p>Address non-compliant staff behaviour.</p> <p>Discard food if you think it may have been contaminated.</p>
Provide equipment and facilities that support hygiene (e.g. hand washing basins, band aids).	<p>Hand washing facilities equipped with soap and paper towel must be available in the kitchen at all times when food handling is taking place.</p> <p>Keep stocks of first aid items like band aids and dressings so staff can cover wounds.</p>	<p>Replace items as needed.</p>

Tips

- For further information on symptoms and conditions that require exclusion and extra management practices see the guidance document ‘Safe Food Australia’ (see Appendix 3 – Useful resources).

Breast milk and infant formula

Tasmanian food legislation does not apply to powder or ready-mixed infant formula or breast milk sent from home. However, the following is good practice and will help you comply with the National Quality Framework and your general duty of care.

What to do	How to do it and check it's right	What to do if it's not right
<p>Store and warm breast milk in a safe manner.</p>	<p>Place breast milk in the refrigerator (not in the door compartment) on arrival at the service.</p> <p>Ensure the container is labelled with child's name and date of expressing.</p> <p>Sit the bottle in warm to hot water until it reaches the right temperature for feeding, but no longer than 10 minutes.</p> <p>Do not shake breast milk; roll it to ensure an even temperature.</p> <p>Do not microwave breast milk as it destroys its immunological properties.</p>	<p>Discard any breast milk that hasn't been stored and prepared safely.</p> <p>Discard breast milk that has been at room temperature for too long.</p>
<p>Ensure infant formula is stored, prepared and warmed safely.</p>	<p>Premade infant milk must be placed in the refrigerator immediately on arrival at the service and should be labelled with the child's name and date of mixing.</p> <p>When mixing infant formula:</p> <ul style="list-style-type: none"> • Wash hands, • Require parents to provide sterilised bottles and teats, • Use fresh water for each batch and bring to a rolling boil, or when using an electric kettle boil until the cut-off point, • Allow the water to cool before use, • Measure out the water and put into bottle, • Add correct amount of formula, following the guidance on the tin, • Seal bottle and shake to mix the formula, • Test temperature on wrist before feeding, • Discard left overs 1 hour after feeding. <p>Store prepared infant formula in the refrigerator (not in the door compartment) for no longer than 24 hours or at room temperature for no longer than 1 hour.</p> <p>Microwaving is not recommended as they do not heat evenly creating 'hot spots' which can burn the infant's mouth.</p>	<p>Discard any infant formula that hasn't been stored and prepared safely.</p> <p>Discard infant formula that has been at room temperature for too long.</p>

Self-assessment food safety checklist

You may find it useful to conduct a self-assessment every 3 to 6 months to check that required or best practice food safety procedures are being followed and, if required, documentation is being kept correctly. The below template may assist you in that process.

Question	Yes	No	N/A	Action required
Are you operating in accordance with Section 3 of this manual?				
Are all required records being kept accurately?				
Is your suppliers list up to date?				
Is your cleaning and sanitising plan up to date?				
Is food handler training up to date?				
Do staff require additional training? For example, education about allergens, a refresher course in food safety, etc.				
Have you trained any new staff in food handling since your last self-assessment?				
Does any equipment need fixing or replacing?				
Have you changed your menu? If yes, you will need to check that your food safety requirements haven't also changed.				
Have you changed any ingredients? If yes you will need to check labels for allergen information.				
Are you satisfied food is being handled safely?				
Does any non-compliant behaviour need to be addressed?				

Healthy Food Choices for Children

This section provides information to assist Education and Care Services to provide healthier food to children in their care.

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Introduction

A child's early years are the most important for establishing lifelong eating patterns.

Children need access to regular healthy meals, snacks and drinks to:

- Optimise growth and development,
- Minimise immediate health issues such as vitamin and mineral deficiencies, constipation and dental cavities, and
- Reduce the risk of developing lifestyle diseases such as obesity, cancer, heart disease and diabetes.

When planning the food you provide it is useful to remember that food safety laws divide food into two broad categories - potentially hazardous and non-potentially hazardous food. The type you choose to provide will influence the level of food safety regulation that applies to you. Details are given in previous sections of this manual.

Potentially hazardous foods require extra care to keep them safe. However, these foods are generally more nutritious and ideally should be provided on a regular basis to children.

Non-potentially hazardous foods do not need the same level of care but are often higher in fat, sugar or salt. If a service chooses to provide only non-potentially hazardous food it is important to plan the menu carefully to ensure maximum nutrition from a limited range of healthy options. Try to ensure whole fruit and vegetables are always on offer.

Examples of both potentially hazardous and non-potentially hazardous food, including meal and snack ideas, are given on Page 8.

When planning your menu it is useful to distinguish between 'everyday' and 'sometimes' food and drink to ensure good health and nutrition.

Everyday food and drink are those that fit into the five core food groups as described in the 'Australian Guide to Healthy Eating'. These provide all the nutrients essential for good health.

Everyday foods include:

- Breads, cereals, rice, pasta (preferable wholegrain)
- Vegetables and legumes,
- Fruit,
- Milk, yoghurt and cheese, and
- Lean meat, fish, poultry, eggs and nuts.

Eating a variety within each of these food groups will ensure nutritional adequacy is achieved. For example choosing different coloured fruit and vegetables will ensure a greater chance of obtaining all the nutrients for good health.

Everyday drinks are unflavoured still water, i.e. tap water, and plain milk. It is recommended that children aged under 2 are given full fat milk, and those over 2, low fat milk.

Sometimes food and drink are those that do not fit into the five core food groups. They are not essential for good health and are high in saturated fats, sugars, salt or a combination of these.

Sometimes foods include:

- Chocolate and confectionary,
- Sweet biscuits,
- Cakes;
- Ice-creams,
- Chips,
- Fried food,
- Pastries, and
- Takeaway or fast food.

Sometimes drinks include soft drinks, fruit drinks, cordial, sports drinks, flavoured milk, flavoured mineral water, energy drinks and fruit juices.

What roles do Education and Care Services play?

The food children eat whilst in care may account for one-half to two-thirds of a child's daily nutritional requirements. Therefore, Education and Care Services play an important role in establishing healthy eating habits and influencing children's nutrient intake by directly providing healthy food choices or influencing what the family provides.

A supportive environment that provides regular exposure to 'everyday' food and positive meal time experiences can enable children to develop good eating behaviours, enjoy eating and learn about a wide variety of food.

Positive mealtime experiences

Simple actions to promote a positive mealtime experience include:

- Sitting together at mealtimes,
- Sharing food awareness experiences,
- Role modelling healthy eating,
- Encouraging children to taste all food offered,
- Letting children choose what and how much they eat from what is available, and
- Never giving or denying food as a reward or punishment.

Meals and snacks provided by services

The benefits of service-provided food include:

- Making life easier for parents, as it is one less thing they have to organise,
- Ensuring all children have access to healthy meals, snacks and drinks,
- Being able to involve children in food experiences such as setting the table, planning the menu, and simple food preparation, and
- Role modelling to parents the types of healthy food and drink children enjoy whilst in care.

Services that provide food should ensure that food is consistent with the Australian Government's guidelines, including 'Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood' and 'Dietary Guidelines for Children and Adolescents in Australia'.

A sample menu is provided below that follows the above guidelines and aims to meet the nutritional needs of children whilst in care.

Sample menu

Snack or meal	Day 1	Day 2	Day 3	Day 4	Day 5
Morning tea	Fresh fruit	Raisin toast	Cheese and biscuits	Fresh fruit	Raisin toast
Drink	Milk or water	Milk or water	Milk or water	Milk or water	Milk or water
Lunch	Lasagne with green salad	Chicken & vegetable risotto	Beef stroganoff with carrots, peas & broccoli	Chickpea patties with mixed salad	Chicken & vegetable stir-fry with rice
Second course	Stewed fruit with custard	Fresh fruit with yoghurt	Fruit kebabs with yoghurt dip	Apple sponge with custard	Fruit salad
Drink	Water	Water	Water	Water	Water
Afternoon tea	Steamed vegetable sticks with dip	Pikelets with berries	Banana bread	Pita bread with hommus	Cheese & corn muffins
Drink	Milk or water	Milk or water	Milk or water	Milk or water	Milk or water

Snacks provided by services

In many instances a service may choose to provide only snacks and drinks with lunch brought from home. Some healthy snack ideas are shown below according to whether they are potentially hazardous foods or not. Note that some of the healthy snack ideas shown may not be appropriate for very young children due to the risk of choking.

Healthy snack ideas

Potentially hazardous food snack ideas	Non-potentially hazardous food snack ideas
Fruit or vegetable pikelets	Whole fruit – banana, apple, apricots, grapes, nectarines, apricots, berries, cherry tomatoes
Fruit kebabs with yoghurt	Whole raw vegetables - baby carrots, snow peas, sugar snap peas
Fruit platter	Yoghurt
Fruit smoothies	Plain popcorn
Toasted sandwiches	Cheddar cheese and biscuits
Vegetable sticks with dip	Raisin bread/fruit buns
Zucchini slice	Cherry tomatoes and cheese cubes
Pita bread with hommus	Hard cheese, vegemite or jam sandwiches
Vegetable soup and a hot bread roll	Savoury muffins – cheese and corn
Frittata	
Mini pizza	
Plain milk	



Food sent from home

Services that have healthy eating policies are better able to support and guide parents to provide a variety of food from the basic food groups in lunchboxes each day. These policies encourage parents to give their child a variety of 'everyday' food whilst limiting the amount of 'sometimes' food. Sample lunchbox ideas are shown below.

Sample lunchbox ideas

Snack or meal	Day 1	Day 2	Day 3	Day 4	Day 5
Morning tea	Fresh fruit	Cheese and biscuits	Vegetables with dip	Fresh fruit	Vegetables with dip
Drink	Milk or water	Milk or water	Milk or water	Milk or water	Milk or water
Lunch	Leftover meat & vegetable casserole with rice Yoghurt	Tuna & salad wrap Fruit salad with custard	Frittata with green salad & bread Fruity bread with pudding	Egg & lettuce sandwich Diced fruit in natural juice	Baked beans Berries with yoghurt
Drink	Water	Water	Water	Water	Water
Afternoon tea	Fruit bread	Banana bread	Fresh fruit	Cheese cubes & cherry tomatoes	Savoury muffin
Drink	Milk or water	Milk or water	Milk or water	Milk or water	Milk or water

Food awareness experiences

The Australian Government's Early Years Learning Framework provides the foundation for ensuring all children in early childhood education and care settings experience quality teaching and learning. It has specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy), social and emotional development.

Food and eating are significant aspects of the daily lives of both adults and children. Food awareness experiences can be integrated into your program to create a holistic learning experience for children.

Ideas include:

- Growing vegetables or herbs with gardening activities,
- Food tasting activities,
- Food preparation and cooking activities,

- Excursions to a produce market, orchard or farm,
- Play-based learning through setting up a cupboard or shop,
- Art and craft activities – painting, cutting, pasting, collage of pictures of fruits and vegetables, and
- Songs and storybooks involving food.

For advice about carrying out food-based learning activities safely see the Best Practice Food Safety Advice section of this manual.

How can Education and Care Services make healthy choices easier choices for children?

1. **Become a member of the *Move Well Eat Well* – Early Childhood Award Program.**

The *Move Well Eat Well* – Early Childhood Award Program provides a free comprehensive guide to support your service creating healthier environments, where healthy eating and active play are a normal and enjoyable part of every child's day.

This program contributes to working towards quality education and care standards and outcomes, as determined within the National Quality Framework.

Move Well Eat Well - Early Childhood has been developed by the Tasmanian Department of Health and Human Services in collaboration with Early Childhood Australia (Tasmania), the Department of Education, Lady Gowrie Tasmania and the Family Day Care Council (Tasmania).

For information on how to become a member and more about the benefits of being involved phone (03) 6222 7895 or email movewelleatwellEC@dhhs.tas.gov.au.

2. **Contact the Community Nutrition Unit for in-service training of staff.**

Community dietitians at the Department of Health and Human Services' Community Nutrition Unit can provide professional development to staff on healthy eating choices for children, assist with menus and nutrition policies, and suggest ideas on food learning experiences with children. You can contact the Community Nutrition Unit on (03) 6222 7222 or email Community.Nutrition@dhhs.tas.gov.au.

3. **Use the resources given in Appendix 3 for up to date information on healthy food choices, including lunchbox ideas.**

Appendices

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Plan for 1 sink

Plan for 2 sinks

Appendix 2 – Templates for enhanced food safety requirements

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Appendix 3 – Useful resources

Appendix I – Example management plans for premises with 1 or 2 sinks

In food premises, sinks are typically used for hand washing, washing food, washing equipment and sanitising equipment.

For services that are required to comply with the Code and have existing kitchens, it is not mandatory to have a separate sink for each task. However, if you do not have a separate sink for each task, you need to operate in a manner that minimises food safety risks. Because of this, it is strongly recommended that at least 2 sinks are provided so that the different tasks can be separated more easily.

Provided below are example management plans considered best practice for services with only 1 or 2 sinks.

Plan for 1 sink

Procedure:

1. Clean and sanitise the sink.
2. Using the sink, wash hands with soap and warm running water and dry hands on disposable paper towel.
3. Wash fruit and vegetables **in a colander** over the sink. After the fruit and vegetables are washed, the sink can be used as a hand wash basin until food service is over.
4. Using the sink, wash hands with soap and warm running water and dry hands on disposable paper towel whenever necessary.
5. Put on non-latex gloves or use tongs and prepare food for service.
6. Sanitise the sink.
7. Use the sink to clean equipment, plates, tongs, chopping boards, etc.
8. Use the sink or a large container to sanitise equipment with spray-on sanitiser or sanitising solution.

Note:

The use of the above procedure is acceptable in only limited circumstances where all tasks are well managed. For example, in an after school care service that makes a fruit platter or non-potentially hazardous food and has only minimal washing up.

If the above procedure is not followed properly or is not appropriate for your food handling activities you will be required to install more sinks.

Hand wash facilities must be available during food preparation. During this time the sink must not be used for any other purpose.

Plan for 2 sinks

Procedure (for 2 separate sinks or a double-bowl sink):

1. Designate 1 bowl or sink (Sink 1) solely for hand washing during food preparation and the other bowl or sink (Sink 2) for washing food.
2. Sanitise Sink 2.
3. Using Sink 1, wash hands with soap and warm running water and dry hands on disposable paper towel.
4. Using Sink 2, wash fruit and vegetables.
5. Using Sink 1, wash hands with soap and warm running water and dry hands on disposable paper towel whenever necessary.
6. Put on non-latex gloves or use tongs and prepare food for service.
7. After food preparation, use Sink 1, Sink 2 or both to clean equipment, plates, tongs, chopping boards, etc.
8. Use Sink 1, Sink 2, both sinks or a large container to sanitise equipment with spray-on sanitiser or sanitising solution.

Note:

- If the above procedure is not followed properly or is not appropriate for your food handling activities you will be required to install more sinks.
- Hand wash facilities must be available during food preparation. During this time the sink must not be used for any other purpose.
- If a bowl or sink is designated for hand washing only, this must be made clear to all users. For example, by providing soap and paper towel only at that location and displaying a 'hand washing only' sign above the bowl or sink.



Appendix 2 – Templates for the enhanced food safety requirements

Templates are provided on the following pages to make it easier for services to complete the required documentation as part of the enhanced food safety requirements detailed in Section 4 of this manual.

The templates also include space for other information that is not required but may be useful to record (e.g. a sheet for staff to sign when they have completed a daily cleaning and sanitising task).

Template I – Supplier list

Supplier's trading name	Food supplied	Supplier's address and phone

(Add extra rows as required)

Template 2 – Daily record chart

Date:

Refrigerator temperatures (should be $\leq 5^{\circ}\text{C}$)

Unit	Time	Temp ($^{\circ}\text{C}$)	Time	Temp ($^{\circ}\text{C}$)
1				
2				
3				

Cooked meal temperatures (should be $\geq 75^{\circ}\text{C}$ or visually checked)

Food/Meal	Time	Temperature ($^{\circ}\text{C}$)	Visual check. i.e. rolling boil for liquid foods like soup (✓)

Daily cleaning and sanitising

Area/Item	Time	Complete (staff initial)
Cleaning and sanitising completed in accordance with daily cleaning and sanitising plan		

Did anything go wrong? What corrective action did you take? (Include staff initial)

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Template 3 - Cleaning and sanitising plan

Complete a separate plan for daily, weekly and monthly cleaning and sanitising tasks.

Frequency:

DAILY WEEKLY MONTHLY OTHER:

.....

Area/Item	Product, equipment & dilution	Procedure	Special instructions

(Add extra rows as required)

Appendix 3 – Useful resources

Food safety legislation

- *Food Act 2003*
- Australia New Zealand Food Standards Code, available at www.foodstandards.gov.au.

Food safety templates

- Documentation templates as part of the enhanced food safety requirements, available at www.dhhs.tas.gov.au/peh/food_safety
- Food safety program template, available at www.dhhs.tas.gov.au/peh/food_safety

Food safety information

- The Department of Health and Human Services Food Safety Unit website – www.dhhs.tas.gov.au/peh/food_safety.
- Guides to the Code by Food Standards Australia New Zealand, including:
- ‘Safe Food Australia: a Guide to the Food Safety Standards’, available at www.foodstandards.gov.au
- ‘Food Safety Programs – A Guide to Standard 3.2.1’, available at www.foodstandards.gov.au.
- Allergy fact sheets, information and training by Anaphylaxis Australia, available at www.allergyfacts.org.au.
- Food safety training online via I’M ALERT, available at www.imalert.com.au.
- Current list of Tasmanian Approved Regulatory Food Safety Auditors, available at http://www.dhhs.tas.gov.au/peh/food_safety

Healthy food and nutrition information

- The Department of Health and Human Services Community Nutrition Unit website – www.dhhs.tas.gov.au/pophealth/community_nutrition.
- Move Well Eat Well – Early Childhood – family section, available at www.dhhs.tas.gov.au/mwew/families.
- Nutrition information, tips and recipes by Dietitians Association of Australia, available at <http://daa.asn.au/for-the-public/smart-eating-for-you/>.
- Resources for ‘Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood’ by the Australian Government, available at www.health.gov.au.
- ‘The Australian Guide to Healthy Eating’, available at <http://www.health.gov.au>.

Glossary of Terms

The following definitions and descriptions are provided to assist you in using this manual.

Term	Definition
Act	Meaning the <i>Food Act 2003</i> .
Allergen	A substance that provokes an allergic response. Usually an organic substance.
Clean	Means clean to the touch and free of extraneous visible matter and objectionable odour.
Code	Meaning the <i>Australia New Zealand Food Standards Code</i> available at http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm
Condition (health condition)	In regards to food safety, means an infected skin lesion or discharge from ear, nose or eye. A person with these conditions may spread illness via food unless appropriate precautions are taken.
Contaminant	Things in a food that should not be there, for example bacteria, foreign bodies, chemicals or allergens.
Contamination	The introduction or occurrence of a contaminant in food.
Cross-contamination	The transfer of a contaminant from one item to another. For example, from a chopping board or from your hands to ready-to-eat food.
Everyday food and drink	<p>Everyday food and drink are those that fit into the five core food groups as described in 'The Australian Guide to Healthy Eating'. These provide all the nutrients essential for good health.</p> <p>Everyday foods include:</p> <ul style="list-style-type: none"> • Breads, cereals, rice, pasta, • Vegetables and legumes, • Fruit, • Milk, yoghurt and cheese, and • Meat, fish, poultry, eggs and nuts.
Food handler	A person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.
Pathogen	A disease-causing microorganism.
Potentially hazardous food	<p>Food that has to be kept at a certain temperature to minimise the growth of any pathogens that may be present in the food or to prevent the formation of toxins in the food.</p> <p>Potentially hazardous foods need extra care to keep them safe to eat. Even so, these foods are often more nutritious and it is important to include them on your menu if you can.</p> <p>For detailed examples of potentially hazardous and non-potentially hazardous food see Page 8.</p>

Term	Definition
Ready-to-eat food	<p>Food that can be eaten without having anything further done to it. For example, cooked meats, bread, pre-prepared salad, cut fruit, sushi, and sandwiches.</p> <p>A food that may be warmed up before consumption would still be considered ready-to-eat. For example, quiche that may or may not be heated before consumption.</p> <p>Ready-to-eat food does not include nuts in their shell and whole raw fruits and vegetables that are intended to be washed, hulled, peeled or cooked before consumption.</p>
Services	Meaning Education and Care Services.
Sometimes food and drink	<p>Sometimes food and drink are those that do not fit into the five core food groups as described in 'The Australian Guide to Healthy Eating'. They are not essential for good health and are high in fat, sugar and/or salt.</p> <p>Sometimes foods include:</p> <ul style="list-style-type: none"> • Chocolate and confectionary, • Sweet biscuits, • Cakes; • Ice-creams, • Chips, • Fried food, • Pastries, and • Takeaway food.
Symptoms of gastroenteritis	Gastroenteritis is an illness of the digestive tract. It may be spread to others via food. Symptoms of gastroenteritis include diarrhoea, vomiting, sore throat with fever, fever or jaundice.
Sanitise	<p>Means to apply heat and/or chemicals or other processes to a surface so that the number of micro-organisms on the surface is reduced to a level that:</p> <ul style="list-style-type: none"> • Does not compromise the safety of food with which it may come into contact, and • Does not permit the transmission of infectious disease.
Toxin	A substance produced by microorganisms that can cause illness.