Te Tāhuhu o te Mātauranga
Ministry of Education

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Food Control Plan for **HEALTHY SCHOOL LUNCHES**

This plan may be used by those making lunches for the Healthy School Lunches programme as:

- **an internal model school or kura**
- **an iwi and hapū partner.**

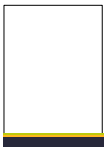
This is a legal document.
You must not add any procedures to this plan.

Template approved by New Zealand Food Safety 11 April 2024
This document file is version 00010-24.

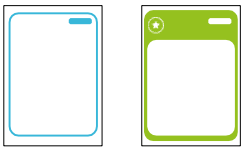
Section 40 Template Food Control Plan

This S40 template includes guidelines from the Ministry of Education combined with New Zealand Food Safety's Simply Safe and Suitable template (s39-00004) and New Zealand Food Safety's My Food Plan template (December 2019).

Where there is a page of New Zealand Food Safety's Simply Safe & Suitable/ My Food Plan template inserted into the Food Control Plan for the Healthy School Lunches programme template then that full section of the SSS/ MFP applies.



Pages with this footer are Ministry of Education requirements.



Pages with coloured borders are Food Act 2014 requirements

Contents

Instructions

How to use this Food Control Plan

This plan explains what is required to comply with The Food Act 2014 so that only safe and suitable food is made by schools and kura that are part of the Healthy School Lunches programme.

The plan is a **collection of colour coded cards**, each of which applies to a particular process or area of food safety. Cards may be removed that don't apply (e.g. the **Making sushi** card if sushi is never made for school lunches).

Each section or "card" in this plan has three sections: **Know, Do and Show.**

Know has general information about why this topic is important to food safety and gives ideas for how to comply with food safety and suitability law.

Do outlines what actions are required to comply with the food safety law.

Show outlines what actions the verifier will want to observe and the **records** they will expect to see.

Throughout the plan there are sections that need to be filled in, or boxes ticked, for example in the **'provider details'**, **'taking reponsibility'**, **'personal health and hygiene'** and **'knowing what's in your food'** cards. These pages are indicated with a pen icon in the bottom right corner.

Your Ministry of Education Senior Advisor can provide further guidance around filling out this Food Control Plan.

To help ensure that the relevant rules are followed and the correct records are kept, there are icons placed throughout this document:

Pink icon = the required records.

Teal plant icon = special requirements for growing fruit (huarākau) and/or vegetables (hua whenua) for ākonga (learners) to eat.

Dark blue pen icon. This icon appears on the lower right corner of pages where information is required to be filled in when setting up your Food Control Plan.

Keeping records

The plan explains what verifiers will look for when they visit a kitchen, and what **records** must be present. Records show that Food Safety requirements are understood and are being followed. Records also act as evidence in the event of a food safety incident. There are **record blanks** at the end of this plan that may be used, or records may be kept in another way (e.g. in a book, food safety app or more appropriate paper record).

Getting verified

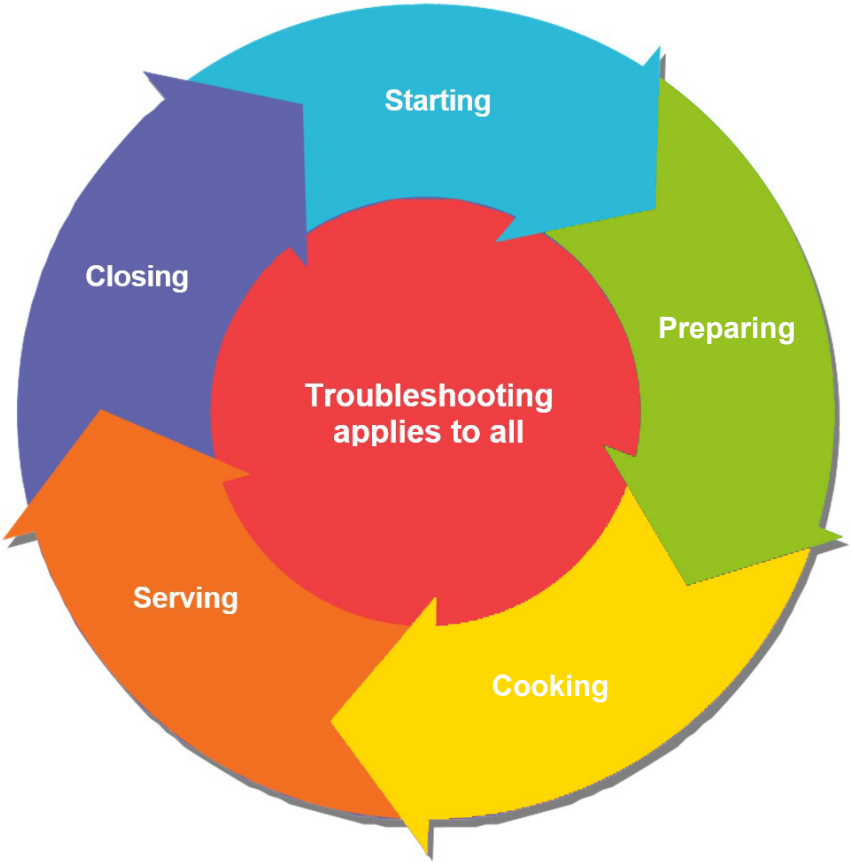
Following registration, kitchens are verified. This involves a visit from a person accredited to check that the plan is being followed. The verifier will observe the processes and records being kept and will need to see a completed version of this Food Control Plan.

If something goes wrong

Sometimes things go wrong, and food or drink might become unsafe or unsuitable. When something has gone wrong the problem needs to be identified and actions put in place to fix the problem and minimise harm. A summary of what to **Know**, **Do** and **Show** when something goes wrong can be found in the **'When something goes wrong'** card.

Day cycle

The format of this Food Control Plan is based around the activities happening during the working day from opening until it is time to close. The diagram below represents this.



Making healthy, nutritious and appealing lunches for ākonga

- Besides complying with food safety law as described in this Food Control Plan, schools and kura must provide healthy and nutritious lunches that meet the Ministry of Education's 'Nutrition Standards for Healthy School Lunches guidelines.
- Lunches provided as part of Healthy School Lunches should be:
    - safe and suitable (as described in this plan)
        - this includes consideration of special diets and allergies
    - appealing and age-appropriate
    - compliant with the Ka Ora, Ka Ako Nutrition Standards for composition, meal weights and amber content.
- Kitchens must operate in a manner that minimises food and packaging waste.

The nutrition standards for Healthy School Lunches:
https://www.education.govt.nz/education-professionals/schools-year-0-13/healthy-school-lunches/nutrition-standards-ka-ora-ka-ako
Guidance for waste minimisation:
https://kaorakaako.education.govt.nz/working-together/waste-minimisation

Top 5 Food Safety Factors

Staff Training

Everyone must know how to keep food safe.

'Most foodborne disease is caused by poor hygiene practices and improper handling of food' - World Health Organisation

It doesn't need to be a formal qualification

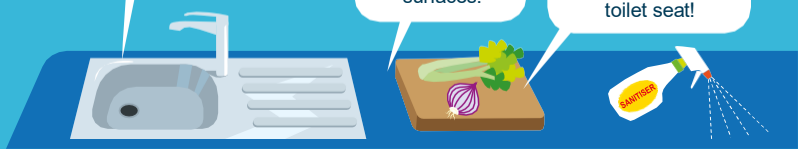
Cleaning & Sanitising

Bugs can be found everywhere- even on surfaces that look clean. They can be found on people, cloths, sponges, utensils...

The average kitchen sink contains 100,000 times more bugs than a bathroom.

Bacteria can survive on average 20 min - 4 hours on hard surfaces.

The average chopping board has around 200% more faecal bacteria than the average toilet seat!



Temperature Control

75°C and over	COOK FOOD
60°C and over	HOLD FOOD HOT
5°C - 60°C	DANGER ZONE
5°C and under	CHILL FOOD

Separation

Keep cooked food separate from raw food. Keep allergens separate. Use separate equipment. Bugs in raw food can make people sick, it's important to avoid cross contamination.

There are many allergens, some are shown below:

THESE CAN KILL

Even small traces on equipment and chopping boards can cause an allergic reaction.

Hand Washing

1 IN 4

people have faecal bacteria on their hands

- Wet hands under running water
- Rub hands together with soap for 20 seconds
- Rinse hands with water
- Dry hands thoroughly with a clean, dry towel or hand drier

Set-up

Healthy School Lunches provider details

Fill out your provider details below

School details	
Provider name	
Trading name	
This plan is for schools, kura and iwi/hapū partners Operating as a Healthy School Lunches provider	
Postal address	
Telephone	
Email	
Location(s)	
Street address (1) Site where food is made (if different to school/kura address)	
Additional sites: [continue on a separate sheet if needed and attach] List below any other premises that are used in connection with the food business (e.g. premises used for storage or preparation of food). These activities and sites will also be covered by this plan.	
Street address (2)	
Street address (3)	

Operator: The operator is the owner or other person in control of the food business.	
Name	
Physical address (Business or Residential)	
Telephone	
Email	
Day-to-day manager [write 'as above' if the day-to-day manager is the operator] The day-to-day manager is the person who has the **overall responsibility** to make sure that the plan is being followed and the appropriate checks and records are completed.	
Name and/or position	
Telephone	

Kitchen layout

The design and physical location of the kitchen must allow the production of safe and suitable food.

A floor plan of the kitchen needs to be added to this Food Control Plan showing what happens in the different areas in the kitchen, including within the food preparation areas.

Provide an image or a map (e.g. google map) of the building the kitchen is in and the surrounding buildings. This must include:

- the building that contains the kitchen
- the buildings surrounding it
- what happens in each building, including non-food activities
- what happens in the different areas of the building
- any non-food activities being conducted in the same or neighbouring building/property that might affect food safety may need to be included in the map of your kitchen.

Note: if more than one site is in operation, a map for each site should be included.

Layout — Inside of the kitchen

this could be a hand drawn plan or photograph.

Layout — Outside of the site

this could be a hand drawn plan or photograph (e.g. Google Maps).

Managing risks nearby

Note here any non-food activities being conducted in your building, or at neighbouring buildings/properties that might affect food safety or suitability in the kitchen. Record here what will be done to manage the risks that have been identified.

Risk to food safety	How we manage the risk
Example: Dust from the neighbouring garden centre (especially from the bulk compost heap) could carry bugs that contaminate food and make it unsafe.	*Example: Keep windows/doors closed in the garden centre side of the building. Ready-to-eat food preparation and service areas located as far away from the service entrance (which is on the garden side of the building) as possible.*

If more space is required there is a record in the record blanks at the end of this Food Control Plan to continue the risk assessment.

Taking Responsibility

K

Know

Useful things to know

- It is the responsibility of Ka Ora, Ka Ako providers to make safe food and demonstrate food safety by example in the kitchen.
- It is not necessary to be food safety experts, but staff and volunteers must know enough to make safe food.
- Following this Food Control Plan will help ensure that lunches are always safe and suitable. Providers hold the responsibility of establishing a **kitchen culture** that values food safety.
- Food safety is about preventing illness or harm from food and understanding the possible 'hazards'. There are three types of potential hazards:
  1. **Biological (bugs):** Certain bugs (e.g. bacteria) can make people sick if they are in or on food
  2. **Chemical:** For example, cleaning chemicals can make people sick if they are in or on food
  3. **Physical:** A foreign object, such as a glass, metal or plastic fragment in food can cause harm.
- Food suitability goes beyond food safety. Lunches should meet expectations and not contain anything unexpected or offensive, for example, a hair!
- A meal that is safe for most ākonga will be unsafe for those with allergies and intolerances. Providers must find out if any ākonga have allergies or intolerances.
- Food safety and suitability mishaps may cause physical harm as well as impact the reputation of Ka Ora, Ka Ako. A serious incident can result in fines or prosecution.

K

Know

Minimising the risks requires taking steps to:

- prevent harmful chemicals and foreign matter getting into lunches
- eliminate bugs or reduce them to safe levels
- only use food and ingredients that are fit for purpose
- record all information that would be needed for managing a food safety or suitability incident.

D

Do

What to do

- Follow the procedures in this Food Control Plan and record what checks have been made to prove that the processes result in safe and suitable food
  - **Records** must be kept for four years and be easily located during verifications or if requested by MPI.
- **Write the name** of the person (the 'day-to-day manager') that holds responsibility for ensuring the plan is followed, and identify a back-up person.

  Who holds overall responsibility for this plan?

  _____

  Who takes over if the above person is unavailable?

  _____

- The people named above hold overall responsibility for making sure all the procedures in this plan are effective (and are followed by all staff, volunteers and visitors at all times.
- They also need to lead by example through understanding and following all the procedures in this Food Control Plan.

- Ensure a kitchen verification occurs within 6 weeks after your kitchen is registered with the Ministry for Primary Industries (MPI).
- Train staff and keep records of their training (see the **Training and Competency** card).
- If there is a change in the kitchen (e.g. a change of location or main contact person) MPI must be notified using the FA11 form from the MPI website. This should be done before the change occurs.

S

Show

What to show the verifier

- The verifier might ask:
  - who is responsible for the Food Control Plan, and whether any responsibilities have been delegated to others
  - whether there have been any changes or process failures since the last verification
  - to see the **records** of the checks that are explained throughout this Food Control Plan (temperature records, cleaning records, staff training records, approved supplier register etc.).

Checking the plan is working well

K

Know

Useful things to know

- The procedures in this plan should be checked to ensure food safety and suitability are being well managed.
- This is done by regularly performing self-checks (self-audits) on your processes and equipment.
- What to check and how often, depends on the effect of something going wrong. The most important things (e.g. thermometers) should be checked most often.
- It is your responsibility to check:
  - that the **reality** of what happens in the kitchen matches what is required in this Food Control Plan
  - that staff and volunteers are doing what they need to do and are trained in the tasks they undertake
  - that the procedures in place are being followed and are effective
  - that the facilities and equipment remain suitable for the food activities in the kitchen.
- It is the lunch provider's responsibility to appoint someone to be the internal verifier (self-auditor).

Why is self-auditing important?

- The lunch provider holds responsibility for the kitchen and food. Waiting for someone else to notice that something has gone wrong may become costly and the lunches may make ākonga sick.

K

Know

Some notes about testing:

- Sampling and testing may be used as part of self-audits.
- While there are specific requirements for testing in some situations (e.g. self-supply water), in other situations laboratory testing is optional.
- There are rules about certain limits for bugs or chemicals in the Australia New Zealand Food Standards Code: www.foodstandards.govt.nz/code/Pages/default.aspx A limit doesn't mean a requirement to test the food for that bug or chemical every time. When using sampling and testing, this shouldn't be the only check that is done. It is not possible to test your way to food safety.
- Testing can be a useful tool, but it has limitations:
  - if, for example, testing results find harmful bugs, that might mean some part of the process is not working well
  - a clear result however, may not prove that the plan is working perfectly (or that the food is safe). Bugs are not usually evenly distributed in food. It's possible to test some food and get a clear result, when another part of the food in the same batch has high levels of harmful bugs.
- When including testing in the self-audit checks, it may be more effective to test the environment rather than final foods.

K

Know

- If using sampling and testing in self-audits, it is highly recommended that the testing plan is developed by an expert. If you don't have an expert in your kitchen, a consultant, your verifier or New Zealand Food Safety can provide information about putting together a sampling and testing plan.

D

Do

What to do

- Set up procedures and a schedule for regularly self-checking that staff and volunteers are following the rules in this plan, are making safe and suitable food and meeting all requirements and responsibilities under the Food Act 2014.

- Check the plan is working well by (for example):
  - checking whether staff and volunteers are carrying out key food safety behaviours (washing hands etc.)
  - checking records are being completed and kept
  - looking through records to check that things are working as expected
  - reviewing the **'When something goes wrong'** information that has been recorded and checking that steps have been taken to prevent any problems from happening again
  - running food safety quizzes with staff and volunteers

D

Do

- using the **'Show'** sections in this template to ask the same questions or check the same things that a verifier would ask or want to look at
- testing the environment or foods for certain bugs or chemicals to show procedures (e.g. cleaning and sanitising) are effective.

- Follow the procedures on the **'When something goes wrong'** card if the self-checks identify mistakes or actions that could have made food unsafe or unsuitable.
- Keep a **record** of what self-audits have been done and what the results of the checks were.

S

Show

What to show the verifier

- Show the verifier:
  - how the self-audit checks are done and how often they are done
    - note: a self-audit checklist is helpful to ensure all required checks are performed every time.
  - **records** of the checks you have made.

Training and competency

K

Know

Useful things to know

- People have different training needs. It is necessary to assess what training staff, volunteers and visitors require to achieve safe and suitable food.
- All staff,volunteers and visitors must understand the training they are given.
- All staff and volunteers must be confident that they know exactly what to do to follow the plan and make sure safe and suitable food is produced.
- **‘Staff and volunteers’ could include owners, managers, staff, volunteers, visiting whānau and ākonga. ‘Visitors’ could include delivery people, maintenance personnel etc.**

D

Do

What to do

- The ☐ day-to-day manager or ☐ delegated person (tick as appropriate) must make sure that all staff, volunteers and visitors are trained and know how to meet the rules about:
  - cleaning hands
  - wearing clean clothing
  - reporting sickness
  - dealing with foods that could make people sick

D

Do

- cleaning and sanitising
- time and temperature monitoring and records
- keeping foods separate in the food preparation area (including, managing allergens, keeping raw/uncooked food away from cooked food, and managing chemicals and poisons)
- other procedures which are specific to your kitchen
- what to do when something goes wrong (see the **'When something goes wrong'** card).

• Staff and volunteers must be trained:

- before they start working in your kitchen
- when a procedure is introduced or changed
- when the self-audits indicate a refresher is required.

• Keep a **record** of all training, whether it is from a training provider or peer-to-peer training in your kitchen.

• When in the kitchen, all visitors (e.g. delivery people, contractors etc.) must put into practice the food safety procedures they have been taught.

- Help new staff and volunteers make safe food and gain confidence by, for example:
  - Using a 'buddy system' with experienced staff
  - Showing them what to do and supervising them until you are sure they can do the tasks on their own.
- Sole operators with no staff or volunteers do not need to keep training records, however, training should be accessed (e.g. food safety courses) or help sought from the verifier or Senior Advisor if upskilling is required. It is good practice to keep copies of any food safety training certificates onsite.

Show

What to show the verifier

Show the verifier:

- a **record** of how and when staff and volunteers were trained to follow the plan. Include:
  - who was trained and when
  - what parts of the plan were covered
  - signatures from the trainer and trainee.
- There is a training record in the record blanks at the end of this Food Control Plan which may be used to record the required information.

Managing Places and Equipment

K

Know

Useful things to know

- When choosing places and equipment for the kitchen there are some things to consider, like:
  - what the place has been previously used for
  - that rooms and equipment can be easily cleaned and maintained
  - that there is adequate lighting, ventilation and services (e.g. water and electricity)
  - that equipment is designed for food use and is suitable for the tasks it will be used for.

Why is choosing good places and equipment important?

- Places and equipment are the foundation of a safe kitchen, and the choices made determine how hard kitchen staff and volunteers will have to work to ensure that food and/or drink is always safe and suitable.
- It's easy to overlook things that can result in food and drink becoming contaminated and people getting sick. For example:
  - a light or bottle breaking and spreading glass into food or drink
  - garden produce absorbing heavy metals or chemicals in soil from a previous land use (e.g. chemical stores, timber processor etc.) into the root systems and leaves

K

Know

- chemicals, dust, or dirt carrying bugs getting into food and drink from neighbouring properties
- buildings constructed from materials that could be a source of bugs, chemicals or foreign matter contaminating your food or drink.

- It is a requirement to make sure that your measuring equipment takes accurate measurements. A good way to ensure your equipment is accurate is by calibration. An example of how to calibrate a thermometer can be found at:

  https://www.mpi.govt.nz/dmsdocument/31407-Thermometer-calibration-guidance (or scan the QR code).

D

Do

What to do?

- Choose places and equipment that prevent as many food safety risks as possible.
- Manage any food safety/suitability risks associated with places and equipment.
- Check previous use of land and buildings, and only use areas that will allow safe and suitable food to be made.
- If neighbouring properties do things that carry a risk of causing your lunches to be unsafe or unsuitable, work out how to minimise the chance of this happening.
- Only operate out of buildings that have enough space to accommodate the number of staff and volunteers that will be working there, while allowing for a good workflow.

D

Do

- Design a workflow that allows kitchen staff and volunteers to safely move within the workspace (for example raw chicken should not need to be carried through areas where cooked food is being handled).
- Buildings, fittings, fixtures or equipment must be made of materials that won't harbour bugs, chemicals or foreign matter that could contaminate ingredients, lunches or packaging.
    - If hazards associated with your building, fittings, fixtures or equipment are identified, work out how to minimise or eliminate the chance that food or packaging could become contaminated from these sources (see '**Managing Risks Nearby'**).
- Ensure all areas where food and will be processed or stored can be easily cleaned and sanitised.
- Limit the amount of dust, dirt, fumes and pests that can get into buildings used for handling, processing or storing food and drink.
- Storage for chemicals and maintenance compounds should be well away from food and drink.
- Make places to wash hands available close to food handling areas.
- Provide for rubbish areas away from food processing, preparation and storage areas.
- Equipment for measuring control points (e.g. thermometers for checking fridge/chiller temperatures) must be accurate, working properly and calibrated.

S

Show

What to show the verifier

- The verifier might ask:
  - how you know the location hasn't previously been used for something that will make food unsafe
  - how risks from neighbouring properties and activities are managed
  - why the equipment in use was chosen
  - how you know the building, fixtures, fittings and equipment aren't a risk to the safety or suitability of your food.
- The verifier will observe workflow to assess whether staff and volunteers can easily work and maintain good personal hygiene.

Suitable water

K

Know

Useful things to know

- Suitable water must be:
  - safe to drink if it is used for food and drink preparation, washing food contact surfaces/ equipment, and for staff and volunteers to wash their hands
  - clean and fit for purpose when used for any other activities in making or growing food.

Why is it important to ensure water is suitable?

- Water can carry harmful bugs and chemicals that can make people sick. This might be because the water is contaminated at the source, or because water pipes and storage containers have become contaminated.
- It's important to consider how water is used in the kitchen, and make sure that the water is not going to contaminate food used in lunches. **If you use a council or registered water supply most of this is done for you.**

K

Know

Managing water supply provided by a registered drinking water supplier

- A registered drinking water supplier is someone who owns or operates a water supply and is responsible for making sure that it is safe. Suppliers have until November 2025 to register with Taumata Arowai. A list of registered suppliers can be searched online at: www.taumataarowai.govt.nz/for-communities/public-register
- If your registered drinking water supplier notifies you that your water is unsafe, follow the advice they provide.
- If you have concerns about the safety of the water you are supplied, contact your registered drinking water supplier.

D

Do

What to do

- Write down the name of your registered drinking water supplier (e.g. local council):

  Name of supplier: _____

- It is recommended that when taps are first turned on for the day they are flushed by filling a large cup with water and throwing it out. This is due to the risk of heavy metals (e.g. lead, copper) increasing in the plumbing over time.
- Only water tanks, containers, pipes, outlet taps and treatment systems that are suitable for drinking water (or are 'food-grade') should be used on-site for water supplies. Regularly check and maintain these.

D

Do

- Clearly mark outlet taps, tanks, and pipes that do not contain clean water. These must not be used for food or drink processing, hand washing or cleaning.
- If your registered water supplier advises the water is unsafe, and provides no further advice to follow then:
  - don't use it, or
  - boil for least 1 minute before use, or
  - disinfect it with correctly dosed chlorine before use, or
  - use another supply of water which is known to be safe (e.g. bottled water).
- Throw out any food or drink which has been contaminated by unclean/unsuitable water.
- Clean and sanitise any food contact surfaces that have been contaminated by unsafe water.

S

Show

What to show the verifier

The verifier will:

- ask for evidence that water is fit for purpose
- ask how water equipment and facilities are checked and maintained
- ask to see a **record** of any maintenance that has been done on the water systems (see the '**Maintaining equipment and facilities**' card)
  - there is a maintaining equipment and facilities record in the record blanks at the end of this Food Control Plan which may be used to record the required information.

Managing Self-Supply Water

K

Know

Useful things to know

If self-supply water is used

- Your self-supply water needs to be proven safe by **testing** it.
  - ‘Safe water’ is water that will not make people sick or kill them.
- There is a list of accredited laboratories that can conduct water testing here: https://www.ianz.govt.nz/directory.
- Water can become contaminated when being stored on-site and being distributed around food premises.
- There must be enough safe water to ensure the food preparation areas, utensils and equipment can be cleaned, and staff and volunteers can wash their hands when needed.
- As a lunch provider, you will need to know what nearby activities and naturally occurring contaminants (e.g. lead from roof water/nitrates from groundwater/dirt/chemicals) could make the water supply unsafe and what treatment will be needed to ensure that it is safe.
- Water used in the garden can affect the safety and suitability of the garden produce.

K

Know

- Any water treatment system in use (e.g. filtration, chlorination or UV disinfection) will need to be correctly operated and maintained (e.g. replacing filters).
- Any other equipment used for water supply or water treatment will need to be maintained as per the **'Maintaining Equipment and Facilities'** card.
- Water used for garden irrigation should be of drinkable quality where possible – especially where applied directly to garden produce that is not expected to be cooked or treated before being eaten.

D

Do

What to do

- Select which sources of self-supply water are used (tick as appropriate):

  - ☐ roof water source
  - ☐ surface water source
  - ☐ ground water source

- Roof, surface or ground water used in making food, hand washing and cleaning must be tested:
  - at least once every year in an accredited lab
  - before first use in the kitchen
  - if there are no water testing records on file
  - if the kitchen has been subject to closure.

D

Do

- Self-supply water must meet **all** of the following limits:

Measurement	Criteria
Escherichia coli	Less than 1 in any 100 ml sample*
Turbidity	Must not exceed 5 Nephelometric Turbidity Units
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum of 30 minutes contact time
pH (when chlorinated)	6.5 – 8.0

Escherichia coli* **testing must be performed by an accredited lab.

- Roof, surface or ground water supplies must be tested **within one week** of:
  - getting water from a new self-supplied source
  - knowing about a change to the environment or of activities that may affect the safety and suitability of the water.
- Water used in the kitchen must be safe at the point of use. Tick which of these you will use:

  ☐ Filtration
  ☐ Chlorination
  ☐ UV disinfection
  ☐ Other _____

D

Do

- Surface and (insecure) ground water intakes must be:
  - at least 10m away from livestock
  - at least 50m away from potential sources of contamination including silage stacks, offal pits, human and animal waste, potential chemical stores and tanks.
- It is necessary to assess the likelihood of there being chemical hazards (including naturally occurring) in self-supply water and to control any hazards to ensure the safety and suitability of the water.
- If self-supplied water becomes unsafe (depending on the situation):
  - do not use it, or
  - boil it for at least 1 minute before use, or
  - disinfect it with correctly dosed chlorine, or
  - use another source of water which is safe (e.g. bottled water).
- Throw out any food contaminated by unsafe water.
- Clean and sanitise any food contact surfaces that have been contaminated by unsafe water.
- Taps, tanks and pipes that do not contain safe water must be clearly marked. These must not be used for food processing, hand washing or cleaning.

S

Show

What to show the verifier:

- Show the verifier **records** of:
  - test results for any roof, surface or ground water supplies that are used for food production, cleaning, or for hand washing
  - the hazard assessment of all nearby activities and/or chemical hazards that might affect the safety of your water (see the **'Managing risks nearby'** card), and show how any risks are being controlled.
- Show the verifier how you know the water treatment system is working properly.
- Maintenance to the self-supplied water system can be recorded on the 'Maintaining equipment and facilities' record that is included in the record blanks at the end of this Food Control Plan.

Starting

Personal health and hygiene

K

Know

Useful things to know

- Personal health and hygiene is important because it helps prevent any contamination that could make lunches unsafe or unsuitable.
- One of the most common ways for bugs to get into food is from people – mostly from their hands.
- Ways to prevent people contaminating food include:
  - washing hands properly
  - not working with food when sick, especially with anything that causes vomiting, diarrhoea or jaundice
  - wearing clean clothes (e.g. aprons, hats and hairnets).
- Washing hands helps to keep bugs out of the kitchen and helps prevent contamination of food.
  - sanitiser can be applied **after** hands have been thoroughly washed and dried, but it cannot be used as a replacement for hand washing.
- Uncovered cuts and sores can spread bugs and make food unsafe and unsuitable.
- Harmful bugs can be transferred to food through a sick person's faeces, vomit and other body fluids (e.g. blood and snot).
- Dirty clothing can contaminate food, surfaces and equipment.

K

Know

- Staff and volunteers who have had a stomach upset should not work with food until they have had no vomiting or diarrhoea for two days (48 hours).
- Gloves are not a replacement for handwashing and can be a source of contamination if used incorrectly.
- If sick staff and volunteers or visitors contaminate food, you might have to recall it. See the **'Recalls'** card.
- 'Staff and volunteers' includes ākonga who may be helping out in the kitchen, managers and visiting whānau. 'Visitors' includes contractors etc.

D

Do

What to do

Manage sick staff and volunteers

- Any staff and volunteers or visitors (including contractors) who have vomited or had diarrhoea in the last 48 hours before entering the area where food is handled must immediately tell the (tick as appropriate):

  ☐ Day-to-day manager, or

  ☐ Delegated person (as named below)

  _____

- Staff and volunteers must stay away from the food making areas until they have been symptom-free for 48 hours. They may be able to do work that doesn't involve entering the kitchen or handling food.
- Keep a **record** of when staff and volunteers have been sick.

D

Do

- Anyone working in the kitchen should seek medical advice if they:
  - have jaundice (yellowing skin)
  - have vomited or had diarrhoea two or more times in a day
  - have had a stomach upset for more than 24 hours.

Wear clean clothing

- Clean clothing (e.g. apron etc.) must be put on before handling food or entering food preparation areas (this applies to contractors and visitors too).
- Staff and volunteers must: (tick as appropriate):
  - ☐ wear their own clean clothing, or
  - ☐ wear clean clothing that is provided for them.
- Protective clothing (e.g. aprons etc.) should be removed before leaving the food preparation area (e.g. to use the toilet, go outside etc).

Hand Washing

- Hands must be washed in soapy water for 20 seconds then rinsed with clean water to remove soap residue and dried thoroughly using paper towels, single use cloths, or an air dryer.
- Soap and paper towels, single-use cloths or an air dryer must always be by the handwashing sink.
- The handwashing area should be kept clean.

D

Do

- Hands must be washed:
  - when entering the kitchen
  - before handling food
  - between handling raw and cooked foods
  - between handling foods that contain allergens (or an allergen) and those that do not contain those allergens
  - after coughing or sneezing
  - after using the toilet or helping a child use the toilet
  - after using cleaning products or chemicals
  - after using your phone
  - after taking out rubbish
  - after touching something you think is dirty.
- Cuts and sores need to be managed by:
  - covering any cuts and sores, or
  - not handling food if cuts and sores can't be totally covered.
- Staff and volunteers who wear gloves (whether to cover plasters, or for general food handling) need to change their gloves after touching something other than food (e.g. their nose or the rubbish bin), and wash hands between taking dirty gloves off, and putting clean ones on.

S

Show

What to show the verifier

- The verifier will check your handwashing station to ensure that all required items are there and that the area is hygienic.
- The verifier will ask:
  - how staff and volunteers wash their hands, and observe them doing it
  - who is responsible for cleaning the handwashing area and keeping it stocked
  - how you ensure staff/volunteers are washing their hands properly
  - what your rules are around clean clothing and how you ensure these rules are followed
  - how you manage sickness, what happens if a staff member gets sick.
- Your verifier will ask to see a written **record** of when staff/volunteers were sick.
  - There is a staff sickness record in the record blanks at the end of this Food Control Plan that may be used to record the required information

Washing Hands

Wet

Rub

Rinse

Dry

Starting

Keeping food cold

K

Know

Useful things to know

- Keeping food at the right temperature prevents bugs from growing quickly.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- There is a difference between:
  - foods that must be kept cold to keep them safe (e.g. cold cooked meats), and
  - foods that are kept cold so they remain enjoyable for ākonga.
- It's important to know which foods **must** be kept cold. This information can be obtained from the supplier or food labels.

D

Do

What to do

- Check daily that the food in your fridge is being kept at **5ºC or lower**.
- Monitor the temperature of food in the fridge by:
  - using a calibrated probe thermometer to check the temperature of food or other substance (e.g. container of water), or

D

Do

- using an infrared thermometer to measure the surface temperature of the food, or
- using an automated system to monitor the internal temperature of your fridge or the surface temperature of your food.

- Check that food in the freezer is still frozen. It is not necessary to record the temperature of frozen food.
- Follow the 2-hour/4-hour rule for chilled food, as shown in the diagram below.

Total time **cold** food is in the danger zone (5°C to 60°C)	**What to do**
More than 4 hours	Throw out
2 to 4 hours	Serve, or heat to 75°C Do not chill
0 to 2 hours	Serve, or chill, or heat to 75°C

- The diagram applies to food such as: sandwiches, non-acidified rice, open sauces (e.g. mayonnaise), tofu, curries, meat, fresh cheeses and any other food that must be kept cold.

D

Do

- If transporting cold food always use (tick which will be used):
  - ☐ a freezer/chiller vehicle
  - ☐ a chilly bin with ice blocks
  - ☐ an insulated container
  - ☐ other: _____

S

Show

What to show the verifier

- Show the verifier:
  - how the temperature of the food or the internal temperature of the fridge(s) is/are checked
  - a **record** of the temperature checks.
    - There is a record for refrigerator temperature checks in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Checking for pests

K

Know

Useful things to know

- Pests such as mice and insects can spread disease. They do this by picking up bugs from dirty items such as waste and transferring them to food and food equipment.
- Pesticides/chemicals used for controlling pests can make people sick if they contaminate food.

D

Do

What to do

- Check for and remove any signs of pests daily (e.g. droppings, empty full traps, dead insects).
    - Ideally kitchen staff should not handle dead pests or bait. If it is necessary to do so, use gloves. Dispose of the gloves and thoroughly wash and sanitise hands before handling food.
    - If pesticides/chemicals are handled, use them in a way that will not contaminate food, equipment or surfaces. Always follow the manufacturers instructions for storage, preparation and use.
- Clean and sanitise any affected equipment and areas that come into contact with food.
- Dispose of any food or packaging that may have been affected by pest activity.
- Follow the procedure on what to do **'When something goes wrong'** card if there are signs a pest may be present in your kitchen or storage areas

S

Show

What to show the verifier

- Show the verifier how pest control checks are done.
- If you use a pest control company, the verifier may ask what checks they do and where the bait stations are.

Separating food

K

Know

Useful things to know

- Keeping raw/uncooked food away from cooked/ready- to-eat foods (e.g. salad) will stop bugs spreading.
- Liquid (e.g. from defrosted food) can contain harmful bugs.
- Poisons and dangerous chemicals can make people sick if they get into food. Food and chemicals (e.g. cleaning products, pest control products) need to be physically separated.
- Some foods/ingredients could cause an allergic reaction. Keeping food that doesn't contain allergens separate from foods containing the allergens specified in the **'Allergens to know about'** card helps keep ākonga safe.
- Someone from your kitchen must be able to tell ākonga/their parents, caregivers and whānau which allergens are in the lunches, using the required allergen name from the **'Allergens to know about'** card if they ask.
- When working in the kitchen, making allergen-free foods before making allergen-containing foods can add some protection.

D

Do

What to do

- Choose from the following methods when preparing:
  - raw and cooked/ready-to-eat foods
  - foods that contain the allergens listed in the **'Allergens to know about'** card and foods that don't contain those allergens.
- Tick all options that will be used in your kitchen to manage the points above:
  - ☐ using different spaces and equipment (chopping boards, knives and utensils), and/or
  - ☐ processing at different times (cleaning in between), and/or
  - ☐ thoroughly cleaning and sanitising surfaces, boards, knives and other utensils between use.
- Wash hands and, if necessary, change protective clothing (e.g. aprons) between handling:
  - raw and cooked/ready-to-eat foods
  - foods that contain the allergens listed in the **'Allergens to know about'** card and foods that don't contain those allergens
  - dangerous chemicals or poisons and food.
- Keep all products not intended for human consumption (e.g. pet food) away from food preparation areas.
- Separate all food that will not be used in Ka Ora, Ka Ako lunches (e.g. staff lunches) and label it clearly.

D

Do

- Label chemicals clearly, store them away from food and make sure food is protected when using them.
- Label and store all food that could cause an allergic reaction separately.
- Tell ākonga/their parents, caregivers and whānau which foods are made that contain the named allergens if asked.
- If transporting your food, separate:
  - raw and cooked/ready-to-eat foods
  - foods that contain the allergens listed in the **'Allergens to know about'** card and foods that don't contain those allergens.

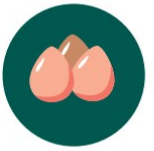
S

Show

What to show the verifier

- The verifier may ask staff and volunteers to explain how they know which foods your kitchen makes or serves contain allergens.
- Show the verifier that foods containing any of the allergens listed in the **'Allergens to know about'** card, and chemicals are clearly labelled and kept away from food they could contaminate.
- Show or explain to the verifier how you separate:
  - raw and cooked/ready-to-eat foods, or
  - foods that contain the named allergens, and foods that don't contain those allergens, or
  - dangerous chemicals or poisons and food.

Allergens to know about


Egg


Peanuts


Milk


Soy


Sesame


Lupin


Gluten
(barley, oats, rye, wheat)


Wheat


Fish


Crustacea


Molluscs


Sulphites


Almonds


Brazil nuts


Cashews


Hazelnuts


Macadamias


Pecans


Pine nuts


Pistachios


Walnuts

Preparing food safely

K

Know

Useful things to know

This card is an overview of some key concerns when establishing a culture of food safety in your kitchen.

- Harmful bugs and allergens can be spread by contaminated food, dirt, hands, clothes and surfaces. A dirty or badly-organised preparation space allows bugs to grow and spread quickly and easily.
- Food complaints often involve finding foreign matter (e.g. bugs, a fingernail, sticking plaster or glass) in food. Foreign matter may cause harm to people, and affect the reputation of Ka Ora, Ka Ako.
- Keeping food at the right temperature prevents bugs from growing quickly. Staff and volunteers need to know how to keep food at the right temperature.

D

Do

What to do

- Design the kitchen workflow so staff and volunteers can safely move around their area (e.g. so they don't carry raw chicken across areas where cooked/ready-to-eat food is being handled).
- Check surfaces and equipment are clean and sanitised before use.
- Clean and sanitise the work areas 'as you go'.
- Implement ways to prevent foreign matter getting into food.

D

Do

- Ensure that kitchen processes do not allow for contamination of food.
- Prepare food per the manufacturer's instructions, or follow the applicable parts of this plan (e.g. for chilled food, follow the rules in the **'keeping food cold'** card and when cooking meat, follow the **'cooking poultry, meat and liver'** card).
- When preparing food, if it is left in the danger zone (5°C to 60°C) then staff and volunteers must follow the 2-hour / 4-hour rule as in the graphic below:

Total time cold food is in the danger zone (5°C to 60°C)	**What to do**
More than 4 hours	Throw out
2 to 4 hours	Serve, or heat to 75°C Do not chill
0 to 2 hours	Serve, or chill, or heat to 75°C

Harmful bugs grow quickly in the danger zone.

S

Show

What to show the verifier

- Show or explain to the verifier how staff and volunteers work in your kitchen including:
  - how they clean as they go
  - how the food preparation area flows to stop bugs from spreading and growing
  - how the temperature of food is checked and what temperature **records** are kept.

Sourcing and receiving food

K

Know

Useful things to know

- Cooking does not necessarily make all food safe. Therefore it is crucial that all food is from an approved reputable supplier, correctly packaged to prevent cross-contamination and at the right temperature to minimise growth of bugs when it is received.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing.
- Food or ingredients must not be used after their **Use By** date.
- Food must only be sourced from a reputable supplier (e.g. registered food business).
- If seed is sprouted for human consumption that seed is to be considered as an ingredient and sourced from a trusted supplier. The seed needs to have been produced specifically **for human consumption**, and the risk of the seed becoming contaminated with Salmonella needs to have been managed.
- Agricultural compounds (inputs) need to be considered like an ingredient in the food. Information should be kept about what chemicals have been recieved, from where, what garden produce they were used on and when, and where the garden produce went. A spray diary is a good way to do this.

D

Do

What to do

- Only buy food from approved reputable suppliers.
- When receiving food, record:
  - the name (and details if necessary) of the supplier
  - the type and quantity of food
  - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- When collecting or receiving **chilled** food, measure the temperature of it with a thermometer.
- Check that:
  - cold food is cold
  - frozen food is frozen
  - packaging is not damaged or dirty
  - food is not past its Use By or Best Before date.
- Store food safely. Put chilled food away first, then frozen food, then food that can be stored at room temperature.
- Arrange supplies so that food with the closest Use By or Best Before dates is used first.
- Throw out food at its Use By date.
- Store food covered and clearly labelled.
- If something goes wrong during sourcing or receiving of goods, follow the **'When something goes wrong'** card.

D

Do

- Follow the 2-hour/4-hour rule, as shown in the diagram below for food that is received (including transit time):

Total time that food is kept between 5 - 60˚C

Total time food is in the danger zone (5°C to 60°C)	What to do
More than 4 hours	Throw out
2 to 4 hours	Serve, or heat to 75°C Do not chill
0 to 2 hours	Serve, or chill, or heat to 75°C

Applies to food such as: soft or fresh cheese, soups, curries, meat, tofu, egg sandwich, non-acidified rice and open sauces (e.g. mayonnaise).

- Ensure any seed received for sprouts or microgreens has been produced specifically for human consumption.

S

Show

What to show the verifier

- The verifier will check:
  - the approved supplier list and supplier assurance **records.**
  - received goods **records** of:
    - the name and details of the supplier
    - the type and quantity of food
    - the temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.
- There are records for approved suppliers and received goods in the record blanks at the end of this Food Control Plan that may be used to record the required information.
- Show the verifier how food is stored, labelled, separated and covered.
- Show or explain to the verifier:
  - how you know that seed used for sprouts or microgreens is safe for human consumption
  - where the seeds come from
  - that any agricultural compounds received are fit for use on food grown for human consumption and are used according to manufacturers instructions.

Safely storing and displaying food and drink

K

Know

Useful things to know

- Food and drink that is not covered, clearly labelled or appropriately stored can become contaminated.
- It is possible for food to become unsafe while being stored, even if it is never used.
- Food that is stored in rooms/stack systems (i.e. not on the floor) that are easily cleaned, is less likely to become contaminated.
- Keeping food at the right temperature prevents bugs from growing quickly.
- Staff and volunteers need to be trained in how to keep food at the right temperature to stop bugs from growing.
- Foods and ingredients should never be used past their **Use By** date.
- Food needs to be stored away from non-foods (e.g. cleaning products) as odours and chemicals can be absorbed by food and make it unsafe or unsuitable.
- Storage conditions to keep supplied food safe will either be on the label or provided by the supplier.

K

Know

- **'Display'** means the storage of food in a public area, for example lunches that are put out for collection or self-served by ākonga at lunch time.

Why is safely storing and displaying food and drink important?

- Food that is not stored under the appropriate conditions, or is kept beyond its Use By date may become unsafe and could make people sick or die.

Why is safe storage and display important?

- Floors can be a source of contamination as pooling water and dirt can be brought into storage areas on shoes and wheels/tyres making food unsafe.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing (e.g. meat, dairy). Some foods are more enjoyable kept cold. Knowing the difference helps keep food safe.
- Storage conditions to keep food safe will be listed on the label, or provided by the supplier.
- Some foods (e.g. powdered foods) need to be stored under controlled humidity to prevent the food from absorbing moisture. If dried foods absorb too much moisture this allows bugs to grow and the food to become unsafe.
- Many foods have a Use By date because bugs can grow slowly in them even when they're stored safely. Foods with a Use By date can make people sick if they eat them after this date. It's important to have a stock checking/rotation system so food is not used after its Use By date.

K

Know

- **A Best Before date is different from a Use By date.** A Best Before date indicates the quality of the food might not be as good after this date, but it is unlikely to make people sick if they eat it.
- Packaging (e.g. lunch containers) comes into contact with food. It's important to keep it stored as safely as you would keep food, so it doesn't contaminate food.

D

Do

What to do

- Store food and packaging safely.
- Create a system to ensure that Use By dates are regularly checked so that food can't be used after the Use By date.
- Check daily that chilled food is being kept at 5ºC or lower by (tick which method/s will be used):
  - ☐ using a calibrated probe thermometer to check the temperature of food or other substance (e.g. a container of water), or
  - ☐ using a calibrated infrared thermometer to measure the surface temperature of the food, or
  - ☐ using a calibrated automated system to monitor the internal or surface temperature of chilled food
  - ☐ using another method that accurately measures the temperature of food (write below):

    _____
- Ensure the food in the freezer is still frozen. You don't have to measure the temperature of frozen food.

D

Do

- Follow the 2-hour/4-hour rule, as shown in the diagram below for all stored food, and food on display:

Total time food is in the danger zone (5°C to 60°C)	What to do
More than 4 hours	Throw out
2 to 4 hours	Serve, or heat to 75°C Do not chill
0 to 2 hours	Serve, or chill, or heat to 75°C

- If foods are being stored that need to be under controlled humidity to keep them safe, install and monitor a humidity control system.
- Follow the **'When something goes wrong'** card if there is an incident where food is not kept at the right temperature or humidity.

S

Show

What to show the verifier

- Show the verifier:
  - how the temperature of chilled food is checked, and what cold food temperature **records** are kept
    - there are various temperature monitoring records included in the record blanks at the end of this Food Control Plan that may be used to record the required information.
  - how humidity is checked and controlled (if required)
  - that food is stored appropriately, labelled, separated and covered.

Cooking food

K
Know

Useful things to know

- Some foods are likely to be contaminated with bugs that will make people sick or die.
- Cooking is a common way to kill these bugs and make the food safe to eat.
- Foods that need to be cooked to be safe include poultry and meat (including pork and liver).

D
Do

What to do

- Cook poultry, meat and liver using the method on the **'Cooking poultry, meat and liver'** card.
- Pork must be cooked to medium or well-done.
- Follow any manufacturer's instructions for cooking processed and ready-to-eat foods/ingredients.
- Always check dishes for cold spots, food must be cooked evenly and all the way through.
- Stir dishes frequently to avoid cold spots.
- After thoroughly cooking food:
  - serve the food immediately, or
  - keep the food hot (above 60°C) until it is served, following the **'keeping food hot'** card, or
  - rapidly cool the food following the **'cooling freshly cooked food'** card.

D

Do

- Check the temperature of cooked food by:
  - using a probe thermometer to check the internal temperature of the food, or
  - using an automated system to monitor the internal temperature of the cooked food (e.g. data logger).

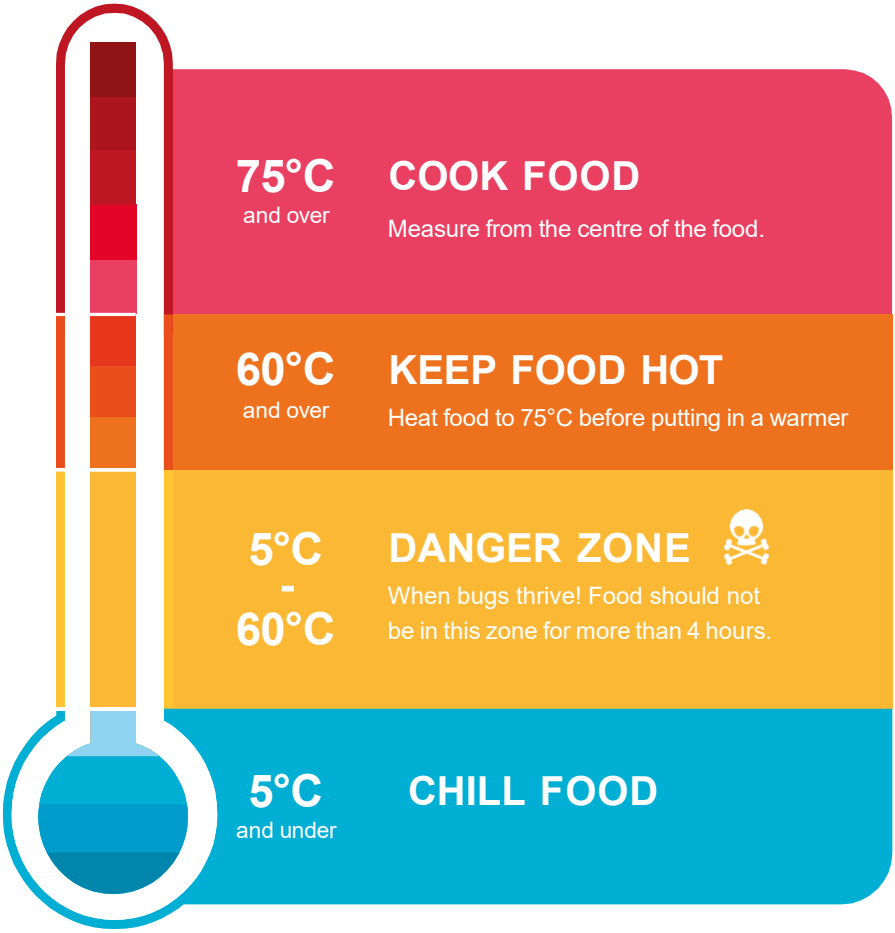
S

Show

What to show the verifier

- Show the verifier how staff and volunteers know your food is always thoroughly cooked by:
  - showing how the temperature of each cooked food item is monitored, and/or the manufacturer's instructions are followed
  - showing temperature **records** for cooking meat, poultry, liver or any other food that is unsafe when undercooked.
    - There is a temperature monitoring record in the record blanks at the end of this Food Control Plan that may be used for recording the required information

Temperature Control



Cook and store potentially hazardous food at the right temperature to stop bugs growing.

Cooking poultry, meat and liver

K

Know

Useful things to know

- Cooking foods thoroughly kills harmful bugs.
- Staff and volunteers need to be aware which foods are **high risk** and need to be cooked thoroughly every time (e.g. chicken, meat and liver).
- **Mincing meats** means that any bugs on the surface may be spread through the product. Minced meat products must be thoroughly cooked.
- It is not necessary to take the temperature of very thinly sliced poultry.

D

Do

What to do

- Cook poultry (e.g. chicken, duck), meat (including minced e.g. mince, meat balls, meat patties) and livers to 75°C for at least 30 seconds to make sure they are safe.
- Always use the following time/temperature combination if you cook poultry, meat, minced or finely ground meat, or livers:

Internal temperature	Minimum time at temperature
75°C	30 seconds

D

Do

- Use a probe thermometer to check that the centre of the thickest part of the meat and/or poultry thicker than 4cm has reached the time/temperature combination above.
- It is necessary to **record** the temperature of **at least** 1 item from each tray.

S

Show

What to show the verifier

- Show the verifier temperature **records** of how poultry and meat (including minced meat) are cooked. Record:
  - the food
  - the date cooked
  - the temperature the food was cooked to and how long it stayed at this temperature.
    - There is a cooking poultry, meat and liver temperature record in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Reheating food

K

Know

Useful things to know

- Food must be reheated safely so that it does not stay in the temperature danger zone (5°C–60°C) for too long.
- If food is not reheated correctly, bugs will grow and make your food unsafe and unsuitable.
- Bain-maries and hot cabinets do not reheat food. They keep food warm once it has been cooked or reheated.

D

Do

What to do

- Use the right equipment to reheat food quickly (tick which will be used):
  - ☐ microwave
  - ☐ stovetop
  - ☐ oven
  - ☐ other _____
- Reheat food until steaming hot (at least 75°C) in the coolest part (if a liquid) or the middle (if solid) and keep it above 60°C until it is used.

D

Do

- Reheated food that is held between 5°C and 60°C for up to four hours, can be reheated again to above 75°C and served hot (above 60°C). If reheated food has been held between 5°C and 60°C for more than four hours it must be thrown out.

S

Show

What to show the verifier

- Show the verifier:
  - how food is safely reheated to above 75°C,
    - There is a cooking and reheating temperature record in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Cooling freshly cooked food

K

Know

Useful things to know

- Food must be cooled correctly, so that it does not stay in the temperature danger zone (5°C–60°C) long enough for bugs to grow to unsafe levels.
- If hot food is added to the fridge too soon, it could raise the temperature of the rest of the food in the fridge, making it unsafe.
- If hot food is not cooled quickly, bugs will grow and make that food unsafe and unsuitable.
- If food is left in the danger zone for too long, bugs may produce toxins that will not be destroyed by cooking when the food is reheated.

D

Do

What to do

- Cool food quickly to stop bugs growing or producing toxins.
- When cooling freshly cooked food it must get from:
    - 60°C to 5°C (or below) in less than 6 hours or it must be thrown out
        - 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.

D

Do

- Use any (or a combination) of these methods (tick all that will be used):
  - ☐ placing food into shallow containers
  - ☐ using an ice bath
  - ☐ separating food into smaller portions
  - ☐ placing food in a blast chiller
  - ☐ using cooling racks.
- Once the food is at room temperature or 21°C (whichever is colder), put it in the fridge or chiller.
- Check after 4 hours that food is at 5°C or below.
- Throw out any freshly cooked food which has been in the temperature danger zone for more than 6 hours.

S

Show

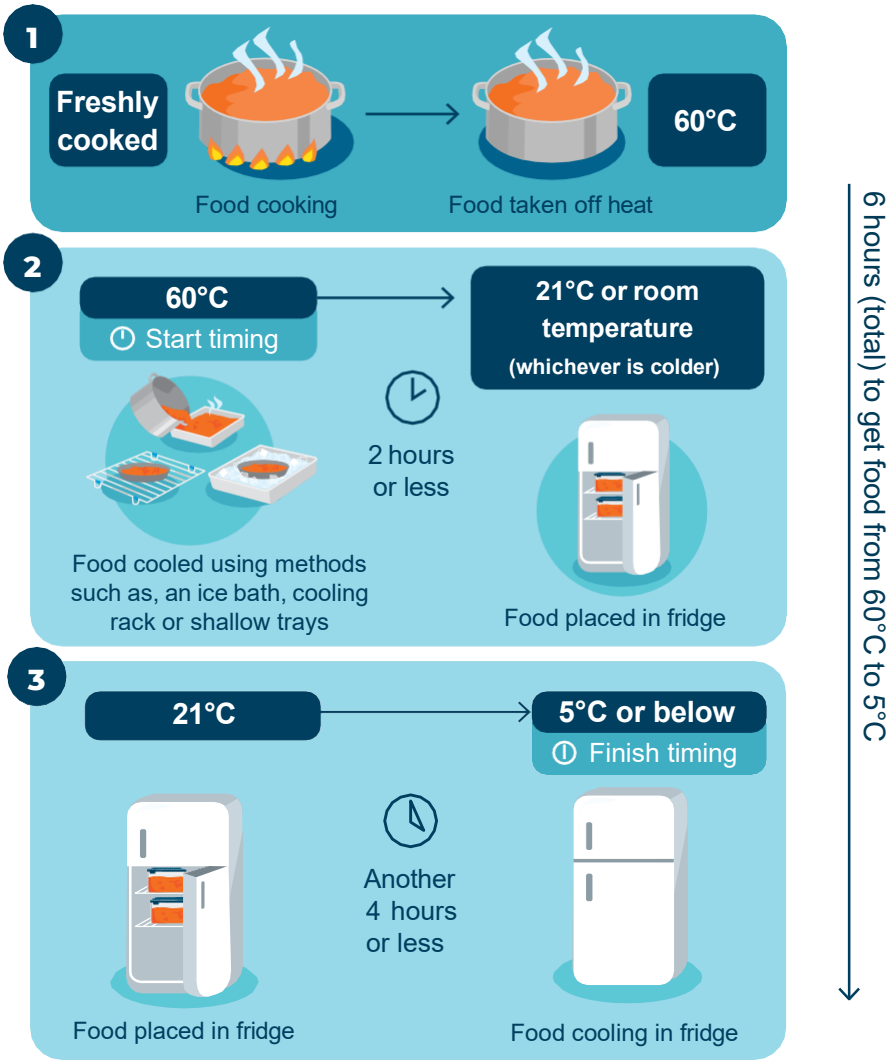
What to show the verifier

- Show or describe to the verifier how staff and volunteers cool freshly cooked food quickly.

- Show the verifier **records** of how each batch of freshly cooked food is safely cooled (i.e. 60°C to room temperature or 21°C (whichever is colder) in less than 2 hours, then room temperature or 21°C (whichever is colder) to 5°C (or below) in less than 4 hours.
- The **records** should show:
  - the food
  - date the food was cooked
  - the time it took to cool down
    - there is a cooling food record in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Cooling food

Throw out if food is not cooled to 5°C within 6 hours



This applies to foods such as:
lasagne, rice dishes, soup and quiches

Defrosting food

K

Know

Useful things to know

- Juices from defrosted food can contain harmful bugs. If these juices get onto other food and surfaces they can make people sick.
- If food is only partially defrosted, it may not reach the correct temperatures during cooking to destroy bugs.
- If food is defrosted at room temperature, the outer section may be in the danger zone (5°C - 60°C) for too long before the middle thaws.

D

Do

What to do

- Plan ahead if using frozen food so you have enough time to thaw it safely, either in the fridge or chiller.
- Thaw products according to manufacturer's instructions, if these have been provided.
- Keep food being defrosted in a container and near the bottom of the fridge/chiller to stop juices from spreading onto surfaces and other foods.
    - If possible, use a cooling rack to allow air to flow under the frozen food.

D

Do

- If defrosting can't be done in a fridge/chiller, any (or a combination) of these methods can be used (tick those that you will use):

  - ☐ thaw in the microwave and use food immediately
  - ☐ thaw under running **cold** water in an air tight container
  - ☐ defrost on the bench for no more than 4 hours.

- **Never defrost food by running under, or submersing in warm or hot water.**
- Once thawed, foods that are normally kept cold or kept hot must be refrigerated or cooked and kept hot.
- Food must be fully defrosted before being reheated or cooked.

S

Show

What to show the verifier

- Show the verifier:
  - how food is defrosted
  - what is done to keep defrosted food safe.

Keeping food hot

K

Know

Useful things to know

- Foods that would normally be kept hot must be kept out of the temperature danger zone (5°C - 60°C) to stop bugs from growing and making people sick.
- Hot food must be kept **above 60°C** to stop bugs growing.

D

Do

What to do

- Follow manufacturers' instructions for using equipment (e.g. hot cabinet/cambro).
- Heat food to 75°C or more before placing in a bain-marie or hot cabinet.
- Equipment must keep food above 60°C. Use a thermometer to check the temperature of the food.
- When food is being kept hot for more than 2 hours, check the temperature **every 2 hours** so you are sure it remains above 60°C.
- If the 2 hour check shows that the food temperature is too low, reheat food to above 75°C and increase the temperature of the bain-marie or hot cabinet. If the food is below 60°C at the next check, throw it out.
- If hot food has been held at a temperature below 60°C for more than 4 hours, it must be thrown away.

D

Do

- Stir food to ensure it is kept hot all the way through.
- Do not mix old and new batches of reheated or hot, ready-to-eat food.

S

Show

What to show the verifier

- Show the verifier:
  - how food is kept hot
  - how the temperature of hot food is measured
  - how staff and volunteers know that temperatures are being checked in the required time limits
  - what is done if someone finds the temperature of hot food is below 60°C.
- You may choose to use the ‘cooking poultry, meat and liver / reheating’ record in the record blanks section at the end of this Food Control Plan to record temperatures when keeping food hot.

Transporting food

K

Know

Useful things to know

- When transporting food that would normally be kept cold or hot, steps must be taken to keep the food out of the temperature danger zone (5°C - 60°C) to stop bugs growing.

D

Do

What to do

Control temperatures

- Transport and deliver food at the correct temperature. This must be regularly checked.
- Keep frozen food frozen.
- Only deliver food in the temperature danger zone (5°C to 60°C) if it's going to be eaten **within 4 hours** of entering the temperature danger zone.
- Transport food cold food at or below 5°C and hot food above 60°C.
- Use appropriate equipment for transporting food so the food will remain safe. Use (tick which will be used):
  - ☐ insulated bags/boxes
  - ☐ portable chillers
  - ☐ hot-holding equipment
  - ☐ other_____

D

Do

Plan before transporting

- Animals must not be able to access parts of the vehicle used for food.
- All parts of the vehicle that is used to transport food or food equipment must be clean (and sanitised if going to be in direct contact with ready-to-eat food).
- Throw out:
  - any food that has become contaminated
  - food that has been kept in the danger zone for more than 4 hours.

S

Show

What to show the verifier

- Show the verifier:
  - how staff and volunteers make sure food is kept at the correct temperature when being transported
  - what method are used to maintain temperatures and keep foods separate while transporting food
  - the vehicle used for transporting food.
- Any **records** of the temperature food was transported at if it was not used within 4 hours.
- There is a transporting food record in the record blanks at the end of this Food Control Plan that may be used for recording the required information.

Displaying food and ākonga serving themselves

K

Know

Useful things to know

- Food can become contaminated by sick people or dirty clothing.
- Ākonga can bring bugs into the food service area. Harmful bugs can also be transferred to foods through a sick person's faeces, vomit and other body fluids (e.g. snot and blood).
- Poorly arranged self-serve displays can increase the risk of ākonga transferring bugs to your food, (e.g. reaching across food).

D

Do

What to do

- Ready-to-eat food for ākonga self-selection must be:
  - pre-wrapped before display, or
  - protected with sneeze guards and covers.
- If hot lunches are being served, the rules in the **'Keeping food hot'** card must be followed.
- Ready-to-eat foods that would normally be kept cold or hot should be displayed for no more than 4 hours (after more than 4 hours between 5°C and 60°C the food must be thrown away).

D

Do

- Temperature of displayed food must be checked at least once every two hours.
- Always provide clean serving utensils. Utensil handles must not touch the food. Replace utensils when dirty (e.g. ākonga drops spoon on the floor) or the batch or dish changes.
- Have dedicated serving utensils for foods that contain the allergens listed in the '**Allergens to know about'** card and foods that don't contain those allergens.

S

Show

What to show the verifier

- Show the verifier:
  - how staff and volunteers make sure that food for self-service is kept safe, (e.g. how temperature is checked and how long the lunches are left out for),
  - how lunches are displayed for self-service and what is done to stop ākonga contaminating the food.

Knowing what's in your food

K

Useful things to know

- Food allergies may result in life-threatening reactions that can occur within minutes of eating or drinking the allergen.
- Serving an unsuitable special meal (e.g. vegan, halal) can result in distress and reputational harm.
- It is required to know about a number of common food allergens. These are: peanuts, crustacea, molluscs, fish, milk, egg, gluten, wheat, soy, sesame, lupin, sulphites, almonds, brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios and walnuts.
- All staff and volunteers need to know where to find the correct allergen name to describe the allergens in the lunches (see the **'Allergens to know about'** card) if they are asked.
- Staff and volunteers need to know what is in **all** of the ingredients or inputs used in lunches. They could contain allergens or unsuitable ingredients. For example, some stocks contain wheat and some yogurts contain non-halal gelatine.
- If an ingredient or supplier is changed, always check the ingredients for new allergens.
- Knowing and being able to tell ākonga/their parents, caregivers and whānau what's in the lunches will allow them to make informed choices. This is especially important for ākonga with food allergies.

K

Know

- There are rules in the Australia New Zealand Food standards code about the types of food additives (e.g. preservatives) that can be added to foods. If unsure about use of additives, check the code or ask your verifier.

  The Food Code can be accessed at: www.foodstandards.govt.nz/code/Pages/default.aspx
- If you suspect that a food or ingredient that has been purchased is labelled incorrectly, especially if it may have an allergen that isn't listed – this needs to be checked with the supplier before serving it.

- Using the wrong horticultural fertilisers and chemicals (e.g. herbicides, pesticides and fungicides), or using them incorrectly can mean they end up in food and make people sick. Always check and follow instructions on the label, only use horticultural fertilisers and chemicals on plants they are approved for, and only harvest plants after the specified withholding period.

- There is information about the maximum amount of horticultural fertilisers and chemicals allowed in horticultural food on the New Zealand Food Safety website at this link: https://www.mpi.govt.nz/agriculture/agricultural-compounds-vet-medicines/maximum-residue-levels-agricultural-compounds/

K

Know

- If foods are being made on behalf of other schools any ingredients used in your kitchen must be thoroughly checked and confirmed as safe and suitable (it's not okay to receive mystery ingredients and mix them together).

D

Do

What to do

- Identify a person that has the responsibility to talk to ākonga/their parents, caregivers and whānau about what is in the food and answer any questions about ingredients and allergens. This person is (select one):

  ☐ The day-to-day manager, or

  ☐ delegated person

  Name: _____

- Staff and volunteers must understand the importance of being aware of allergies and allergens, and the effect they can have.
- Read the labels of all inputs, including foods, ingredients and any sauces or garnishes added to food. Labels need to be understood so staff and volunteers know exactly what is in the lunches made in your kitchen and are certain which foods contain allergens or ingredients that may be unsuitable for special diets.
- Staff and volunteers must be able to clearly identify all food additives, ingredients and processing aids used in the lunches, whether they have labels or not.
- Any food additives must be used in accordance with the Australia and New Zealand Food Code.

D

Do

- It is a requirement to keep details of the ingredients used in recipes (e.g. write down and follow recipes closely so it is certain which allergens they contain).

- Ensure horticultural fertiliser and chemical residues in garden produce are safe on food grown for human consumption and are used according to manufacturers instructions.

S

Show

What to show the verifier

- Show the verifier:
  - how staff and volunteers know what is in the ingredients or inputs that are used
  - how staff and volunteers know which food additives and processing aids are safe to use in the lunches, and how they know the right amount to use.
- The verifier may ask staff and volunteers to tell them what allergens are in the lunches, and which lunches those allergens are in.
- There is an allergens log in the record blanks at the end of this Food Control Plan that you may use to record information about which allergens are in your kitchen.

- The verifier may ask which horticultural fertilisers and chemicals have been applied to garden produce, and how you know that maximum residue levels are not exceeded.

Cleaning up

K

Know

Useful things to know

- Bugs will grow on dirty surfaces and equipment and could make ākonga sick.
- Dirty premises will attract pests like mice, rats and cockroaches which can spread disease.
- Rubbish and leftover food must be removed so that it does not attract pests.
- Removing rubbish also reduces the risk of people,clothing and food becoming contaminated.
- Using unclean water can make people sick.
- Cleaning and sanitising are two different things:
  - cleaning removes dirt and grease
  - sanitising kills harmful bugs on surfaces.

D

Do

What to do

Cleaning up food at the end of the day

- Throw out stock by its **Use By** date.
- For any food that has been kept hot or cold on display, follow the rules in the **'Keeping food hot'** and **'Keeping food cold'** cards.
- Throw out any food or ingredients that have been contaminated.

D

Do

- Throw out any leftover brining or pickling solutions, marinades and coatings.
- Throw out any food which has come into contact with unclean water.
- All remaining food which is safe to be used later, must be labelled and stored properly (e.g. cold food is in the fridge, food is protected from contamination (i.e. in containers)).

Cleaning up the food preparation area

- Sort and/or wash dirty laundry (if clothing is supplied to staff and volunteers).
- Empty bins and remove rubbish from processing areas at the end of the day (and when full during the day).
- Dispose of rubbish regularly.
- Clean bins and the rubbish area regularly.
- Clean and sanitise all surfaces that come into contact with food.
- Always use hot soapy water or food grade cleaning chemicals.
- Always follow the instructions when using cleaning chemicals.
- Always sanitise food preparation areas and equipment after cleaning.

D

Do

- Always use clean water for cleaning your food preparation areas and equipment.
- Sweep, vacuum and/or mop all areas of your kitchen/lunch space.

S

Show

What to show the verifier

- Show the verifier:
  - the 'end-of-day' routines including stock control
  - a **record** of the cleaning tasks, who does them and when
    - there is a 'cleaning – who does what?' record in the record blanks at the end of this Food Control Plan that may be used to record the cleaning schedule
  - how waste is removed
  - how the bins and rubbish area are cleaned, and who is responsible for this task
  - that the premises and equipment is clean and that laundry is being done when necessary
  - how the food preparation areas and equipment is cleaned and sanitised
  - how chemicals are used safely.

Maintaining equipment and facilities

K

Know

Useful things to know

- If the premises and equipment aren't designed for food use, aren't in good condition and/or don't work properly the food made may be unsafe and/or unsuitable.
- It is important to assess **where** food is made. The building and surfaces must not be made of materials that could contaminate food. The area needs to be easily cleaned, have the necessary services (e.g. power, water) and be big enough for all the required food activities and number of staff. It is necessary to regularly check that all of this remains true (is maintained) in the kitchen.
- Broken equipment and an unkempt building (e.g. holes in floors and walls) can let pests and bugs get into food. This can lead to unsafe and unsuitable food.
- The water used for food preparation, hand washing and cleaning must always be clean. It is necessary to know how water pipes, tanks, water treatment systems etc. will be maintained and cleaned.
- Chillers and freezers may become inefficient over time allowing temperatures to rise to the point bugs could grow in food stored there.
- Bugs grow in places you can’t see! The inside of equipment needs to be checked for buildup of dirt or food residues.
- Measuring equipment (e.g. thermometers and probes) can become less accurate over time.

D

Do

What to do

- Check the premises for signs of deterioration (e.g. holes in floors and walls) and fix as necessary.
- Check all equipment for signs of deterioration and fix as necessary.
- Service equipment regularly and make a calibration schedule so that scales and thermometers are regularly calibrated.
- Maintenance compounds and chemicals must:
  - be fully labelled, stored, sealed and used following the manufacturer's instructions
  - be stored and transported in containers that are clearly different from food containers.
- Pests must be managed and controlled by either:
  - employing a pest control specialist, or
  - managing the risk yourself.

For all water supplies

- Water pipes must work properly to stop animals, birds, dirt and waste from contaminating your water.
- Always flush water pipes after:
  - repairs and maintenance
  - after 7 days without use to remove stagnant water.
- Keep water tanks:
  - clean and in good condition to stop the build-up of sediment, and
  - covered to stop animals, birds and dirt form contaminating water.

D

Do

For surface or ground water supply only

- Install, operate and maintain any water treatment system following the manufacturer's instructions.
- Follow the manufacturer's instructions for replacing and cleaning filters.
- Bores must be designed and maintained so they are protected from surface contamination.

For roof water supply only

- Water must only be collected from clean roofs and gutters made from safe materials (e.g. no lead based paints, bitumen, exposed timber or copper gutters).
- The risk of contamination must be reduced as much as possible. This includes:
  - putting screening gutters up, and
  - removing overhanging branches and vegetation, and
  - mounting aerials and satellite dishes away from water collection areas, and
  - installing a first flush device (a device which diverts the first flush of water when it rains).
- The water treatment system must be installed, operated and maintained (e.g. replacing filters) following the manufacturer's instructions.

S

Show

What to show the verifier

- Show the verifier:
  - what you do to ensure that the premises and equipment are designed for food use and remain in good working order
  - how often maintenance checks are performed
  - what is checked for during maintenance checks
  - a **record** of the regular maintenance tasks or repairs, who does/did them and when
  - how pests are controlled
  - how often water system and tanks are inspected and maintained. A **record** showing when this has been done and who did it.
- Your verifier will check that equipment is being calibrated as required.

For self-supplied water only (surface, ground or roof supply)

- Show how often the water treatment system has been inspected and maintained.
- There is a 'maintaining equipment and facilities' record in the record blanks at the end of this Food Control Plan that may be used to record the required information.

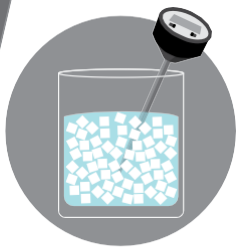
THERMOMETER CALIBRATION

Thermometer calibration is like a WOF for your thermometer - it's a chance to make sure everything is working correctly.

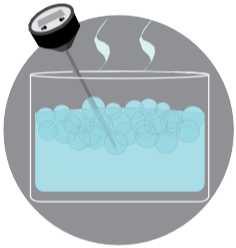
Unfit car = unsafe car.
Unfit thermometer = unsafe food.

We suggest your thermometer be checked every 6-12 months or as per manufacturer instructions.

You can check your thermometer by:



Check the temperature of ice-slush (slurry)*. **It should read between -1°C and 1°C.**



Check the temperature of boiling water*. **It should read between 99°C and 101°C.**

Check the temperature at the same time as using another calibrated thermometer*. **It should give you the same temperature.**

*make sure the thermometer doesn't touch the sides/bottom of the container and hold for 10 seconds before reading the temperature

When something goes wrong

K

Know

Useful things to know

- Things don't always go as expected. There needs to be procedures for dealing with things that go wrong.
- When things go wrong, it is required to be able to identify and to **keep detailed records** of what went wrong, who was involved, how the problem was fixed and the steps that have been taken by staff and volunteers to make sure the problem does not happen again.
- On occasion a **recall** of lunches may be necessary due to something going wrong Follow the **'Recalls'** card.
- Records of how a 'things going wrong' incident was handled must be kept for at least 4 years.

D

Do

What to do

- Take immediate action as soon as a problem affecting food safety and/or suitability is identified. **Record** the action that was taken.
- If something has gone wrong, identify where the problem started and how many times it happened.
- Identify if something is missing from the Food Control plan.

D

Do

- Use previous records to look over the past week/few days. Determine if anything has gone wrong in following the Food Control Plan, for example:
  - fridge temperatures were too high
  - there was a sign of pests
  - received food was not at the correct temperature
  - poultry was not cooked to at least 75°C for 30 seconds
  - food was not reheated to above 75°C
  - food was cooled too slowly
  - food was transported at the incorrect temperature.
- Has food been produced that is unsafe or unsuitable? Is it necessary to tell ākonga/their parents, Senior Advisor, caregivers and/or whānau?
- The person that identified the problem may fix the problem themselves or tell the person responsible for that area about the problem.
- Decide what needs to be done to prevent the problem from happening again and put those actions in place.
- Keep clear, accurate and complete records for at least 4 years.
- Notify the verifier if any food has become unsafe or unsuitable when following any procedures in this Food Control Plan.

S

Show

What to show the verifier

- Show your verifier your **records** from times where things have gone wrong.

S

Show

- Show the verifier a **record** of:
  - what the problem was
  - what was done to immediately fix or manage the problem
  - what changes were made to stop the problem from happening again
  - how food was kept safe or how the problem was managed so that no unsafe and unsuitable food was consumed.
- There is a ‘when things go wrong’ record in the record blanks at the end of this Food Control Plan that may be used to record the required information.
  - Depending on the nature of the incident, your Ministry of Education Senior Advisor may provide additional incident forms to be completed and these should also be available to show the verifier.

Recalls

K

Know

Useful things to know

- Food that is unsafe or unsuitable can make people sick.
- There must be an effective procedure to recall lunches if there is a problem that requires a recall.
- The **records** that have been kept may be helpful in the event of a recall.
- There can be two reasons for a lunches recall:
  - A supplier may need to recall a food product or packaging that has been used in lunches, or
  - You may need to recall food that has been taken for later consumption (e.g. taken home) because something caused your food to become unsafe or unsuitable.
- If there is a safety or suitability issue, **immediately** stop serving lunches and retrieve any uneaten food. Food should be either discarded or put aside and labelled not for consumption, depending on the circumstances of the incident.
- There is helpful information about recalling food on the MPI website: www.mpi.govt.nz/food-business/food-recalls/food-recall-guidance-for-businesses.

D

Do

What to do

- If product or packaging that you have used has been recalled by the supplier, it is necessary to:
  - be able to identify if the lunches have been affected
  - identify if the recalled food is on display, in storage or been used as an ingredient in another food
  - identify if a recalled food contact item (e.g. plastic container) is being used for lunches
  - be able to follow and meet with all of the instructions in the recall notice
  - separate any recalled product and label it with '**Recalled – do not use**'
  - tell the supplier how much of their affected product you have
  - arrange for affected product to be picked up and disposed of.
- If lunches have been taken for later consumption which may need to be recalled, all of the following must be done:
  - Retrieve any uneaten lunches
  - keep a **record** of how many lunches were retrieved
  - inform the verifier of the problem, or call 0800 00 83 33 and ask to speak to a Food Coordinator, or email food.recalls@mpi.govt.nz
  - liaise with your Ministry of Eduction Senior Advisor within 24 hours to determine what communications may be required to whānau/caregivers and what internal documentation needs to be done

D

Do

- review and identify corrective/preventative actions.
- in certain circumstances (e.g. you are a head school providing lunches to be eaten later) your verifier or Senior Advisor may issue advice to complete a recall hazard/risk analysis form and send it to your verifier or email to New Zealand Food Safety (NZFS) food.recalls@mpi.govt.nz. This form can be accessed at: www.mpi.govt.nz/food-business/food-recalls/food-recall-documents/.

S

Show

What to show the verifier

- If food has been recalled, you must show the verifier what **records** have been kept, for example:
  - the actions that were taken to remove the hazardous item from supply, and what actions will be taken to prevent reoccurrence of the problem (e.g. show them the Ka Ora, Ka Ako Food Safety Incident Report and/or the 'when something goes wrong' record from this Food Control Plan),
  - the completed recall hazard/risk analysis form,
  - a copy of the recall notice or communication to whānau/caregivers.

Dealing with complaints

K

Know

Useful things to know

- It is required to be able to identify if a complaint is about food safety, suitability or quality.
- Ākonga / their parents, caregivers and whānau complaints about food safety and/or suitability must be taken seriously and dealt with immediately.
- Someone must hold overall responsibility for dealing with complaints.
- If the complaint affects food safety and/or suitability, food may need to be recalled. Follow the rules in the **'Recalls'** card.

D

Do

What to do

- Identify who is responsible for dealing with complaints: (tick who that person is):
  - ☐ the day-to-day manager or
  - ☐ delegated person

    Name
- Determine if a complaint is about food safety and/or suitability or quality.
- If the complaint affects the food safety and/or suitability of a batch or individual item/dish, separate that item until proven to be safe or throw out affected food and associated ingredients.

D

Do

- Check any food that has been in the same area or has been prepared at the same time.
- Identify where the problem started.
- Fix the problem.
- Take action to prevent the problem from happening again.
- Notify your verifier:
  - if someone who eats the lunches ends up sick, or
  - could end up sick if they eat the lunches.
- Liaise with your Senior Advisor to determine the best plan for reporting the incident and communicating what happened and how you will stop it happening again to the complainant and anyone else that needs to know.

S

Show

What to show the verifier

- Show the verifier a **record** of all of the following if the complaint is about food safety or suitability:
  - the contact details of the person who made the complaint in adherence to the Privacy Act
  - the date and time of consumption
  - the food that was affected including any identifying characteristics (e.g. batch/day and time served)
  - what the complaint was about
  - the cause of the problem
  - the action that was taken immediately to reduce harm and the action that was taken or will be taken to prevent the problem from happening again.
- There is a ‘complaints information’ record in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Tracing food

K

Know

Useful things to know

- Food must be able to be traced if a product you've made becomes unsafe and unsuitable.
- For Ka Ora, Ka Ako lunches you need to be able to:
  - trace food and/or ingredients back to the supplier,
  - locate food and/or ingredients within your kitchen and storage areas in case of a supplier recall.
- There are two options for tracing food:
  1. record all information (including batch/lot identification), so that specific lunches/ingredients can be traced and recalled (if necessary), or
  2. only record the minimum amount of information required and recall all potentially affected lunches/ingredients if there is a problem.
- The minimum information (option 2) that needs to be kept when receiving food is:
  - the name of the approved supplier
  - the type and quantity of food
  - the temperature of the food, if it needs to be kept at a certain temperature to make it safe and suitable.
- If choosing option 1, there must be a written plan showing how food will be traced, so that if there is a food safety problem with either the lunches or any of the ingredients only affected items can be recalled.
- If you choose option 2, all food which may have been affected will need to be traced and recalled.

K

Know

- Option 2 could be expensive as if there's a food safety problem, all lunches which are potentially affected would have to be recalled or disposed of.
- There is specific information you must keep about any food you **import** yourself.
    - To import food you must become a registered importer.

D

Do

What to do

- For all food choose either (tick as appropriate):
    - ☐ option 1 – record all information to enable targeted recall; or
    - ☐ option 2 – record minimum information and recall all food that is potentially affected by an incident.
- If choosing option 1:
    - make a written plan to be able to trace your food, ingredients and/or inputs, and recall it in a targeted way if there's a food safety problem with either the lunches, and/or any of the ingredients in the lunches, and
    - keep detailed delivery and production records including supplier details, brand and batch ID's, Best Before and Use-By dates.
- If choosing option 2:
    - record the following information:
        - supplier name and contact details (contact details can be in the approved supplier register)

D

Do

- the type, quantity and temperature of the food (if it needs to be kept at a certain temperature to keep it safe and suitable).

- Recall or dispose of all food which may potentially have been affected in the event of a food safety incident following the procedures in the '**recalls**' card.
- If you import food the following records must be kept:
  - the name and contact details of:
    - the supplier
    - the manufacturer of the food.
  - a decription of the food including commodity, brand and lot or batch identification
  - any information which will allow food to be traced back to the supplier

S

Show

What to show the verifier

- If you are importing food, a **record** of all the requirements in the **Do** section.
- If using option 1, detailed **records** of every batch/lot as described in the **Do** section.
- If using option 2, a **record** of the minimum information as described in the **Do** section.
- There are approved suppliers and supplier delivery records included in the record blanks at the end of this Food Control Plan that may be used to record the required information.

Specialist

Making sushi with acidified rice

K

Know

Useful things to know

- Adding vinegar solution to rice makes it acidic. Harmful bugs cannot grow as well in acidified rice.
- You can make sushi with acidified or non-acidified rice. Sushi made with non-acidified rice cannot be kept for as long as sushi made with acidified rice.
- The pH of the rice must be exactly right so that ākonga aren't harmed (i.e. if rice is too acidic (pH less than 3.0) it could burn someone's throat, if it's not acidic enough (i.e. more than 4.3) bugs can grow).
- Brown rice cannot be acidified because the hard surface coating on the grain stops the vinegar solution from soaking in.
- There are rules about how long sushi can be left outside of temperature control. The 2-hour/4-hour rule does not apply to sushi made from acidified rice.

D

Do

What to do

Make non-acidified rice using white or brown rice

- Follow the **'cooling freshly cooked food'** card to cool cooked rice.
- Do not keep sushi and/or onigiri above 5°C for more than 4 hours.

Specialist

D

Do

Make acidified rice

- Only white rice may be acidified. Never acidify brown rice.
- Make and add a vinegar solution to the rice as soon as it is cooked. Record the amount of vinegar solution that is used.
- 30 minutes after acidifying the rice test the pH by mixing 1 part clean water with 3 parts acidified rice (e.g. ¼ cup clean water mixed with ¾ cup rice with vinegar).
- Test the pH of the acidified rice mixture using a calibrated pH meter.
- Each batch of rice must have a pH of between 3.0 and 4.3.
- Each batch of rice that has been acidified must be tested.
- Acidified rice must be cooled from 60°C to room temperature or 21°C (whichever is colder) in 2 hours, and to 15°C or less within another 4 hours.
- Acidified rice must be stored at temperatures between 5°C and 15°C for no more than 8 hours, after which it must be thrown out.
- Leftover rice must not be mixed with freshly prepared rice.

D

Do

Display sushi made with acidified rice safely

- You must store:
  - nigiri pieces between 5°C and 15°C for no more than 8 hours, or else throw them out,
  - nori rolls between 5°C and 15°C for no more than 12 hours, or else throw them out.

(The times above do not include the time during cooling when the rice is above 15°C. These times only start when the rice reaches 15°C or less.)

S

Show

What to show the verifier

Show the verifier:

- How sushi is safely made with non-acidified rice.
- How sushi is safely made with acidified rice including:
  - how the vinegar solution is made
  - how the pH of the rice is measured
  - a **record** of the pH measures of the rice.
- How sushi is safely displayed.

- There are record blanks for recording sushi rice pH and cooling acidified sushi rice in the MPI 'Record Blanks for Food Service and Food Retail Businesses' pack which can be found on the MPI website.

Healthy School Lunches Record Blanks

There are many ways to keep records. These record blanks are just one way. **You do not need to use these specific records unless you want to.**

You may already have your own process for recording and won't need to make any changes, so long as you meet the requirements in your Food Control Plan.

Some parts of these record blanks, are not required under a Food Control Plan, but can be useful to have. These are marked with an **asterisk** (*).

Some ideas for other ways you might keep your records:

Spreadsheets

Apps on your phone

Photos of whiteboards/ other records/ date readings

Whiteboards that are photographed/ recorded later

Paper copies that are filed / photographed

Email folders

Notebooks

Managing risks nearby

Note here any non-food activities being conducted in your building, or at neighbouring buildings/properties that might affect food safety or suitability in your kitchen, and anything you do to manage risk.

Risk to food safety	How we manage the risk

FOR FILES

See the 'Training and competency' card

Staff/volunteer training records

Tim Jones 's training record ***EXAMPLE***

Position* Kitchen hand	Start date* 12 / 04 / 17
Email* tim.jones@email.com	Phone number* 022 0123 456

Topic (Part of the plan that has been covered)	Employee initials	Supervisor initials	Date
Wash hands (wash with soap, 20 sec rule, dry thoroughly, know when to wash them)	TJ	GW	12/04/17
Protecting food from contamination by staff (managing sickness, clean clothing)	TJ	GW	12/04/17
Separating Food (raw vs cooked, allergy awareness, managing chemicals)	TJ	GW	12/04/17
Cleaning up (what to clean, when and how)	TJ	GW	12/04/17

See the 'Training and competency' card

Staff/volunteer training records

_____'s training record

Position*	Start date*
Email*	Phone number*

Topic (Part of the plan that has been covered)	Employee initials	Supervisor initials	Date

Items marked with an * are not required by law to record, but you may find these useful.

Personal health and hygiene – Staff/volunteer sickness

See the 'Personal health and hygiene' card

Name	Symptoms*	Date	Action taken*	Checked by
Samuel Smith	Fever and vomiting	01/04/17	Stayed home. symptoms stopped 02/04/17. Back to work on 05/04/17	TW

Personal health and hygiene – Staff/volunteer sickness

See the ‘Personal health and hygiene’ card

Name	Symptoms*	Date	Action taken*	Checked by

Keeping Food cold – Fridge/chiller temperature checks

See the 'Keeping food cold' card

Date week starts:	03/04/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:	JP						

Date week starts:	10/04/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:	17/04/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:	JP						

Date week starts:	24/04/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:	JP						

Date week starts:	03/05/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:	JP						

Date week starts:	10/05/20						
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	5°c	4°c	5°c	4°c	3°c	3°c	--
2	3°c	3°c	4°c	3°c	3°c	3°c	--
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:	JP						

Keeping Food cold – Fridge/chiller temperature checks

See the ‘Keeping food cold’ card

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Date week starts:							
Fridge	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	°C	°C	°C	°C	°C	°C	°C
2	°C	°C	°C	°C	°C	°C	°C
3	°C	°C	°C	°C	°C	°C	°C
4	°C	°C	°C	°C	°C	°C	°C
5	°C	°C	°C	°C	°C	°C	°C
Checked by:							

Allergens in your food*

See the 'Separating food' card

See the 'Knowing what's in your food' card

This record is **optional** to help you or your staff know what is in your food, so that you can tell your ākonga.

Dish name*	Ingredients*	Allergens*
Cookies	Flour, eggs, butter, milk, sugar, chocolate chips	Milk, wheat, eggs

Allergens in your food*

See the ‘Separating food’ card

See the ‘Knowing what’s in your food’ card

This record is **optional** to help you or your staff know what is in your food, so that you can tell your ākonga.

Dish name*	Ingredients*	Allergens*

See the 'Sourcing and receiving food' card

My approved suppliers

Approved supplier	
Business name	Cheesy Pete
Contact person	Peter Rowse
Phone	021 123 456
Email	orders@cheesypete.co.nz
Address	Cheesy Pete 44 Main Street Cityville

Day to place orders	Days to receive delivery
(Mon) Tues Wed Thu Fri Sat Sun	Mon Tues (Wed) Thu Fri Sat Sun

Goods supplied

chedder
brie
mozzarella

Comments

doesn't like last minute orders but can do next day delivery

closes at 2pm on thursdays

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	

Day to place orders	Days to receive delivery
Mon Tues Wed Thu Fri Sat Sun	Mon Tues Wed Thu Fri Sat Sun

Goods supplied

Comments

Items marked with an * are not required by law to record, but you may find these useful.

See the 'Sourcing and receiving food' card

My approved suppliers

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	
Day to place orders Mon Tues Wed Thu Fri Sat Sun	**Days to receive delivery** Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments	

Approved supplier	
Business name	
Contact person	
Phone	
Email	
Address	
Day to place orders Mon Tues Wed Thu Fri Sat Sun	**Days to receive delivery** Mon Tues Wed Thu Fri Sat Sun
Goods supplied	
Comments	

Items marked with an * are not required by law to record, but you may find these useful.

Supplier deliveries

See the 'Sourcing and receiving food' card

See the 'Tracing your food' card

This record can also be used for tracing your food.

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)	Checked by
4/4/17	4251708	farrods, south farm townsville	fresh chicken breast	5kg	4°c	Tony
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	

Items marked with an * are not required by law to record, but you may find these useful.

Supplier deliveries

See the 'Sourcing and receiving food' card

See the 'Tracing your food' card

This record can also be used for tracing your food.

Date*	Batch number / Lot ID*	Name and contact details of supplier	Type of food	Quantity	Temp (if applicable)	Checked by
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	
					°C	

Items marked with an * are not required by law to record, but you may find these useful.

Cooking poultry, meat and liver, reheating

See the 'Cooking poultry, meat and liver' and 'Reheating Food' cards

You can also use this record blank to record:

- temperature checks when keeping food hot

Date	Time*	Food	Cooking	Reheating	Keeping Hot	°C	Time at Temp	Checked By
01/04/17	1:20pm	Example: baked chicken breast	✓			75	30 sec	JW
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		

Items marked with an * are not required by law to record, but you may find these useful.

Cooking poultry, meat and liver, reheating

See the 'Cooking poultry, meat and liver' and 'Reheating Food' cards

You can also use this record blank to record:

- temperature checks when keeping food hot

Date	Time*	Food	Cooking	Reheating	Keeping Hot	°C	Time at Temp	Checked By
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		
						°C		

Items marked with an * are not required by law to record, but you may find these useful.

Cooling freshly cooked food Temperature checks

See the 'Cooling freshly cooked food' card

Food	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C or room temperature (whichever is lower) in 2 hours or less		Food needs to get from 21°C or lower to 5°C or lower in a further 4 hours or less		Cooling method	Checked by
		Start time	Start temp. (°C)	2nd time check	2nd temp. (°C)	3rd time check	3rd temp. check		
Example: curry	01/11/2023	12.45pm	60.1 °C	2.31pm	20.0 °C	6.20pm	4.5 °C	Curry was divided into smaller portions and placed on cooling racks, then placed in the fridge at the second temperature check	JM
			°C		C		°C		
			°C		°C		°C		
			°C		°C		°C		

Cooling freshly cooked food
Temperature checks

See the 'Cooling freshly cooked food' card

Food	Date cooked	Start timing when food reaches 60°C		Food needs to get from 60°C to 21°C or room temperature (whichever is lower) in 2 hours or less		Food needs to get from 21°C or lower to 5°C or lower in a further 4 hours or less		Cooling method	Checked by
		Start time	Start temp. (°C)	2nd time check	2nd temp. (°C)	3rd time check	3rd temp. check		
			°C		°C		°C		
			°C		C		°C		
			°C		°C		°C		
			°C		°C		°C		

See the 'Transporting your food' card

Transported food temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date*	Type of food*	Temp (taken +4 hrs out of temp control)	Checked by*
4/10/22	Example: Ham and Cheese Rolls (offsite sports day)	8°C	JW
7/06/23	Example: yoghurts	4°C	JW
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	

Items marked with an * are not required by law to record, but you may find these useful.

See the 'Transporting your food' card

Transported food temperature checks

You only need to use this sheet if your food is out of temperature control for more than 4 hours.

Date*	Type of food*	Temp (taken +4 hrs out of temp control)	Checked by*
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	
		°C	

Items marked with an * are not required by law to record, but you may find these useful.

Cleaning – who does what?

See the 'Cleaning up' card

Items and areas to be cleaned (cleaning task)	Dates/Frequency	Method of cleaning*	Who cleans it	Notes*
Preparation benches	after every use	clean debris, wipe with new or freshly cleaned cloth with hot soapy water, dry with paper towels, apply spray sanitiser (no rinse)	all staff	

Items marked with an * are not required by law to record, but you may find these useful.

Cleaning – who does what?

See the 'Cleaning up' card

Items and areas to be cleaned (cleaning task)	Dates/Frequency	Method of cleaning*	Who cleans it	Notes*

Items marked with an * are not required by law to record, but you may find these useful.

Maintaining equipment and facilities record

This includes water supply checks, thermometer calibration. When something goes wrong with your equipment / facilities (e.g. broken fridges, or flooding), use to the **'When something goes wrong record'.**

See the 'Maintaining equipment and facilities' card

Item requiring maintenance checks/repairs	Frequency	Date checked/ to be checked	Who does it	Description of maintenance	Notes*
Grease Trap	6 monthly - Feb and Aug		Greg's Grease Trap Services	Full service and clean out of passive grease trap	

Items marked with an * are not required by law to record, but you may find these useful.

Maintaining equipment and facilities record

This includes water supply checks, thermometer calibration. When something goes wrong with your equipment / facilities (e.g. broken fridges, or flooding), use to the **'When something goes wrong record'.**

See the 'Maintaining equipment and facilities' card

Item requiring maintenance checks/repairs	Frequency	Date checked/ to be checked	Who does it	Description of maintenance	Notes*

Items marked with an * are not required by law to record, but you may find these useful.

See the 'When something goes wrong' card

When something goes wrong

(with example)

Date: 17 / 02 / 17 **Signed by:** Richard Thomas

What went wrong?

Fridge 2 on permanent defrost

What did you do to fix it?

Called sparky

What did you do to stop it from happening again?

Caused by build up of dust around compressor - to regularly check/clean [on cleaning schedule]

How you kept food safe or made sure no unsafe ore unsuitable food was sold

Moved food to second fridge
- Checked temp for food: all still at 5°C
- Used most of it today,

Items marked with an * are not required by law to record, but you may find these useful.

See the 'When something goes wrong' card

When something goes wrong

Date: **Signed by:**

What went wrong?

What did you do to fix it?

What did you do to stop it from happening again?

How you kept food safe or made sure no unsafe ore unsuitable food was sold
–

See the 'Dealing with complaints' card

Complaints information

Example

Ākonga (learner) and/or parent/caregiver name and contact details
Fred Smith
Date and time of purchase
Monday 15th July Lunch time @ 12:30 Mince and cheese pie
Affected food (batch/lot number)
Batch made that morning (monday) - new week; new food
Complaint
Claims pie made them sick
(The following can also be filled in on the *When something goes wrong* template) Cause of the problem
See investigation below. Does not appear to be caused by us
Action taken immediately and action taken to stop it happening again
I showed Mr Smith our cooking records for Mondays batch of pies. I also showed him our hot holding record. I suggested he speaks to the local council EHO about the matter and if he was still ill his doctor would be able to help as well.
Signed by
Sam Mornings

See the 'Dealing with complaints' card

Complaints information

Ākonga (learner) name and/or parent/caregiver and contact details
Date and time of purchase
Affected food (batch/lot number)
Complaint
(The following can also be filled in on the *When something goes wrong* template) Cause of the problem
Action taken immediately and action taken to stop it happening again
Signed by

Need help?

For any questions about Healthy School Lunches, contact your Ministry of Education Senior Advisor or email **school.lunches@education.govt.nz**

For any questions about food rules or food safety, contact New Zealand Food Safety at: **foodactinfo@mpi.govt.nz**, phone **0800 00 83 33** or visit **foodsafety.govt.nz/foodact**

Read more about Healthy School Lunches at: **https://www.education.govt.nz/education-professionals/schools-year-0-13/healthy-school-lunches**

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