



Preparation

Goal: Ensure food does not become contaminated during preparation

What can go wrong?	What can I do?	How can I check?	What if it is not right?
Growth of food poisoning bacteria in food	Make sure that the time high-risk food spends in the temperature danger zone of 5°C to 60°C is as short as possible – up to a cumulative total of four hours.	Regularly look at how food is being prepared. Measure the amount of time that preparation processes take.	Only take from the refrigerator the amount of food you can prepare within a safe time period. Return food to the refrigerator if there are delays.
Cross-contamination of ready-to-eat food with food poisoning bacteria from hands, utensils, cloths, surfaces, foods (for example, high-risk foods such as meat, seafood, poultry or eggs, or raw vegetables) or other items. Cross-contamination of non-allergenic foods with allergens from other foods, cooking equipment and surfaces that have been in contact with allergens.	Wash hands before handling ready-to-eat food, equipment and utensils and use gloves correctly where appropriate. Handle food as little as possible. Use tongs or other utensils where appropriate. Check with your council environmental health officer if you need advice about using gloves properly.	Regularly look at how food is being prepared.	Dispose of food if you are not confident that it has been safely handled. If non-allergenic food may be contaminated with an allergen, make sure that it is not used in the preparation of food that is intended to be allergen free. If food may include allergens, follow the instructions on pages 47 and 48 about making information available to customers and staff.
	Use clean, sanitised equipment and utensils. Clean and sanitise cleaning cloths regularly and replace them when they are no longer suitable for use. Throw away single-use items (for example, disposable food containers or gloves) after using them.	Inspect equipment, utensils and cloths regularly to make sure they are clean. Check single use items are not re-used.	Replace with clean equipment, utensils and cloths. Review cleaning schedules and practices. Repair or replace equipment that cannot be properly cleaned. Train staff.

