

CEEC HS PRO FOOD SAFETY PROCEDURE

Policy Domain	HEALTH AND SAFETY
Document type	PROCEDURE
Applicable to	CATHOLIC EARLY EDCARE
Version	0.2
Date approved	26/08/2018
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE
Review date	26/08/2020
Policy Sponsor	HEALTH AND SAFETY
Related policy documents	CEEC HS POL Health And Safety Policy CEEC HS POL Food And Nutrition Policy CEEC HS PRO Nutrition Procedure
Related legislation	Education And Care Services National Law Act 2011 Education And Care Services Regulation 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework QLD Food Act 2006 NSW Food Act 2003 Australia New Zealand Food Standards Code

PURPOSE

To establish standard operating procedures across Catholic Early EdCare (CEEC) for -

- Food handling and preparation
- The delivery and storage of food
- Developing a nutritious food program
- Food licencing requirements and application
- Maintenance of equipment and premises
- Food Safety Program training

SCOPE

This procedure applies to all staff members, students and volunteers.

PROCEDURE

1. FOOD HANDLING

- 1.1 Catholic Early EdCare define a food handler as anyone who handles food and undertake duties including but not limited to cooking, preparing, serving and storing food.

- 1.2 Primary food handlers employed in Long Day Care Services are identified as individuals predominantly employed to cook, prepare, serve and manage the storage food
- 1.3 Catholic Early EdCare Services will supply all food handlers with disposable gloves (latex and/or vinyl), and the primary food handlers with aprons and head wear.
- 1.4 Food handlers are required to -
- Advise their Nominated Supervisor if they have recently or are currently experiencing vomiting, diarrhoea, fever, jaundice or a sore throat with a fever, as this will require they depart the Service and do not return until they have been symptom free for a minimum of 48 hours. It is recommended they seek medical attention
 - Advise their Nominated Supervisor if they have any of the following food borne diseases including but not limited to E.coli, Botulism, Hepatitis A; Norovirus, Shigellosis or Salmonellosis as they must immediately cease all contact with food and food contact surfaces; and not return to food handling duties until medical clearance is provided by a health professional
 - Adopt appropriate controls measures to prevent the contamination of food or food surfaces if they are experiencing any discharge from their eyes, ears or nose
 - Immediately cover any laceration, cut or infected skin sore with a visible waterproof covering.
 - Avoid eating over unprotected food or surfaces
 - Not wear jewellery on hands and wrists
 - Tie back or cover hair
 - Keep fingernails short, clean and without nail polish
 - Wear appropriate clean clothing and closed in footwear at all times
 - Avoid touching parts of the body such as face, nose and ears, wiping sweat and tasting food with fingers, or utensils that are put back into the food
- 1.5 A food handler is anyone who works in a food business and who either handles food or surfaces that are likely to be in contact with food such as cutlery, plates and bowls. A food handler may do many different things for a food business. Examples include making, cooking, preparing, serving, packing, displaying and storing food. Food handlers can also be involved in manufacturing, producing, collecting, extracting, processing, transporting, delivering, thawing or preserving food.
- 1.6 If a food handler has a food-borne illness –
- Food handlers must tell their work supervisor if they have any of the following symptoms while they are at work - vomiting, diarrhoea, a fever or a sore throat with a fever.
 - The only exception to this is if the food handler knows that he/she has these symptoms for a different reason (e.g. a food handler may be vomiting at work because of pregnancy)
 - Food handlers must also tell their supervisor if they have been diagnosed as having or carrying a food-borne illness.

- 1.7 As well as reporting the food-borne illness, the food handler must not handle any food where there is a chance they might make the food unsafe or unsuitable because of their illness. Also, if a food handler stays on at work to do other work, he or she must do everything reasonable to make sure that they do not contaminate any food. Note: Illnesses that can be passed on through food include Hepatitis A and those caused by giardia, salmonella and campylobacter.
- 1.8 If a food handler has skin injuries or sores or is otherwise unwell -
- Food handlers must tell their supervisor about any infections or conditions like a cold or other problem that may result in discharges from their ears or nose or eyes if there is any chance that they might make food unsafe or unsuitable for people to eat as a result of their condition. If they continue to handle food with such a condition, food handlers must do whatever is reasonable to make sure that they don't contaminate any food (e.g. an infected sore could be completely covered by a bandage and clothing or by a waterproof covering if on an area of bare skin, and medication can be used to dry up discharges).
- 1.9 If a food handler knows or suspects he or she might have contaminated some food-
- Food handlers must tell their supervisor if they know or think they may have made any food unsafe or unsuitable to eat (e.g. jewellery worn by a food handler may have fallen into food)
- 1.10 Food handlers' personal hygiene practices and cleanliness must minimise the risk of food contamination. The most important things they need to know are that they must -
- do whatever is reasonable to prevent their body, anything from their body or anything they are wearing, coming into contact with food or food contact surfaces;
 - do whatever is reasonable to stop unnecessary contact with ready-to-eat food;
 - wear clean outer clothing, depending on the type of work they do;
 - make sure bandages or dressings on any exposed parts of the body are covered with a waterproof covering;
 - not eat over unprotected food or surfaces likely to come in contact with food;
 - not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
 - not spit, smoke or use tobacco or similar preparations where food is handled; and
 - not urinate or defecate except in a toilet.

1.11 It is very important that people who may be suffering from or carrying certain illnesses or suffering from some conditions do not handle food or food contact surfaces. This is particularly important if they are likely to contaminate food while they are working.

If a food handler has:	The food handler will:
One or any of the following symptoms of food-borne disease: <ul style="list-style-type: none"> ▪ Diarrhea ▪ Vomiting ▪ Sore throat with fever ▪ Fever ▪ Jaundice 	Immediately inform the food safety supervisor; Seek medical attention; and Not return to work until they have been symptom free for 48hrs.
Been diagnosed with any of the following food borne diseases: <ul style="list-style-type: none"> ▪ Hepatitis A; ▪ Norovirus; ▪ Typhoid fever; ▪ Shigellosis; or ▪ Staphylococcal or Streptococcal disease. 	Cease all contact with food and food contact surfaces; and Not return to food handling duties until medical clearance is provided.
An exposed wound, cut, or infected skin sore.	Cover with a bandage and highly visible waterproof covering.
Any discharge from their ears, nose or eyes.	Take medication to stop any nasal or other discharge that may contaminate the food.

1.12 The Coordinator/Director will not disclose any of the above medical information to anyone with the exception of the proprietor of the business or a food enforcement officer, without the consent of the food handler. Catholic Early EdCare will not use this information for any purpose other than to protect food from contamination.

2. PREVENTING CROSS CONTAMINATION OF FOOD

- 2.1 To avoid the potential for cross contamination to occur, Services are required to –
- Use separate cutting boards for raw and cooked foods (colour code or label boards to identify their purpose)
 - Prepare raw and cooked foods in areas separate to each other
 - Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting

- Clean and sanitize equipment and utensils after cutting raw meat and before preparing cooked or raw food
- Clean and sanitize preparation benches and sinks between different tasks and at the end of each day
- Store raw meats beneath and separate to cooked meats, vegetables and fruits in refrigerators
- Always wash hands with soap and water and/or change gloves after carrying out different tasks
- Cover all food to prevent contamination
- Consider allowing dishes to air dry rather than using a tea towel that could be contaminated
- Throw away any cracked or chipped crockery as bacteria can hide in cracks and contaminate food

3. HAND WASHING

3.1 All food handlers are required to adopt appropriate hand washing techniques –

- Prior to handling food
- After using the toilet facilities
- After smoking, coughing, sneezing, using a disposable tissue or handkerchief, eating or drinking
- After contact with any part of the body or with others
- After cleaning all food preparation and food storage areas
- After cleaning food utensils
- Services are required to display a copy of Appendix 2 Hand Washing in all areas and food handlers are required to follow the guidelines provided for the washing of hands.
- Services are required to ensure adequate and safe hand washing facilities are available and maintained at all times.

4. DISHWASHING

- 4.1 Long Day Care Services are required to have on site and use a commercial dishwasher that has a sanitising rinse function.
- 4.2 OSHC and Kindergarten Services using domestic dishwashers must ensure that a minimum temperature of 77°C is achieved.
- 4.3 It is recommended a combination of a sanitising agent and hot water is used as the preferred method for cleaning dishes, utensils etc. when hand washing.
- 4.4 Handwashing must be done in a double bowl sink with one bowl used for the washing and the other bowl used for rinsing (which contains the sanitising agent).
- 4.5 When washing dishes/utensils in a sink, the water should be changed regularly.

4.6 Dishes and utensils should be air dried on racks.

5. STORAGE AND PREPARATION OF FOOD

5.1 Catholic Early EdCare Services are required to -

- Store food correctly to assist with providing food that is safe to consume
- Store food removed from its original packaging in containers with a suitable lid that must be marked with the product name, date opened, date of expiry/best before date and the batch number
- Use food within food containers in its entirety before cleaning and adding fresh content (i.e. no topping up containers)
- Use food on a first in first out basis (i.e. the newest food must be placed at the rear of the storage area and the existing items moved to the front)
- Check all foods prior to use to ensure that they are not past the use by or best before date
- Monitor and dispose of food that is past the date specified
- Monitor regularly for signs of pests, mould and dampness
- Store each food group in its own area or containers (e.g. meat, seafood, vegetables, bread, etc.)
- Store goods off the floor
- Ensure all food containers are securely covered with lids or plastic coverings
- Not place any items on top of food stored in cling wrap and/or foil wrapping
- Store cooked and covered ready to eat foods above raw products and during refrigerators storage
- Store non-perishable foods in a well aired and dry environment.
- Consume cooked food immediately or freeze
- Regularly defrost and clean fridges and freezer
- Store items within a fridge or freezer in a manner which allows air flow.
- Not overload fridges and freezers
- Check and clean regularly all fridges and freezer seals and maintain a record (Food Safety Program)
- Securely wrap items prior to freezing to prevent the leakage of juices and freezer burn
- Only refreeze products that have been cooked between thawing and refreezing
- All raw fruits and vegetables should be washed thoroughly in potable water to remove soil and other contaminants before use or consumption.
- Products will be labelled with the dated and time when removed from a freezer for defrosting
- Frozen foods can be thawed in a microwave or a refrigerator
- Food thawed in the microwave must not be cooked during the thawing process
- Food that is thawed or partially thawed must not be refrozen.

- Foods that are defrosting in a refrigerator must be placed in a drip tray container and stored below cooked, ready to eat and raw foods
 - Refer to Appendix 1 for Shelf Life and Defrosting Guidelines for frozen and refrigerated food.
- 5.2 High-risk food such as meats and seafood must be cooked to an internal temperature of at least 75 degrees Celsius for more than 2 minutes.
- 5.3 A probe thermometer must be used to check and record the temperature and must be recorded on (Food Safety Program: Section 6 Food Temperature Control Record available on AI).
- 5.4 Soups, sauces and gravies must boil for at least 5 minutes unless otherwise specified by the manufacturer.
- 5.5 Check that minced meat is brown or grey inside, that poultry juices run clear and that fish flakes with a fork when it is cooked.
- 5.6 Food should not be allowed to cool prior to serving.
- 5.7 Foods should be reheated to 75 degrees Celsius.
- 5.8 When reheating food the time taken to heat the entire food to 75 degree Celsius should not be more than 2 hours.
- 5.9 Food should only be reheated once.

6. TEMPERATURE CONTROL

- 6.1 The basis of temperature control is to prevent the multiplication of food poisoning bacteria by either lowering or raising the temperature to a point where the bacteria either cease to multiply or die. Bacteria need certain environmental conditions for optimal growth -
- Temperature – (between 5 degrees Celsius and 60 degrees Celsius) is the temperature danger zone (Refer to Appendix 3 Safe Temperatures: Where is the Danger Zone?)
 - Time – bacteria double every 20 minutes in optimal conditions.
 - pH - around 7 or neutral
 - Water; and
 - Protein (food source)
- 6.2 Preparation – Keep food temperatures out of danger zone (under 5 degrees Celsius over 60 degrees Celsius) by planning your time, menu, cooking and storage in advance
- 6.3 Thawing –
- Never thaw food at room temperature
 - Food should be thawed in a refrigerator at 5 degrees Celsius
 - If time is limited, thaw food in a microwave
 - Always thoroughly thaw food such as poultry before cooking
- 6.4 Cooking –
- Thoroughly cook all foods including meat and poultry

- Bacteria found naturally in meat and poultry, such as salmonella will be destroyed when cooked to temperatures over 60 degrees Celsius
- Cooked or reheated food must be temperature checked before serving

6.5 Cooling food –

- If you cook food that you intend to cool and consume later, the foods must be cooled to 5 degrees Celsius or colder as per the following 2 Hour/4 Hour guideline -
 - from 60 degrees Celsius to 21 degrees Celsius in a maximum of two hours
 - from 21 degrees Celsius to 5 degrees Celsius within a further maximum period of four hours
- Complete form Record 10 – The 4 Hour/2 Hour guideline contained with the Food Safety Program and available on AI
- If these times are not met the food must not be consumed and disposed of
- Food can be consumed or refrigerated if it does not exceed the 2 hours out of temperature control period
- Food that has been out of temperature control for longer than 2 hours but less than 4 hours must be consumed or discarded and cannot be refrigerated
- Food that has been out of temperature control for longer than 4 hours must be discarded
- For further guidance refer to the Catholic Early EdCare Food Safety Program

7. TEMPERATURE RECORD KEEPING

7.1 Catholic Early EdCare Services are required to -

- Record food temperatures upon delivery
- Record temperature readings for all fridges and freezers twice daily to monitor the temperature to prevent conditions that promote the multiplication of bacteria
- Use plastic and/or stainless steel thermometers to measure the temperature of food
- Calibrate thermometers regularly (at least once a month) to ensure it is accurate to within 1 degree Celsius.
- There are two methods to calibrate a thermometer –
 - Place the thermometer in an ice bath and the thermometer should read as zero degree Celsius, or
 - Place the thermometer in a suitable container and carefully fill with boiled water from a kettle/boiler when no children are present, and the thermometer should read 100 degree Celsius
- Long Day Care Services will record the calibration results of the thermometer on the Thermometer Calibration Record 12 (Food Safety Program) available on AI
- Kindergarten and OSHC Services will record the calibration result of the thermometer on the Thermometer Calibration Record – (12 from the Food Safety Program) available on AI

8. INCOMING GOODS

- 8.1 Upon delivery of food, Services are required to check and record the temperature by use of a thermometer to ensure that it falls within the acceptable range –
- 8.2 Cold Foods - at or below 5 degree Celsius
- Frozen Food – frozen hard (does not include partially thawed)
- 8.3 Incoming goods must be stored in the relevant areas as soon as possible these include refrigerators, freezers and dry storage.
- 8.4 Services are required to complete visual checks of food upon delivery and will reject products when concerns are noted regarding any of the following –
- Use by date – foods past this date are not to be accepted
 - Best before date
 - Packaging – damaged/deteriorated/perished products are not to be accepted
 - Incorrect or inappropriate labelling
 - Storage – food groups should be transported in separate containers
 - Pest contamination
 - Foreign objects
- 8.5 Services will consider the suitability of the delivery vehicle and reject food when concerns regarding the temperature, cleanliness and/or cross contamination potential are identified.
- 8.6 It may not be possible or practical for a Service to check every item at time of delivery. In this situation there should be an agreement with the supplier that if the food is not seen as acceptable that it can be returned or refunded as detailed in the Food Safety Program - Record 2 – Approved Suppliers Agreement Form and available on AI.

9. MAINTENANCE OF EQUIPMENT AND PREMISES

- 9.1 Services are required to maintain a high standard of cleanliness in their premises. This will be evidenced by minimising the accumulation of:
- garbage, except in garbage containers
 - recycled matter, except in containers
 - food waste
 - dirt
 - grease
 - other visible matter
- 9.2 Food scraps and rubbish must be disposed of properly so as to avoid –
- Attracting cockroaches, rodents and flies by mixing rotting food scraps with other rubbish
 - Odour problem for the Service and/or neighbours
- 9.3 Services are required to –
- Clean bins regularly and provide bins large enough to hold all rubbish
 - Remove bins from the roadside as soon as possible after kerbside collection

- Ensure bins have secure fitting lids and that both the lid and bin are not split or broken.
 - Replace the bins as required
 - Store outdoor bins on a paved area that can be easily cleaned.
 - Store smelly items such as seafood in bags in the freezer until your rubbish is collected
- 9.4 The Cleaning Daily and Weekly Record 19 Form (See Food Safety Program Section 6) is available on AI for use.
- 9.5 For effective pest control, the following measures need to be adopted by all Services -
- Minimise the potential for pests such as rats, mice, cockroaches, ants, flies and birds to enter the premises
 - Cover all drainage holes
 - Use an approved licensed pest control provider to perform regular inspections of all kitchens and food areas for signs of pests as required
 - If zappers are used, make sure that they are not above, or within three metres, of a food preparation or storage area
 - Bulk waste storage areas, e.g. Industrial bins, should be included when pest control treatment occurs

10. FOOD LICENCING

- 10.1 The National Risk Validation Report undertaken in 2002 identified food service in sensitive populations, such as the aged, ill, immune compromised and children aged four years and younger, as one of the five high risk industry sectors in which food safety programs would reduce the incidence of food-borne illness.
- 10.2 The requirements for holding a food licence are stated in CEEC HS POL Food Safety and Nutrition Policy.
- 10.3 OSHC and Kindergarten Services are not required to hold a food licence as
- BBQ's, infrequent events and cooking activities for the purpose of education are exempt from licencing requirements provided the food is consumed by the food handler(s) and children in the Service
- 10.4 Long Day Care Services will –
- Apply and maintain a current food licence issued by their approved local authority and display on site at all times
 - Adhere to the Catholic Early EdCare Food Safety Program as this is a licence requirement for vulnerable populations i.e. children under 4.
 - Be audited annually to maintain their food licence by their approved local authority
- 10.5 Food hygiene policies and practices must still be stringently enforced by all Services, even if the food handlers are children and no licence is required.

11. FOOD SAFETY PROGRAM TRAINING

- 11.1 Long Day Care Services are required to -
- Adopt the Catholic Early EdCare Food Safety Program
 - Ensure all Staff Members and volunteers are aware of the Food Safety Program content and complete the online training program (InSafe Hands) annually
- 11.2 Directors and primary food handler(s) in Long Day Care Services are required to
- Complete Catholic Early EdCare training in the implementation of the Food Safety Program
 - And ensure compliance with the Food Safety Program
 - Annually review the Food Safety Program and provide feedback to Catholic Early EdCare
 - Mentor and cascade knowledge and understanding to colleagues in the CEEC HS PRO Food Safety Procedure and the Catholic Early EdCare Food Safety Program
- 11.3 Directors are responsible for the compliance of Educators, Staff Members and Volunteers with the Food Safety Program.
- 11.4 Educators, Staff Members and Volunteers are expected to retain a working knowledge of the Catholic Early EdCare Food Safety Program.
- 11.5 The Catholic Early EdCare Food Safety Program will be the subject of periodic audits by the relevant local government authorities or an approved auditor and these checks are welcomed by Catholic Early EdCare as an important opportunity to conduct internal audits of our processes.

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer)employed, appointed or engaged to work in or as part of an education and care service, whether as an Educator Director/Coordinator Nominated Supervisor; Or otherwise.
Educator	Educator means an individual who provides education and care for children as part of an education and care service.
Potable Water	Potable water is water which is fit for consumption by humans

12. RECORD KEEPING

- 12.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 12.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 12.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 12.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 12.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 12.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.

APPENDIX 1: SHELF LIFE AND DEFROSTING GUIDELINES FOR FROZEN AND REFRIGERATED FOOD

These timeframes should never be used to override manufacturer's recommendations. Many of these products are labelled with a use-by date. This can be used as a guide to shelf life of the unopened product.

PRODUCT	FROZEN SHELF LIFE	REFRIGERATED SHELF LIFE
Poultry	6 – 8 months	3 days
Meat	6 – 8 months	3-5 days
Pork	6 months	
Seafood	3 months	3 days
Crustaceans and molluscs	6 weeks	2 days
Minced meat and offal	6 – 8 months	2 – 3 days
Cured meat		2 -3 weeks
Fruit juices		7 – 14 days
Milk		5 – 7 days
Cream		5 days
Cheese		Variable (1 – 3 months)
Soft cheeses (camembert, brie)		2 – 3 weeks
Cottage, ricotta and cream cheeses		10 days
Eggs		3-6 weeks
Butter		8 weeks
Margarine		Variable (6 months)
Oil and fat		Variable (6 months)

DEFROSTING GUIDELINES	
Meat	<ul style="list-style-type: none"> ▪ Thaw in refrigerator below 5 degrees Celsius ▪ Allow 24 hours for defrosting ▪ Use product within 48 hours
Chicken	<ul style="list-style-type: none"> ▪ Thaw in refrigerator below 5 degrees Celsius ▪ Allow 18-24 hours for defrosting ▪ Use product within 24 hours
Seafood	<ul style="list-style-type: none"> ▪ Thaw in refrigerator below 5 degrees Celsius ▪ Allow 18-24 hours for defrosting of fillets and up to 72 hours for block seafood ▪ Once defrosted, product should be placed in a drip tray container on ice to allow it to remain as close to zero degrees Celsius as possible ▪ Use product within 24 hours

APPENDIX 2: HAND WASHING

Keep Hands Clean and Food Safe

Hand hygiene Washing your hands



1. Hands are only washed in the basin provided.



2. Use soap to work up a lather.



3. Wash palms, fingers, thumbs, nails and wrists (use a nail brush if necessary).



4. Rinse off soap by washing hands under running hot water.



5. Dry with paper towel.

Staff must wash their hands **before**:



- Starting or re-commencing food handling (for example, starting a shift, returning from a break)



- Handling food



- Wearing disposable gloves



Published by Rural and Regional Health and Aged Care Services Division
 © Copyright State of Victoria, Department of Human Services, 2007
 Authorised by the Victorian Government, 50 Lonsdale Street, Melbourne.
 May 2007. Printed on sustainable paper by GT Graphics PTY LTD. 34,
 Stanley Street, Collingwood, Victoria 3066

Staff must wash their hands **after**:



- Attending the toilet
- Handling raw ingredients
- Eating or drinking



- Habits that may cause contamination, such as licking fingers, biting nails, smoking, touching pimples or sores
- Coughing, sneezing, using a handkerchief or disposable tissue

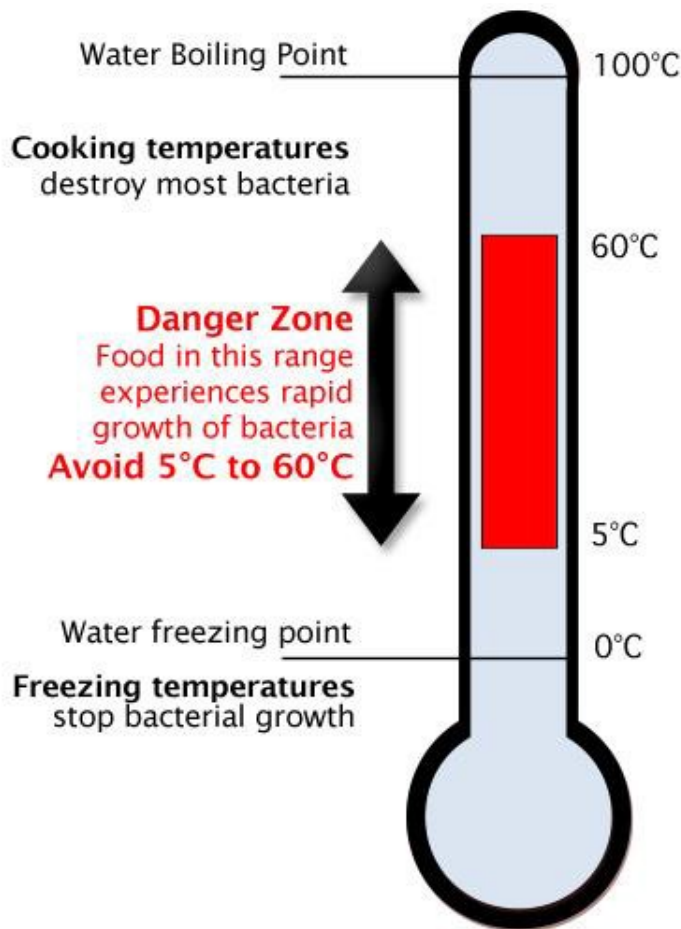


- Disposing of or handling waste
- Handling animals
- Handling anything else other than the food (for example, money, cleaning cloths, cleaning equipment)
- Handling any food that may potentially contaminate other food products.

APPENDIX 3: SAFE TEMPERATURES – WHERE IS THE DANGER ZONE?

The Australian & New Zealand Food Standards Code states that if you are receiving, storing processing (including defrosting and preparing), cooling, reheating, displaying or transporting potentially hazardous foods then you must be able to prove that you have not exposed the food to this critical "Danger Zone" temperature range for too long.

What is the Danger Zone?



5°C to 60°C has been specified as the danger zone for food. This is the range in which micro-biological growth can occur quickly. If food is left too long within this temperature range then potentially deadly micro-organisms can grow.

Heating food above 60°C will kill most micro-organisms. It will not, however, remove the toxins that may have been introduced. Cooling food to below 5°C will almost stop the growth of micro-organisms.

What is defined as "potentially hazardous" food?

Any food that may contain food poisoning bacteria are classed as "potentially hazardous". They include meat, dairy products, seafood, processed fruits and vegetables (including salads), cooked rice and pasta, foods containing eggs, nuts and other protein rich foods, and items that contain these foods (e.g. sandwiches).