

## **SAFE OPERATING PROCEDURE**

### **TASK: Barbeque**

#### **Food Purchase**

- Staff are to purchase fresh meat from a reputable supplier with adequate expiry date for event and refrigerate within an hour of purchase (earlier if extreme hot weather)
- Purchase no more than 2 days prior to use, preferable 1 day.
- Transport to school in eskies with ice if trip is more than 1 hour. Refrigerate on arrival until used.
- Purchase bread on the day. Keep sealed and in a dry cool place.
- Purchase disposable plates / serviettes/ cutlery as required.
- Ensure Sauce is in date and the bottle showing no signs of tampering.

#### **Before starting activity**

- Ensure that a Risk Assessment for this activity has been completed
- Set up BBQ and Work area in suitable place with restricted access.
- Ensure BBQ SOP is followed.
- Ensure Food preparation area has been cleaned and the suitable utensils are clean.
- Ensure hands are washed with soap prior to putting on gloves.
- Ensure protective equipment has been supplied.
- Locate the First Aid Station

#### **Procedure**

- Do not proceed without Teacher supervision
- Restrict student movement & access
- Wear suitable PPE
- Keep area neat & ordered
- Preheat Hotplate
- Avoid Flame / Fat / Heat (Metals are good conductors of heat)
- Use tongs / utensils as required
- Cook all meat until well cooked. Teacher to inspect.
- Keep bread sealed
- Serve immediately from BBQ onto Bread in a serviette.(Cooling time)
- Allow an extra 5 minute cooling time for younger students
- Restrict access to sauce, serving team to dispense(controlling the environment)
- Isolate money collection. Do not handle food & money.
- Do not leave cooked meat out.
- Do not return any uncooked meat to the fridge.
- Do not allow leftovers to be taken home.

**On completion of the activity**

- Ensure equipment is turned off.
- Allow equipment to cool.
- Clean
- Return equipment.
- Leave area clean, neat & dry