

Keep records of:

- > Staff competency and training (in personnel files, ensure a record is kept of any staff illness and what it was)
- > If a new self-supplied water source (bore or rainwater) is used or environmental conditions changes: test results showing it is safe
- > Food provided to the children
- > Receipts for any renovations or repairs to food-related items, fixing equipment e.g. fridge) and food purchased (grocery shopping)

Week starting:

Were any staff off sick, could they have contaminated food with poor hygiene, or were there problems with protective clothing?

☐ N ☐ Y

Were there any pests (or signs of) in the food preparation area?

☐ N ☐ Y

Were there any problems with the safety or suitability of food served this week e.g. an allergic reaction?

☐ N ☐ Y

Did any cleaning, pest control or water treatment products contaminate the food?

☐ N ☐ Y

Were there any large cuts of poultry cooked (bigger than golf-ball)?

☐ N ☐ Y

Were any cooked dishes not consumed within 4 hours of cooking?
e.g. cooling a beef lasagne cooked today for eating tomorrow

☐ N ☐ Y

Was any potentially hazardous food or ingredient received?
e.g. chicken sandwiches prepared at home and then taken on a picnic

☐ N ☐ Y

Was there any need to report to MPI by phone (0800 00 83 33)
or email info@mpi.govt.nz if there was a problem with food safety or suitability?

☐ N ☐ Y

Signed: : Date: :

SAFE FOOD HANDLING

Check List – Be prepared

Check that staff knows the procedure for:

- ☐ Cleaning and sanitising
- ☐ Hand hygiene
- ☐ Managing waste
- ☐ Controlling pests
- ☐ Controlling hazards during food handling
 - Temperature control (hotter than 60°C, cooler than 5°C) for ingredients received
 - Chilling cooked dishes to below 5°C within 6 hours
- ☐ Ensuring any person known to be sick does not handle food
- ☐ How to keep cooked separate from raw food, how to keep allergens separate, and correct use of equipment–
see the MPI's Top 5 Food Safety Factors poster for Early Childhood Education

Check that records are up-to-date for:

- ☐ Staff competency and training
- ☐ Sickness, hygiene, and protective clothing
- ☐ Pest management
- ☐ Problems with food safety or suitability
 - Contaminated food (e.g. cleaning, pest control or water treatment products)
- ☐ Cooking poultry
 - Ensure poultry has reached 75°C, and record each time you cook a chook
- ☐ Chill cooked food
- ☐ Temperature of food received or transported
- ☐ Recall of food – record the details of identified food

