

## Food hygiene checklist

PTA UK has prepared a checklist for good hygiene practice, when handling food at PTA events. This check list is a guide only and should be read and used in conjunction with the Information sheet Food and Hygiene. Please give this checklist to all committee members and volunteers that are preparing, handling or donating food for your PTA event.

<b>Food handling</b>
Ensure raw and ready to eat foods are either prepared in separate areas or that the work surfaces are cleaned and disinfected between uses.
Ensure food is returned to the fridge immediately after handling / preparation as appropriate.
Ensure food is cooled as quickly as possible and that it is away from raw food and other sources of contamination.
Ensure ready to eat fruit/salad/vegetables are trimmed and washed thoroughly.
Ensure frozen foods are defrosted safely and then stored correctly until needed.
Are the worktops and tables sealed to prevent contamination?
<b>Food storage</b>
Ensure food storage areas are under cover and protected from contamination?
Ensure you have enough refrigeration and that ready to eat food is stored above or separate from raw food in fridges/freezers.
Ensure dried goods are stored in covered containers.
<b>Personal hygiene</b>
Wash hands thoroughly before handling food and always after using the toilet
Always wash hands between handling different foods
Cover cuts, burns or abrasions with a waterproof dressing (brightly coloured if possible).
Do not spit, smoke, eat or chew gum when handling food.
Do not cough or sneeze over food.
Keep fingernails short and clean, do not wear nail varnish and avoid wearing jewellery.
Do not lick fingers when handling food or wrapping ingredients.
Ensure long hair is tied back.
Wear a clean apron or similar covering.
Do not prepare or handle food if you have/recently had sickness or diarrhoea, or infected cuts and sores.