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**a guide to developing your documented
Food Safety Management System**

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From the 1st January 2006 the introduction of new food hygiene regulations (EC No 852/2004) has made it a legal requirement for all food businesses to have what is known as a HACCP (Hazard Analysis Critical Control Point) based Food Safety Management System. This **MUST** be documented; however the extent and detail of documentation will depend on the nature and size of the business.

Once you have completed your documented Food Safety Management System it will:-

- show that you have taken account of this important requirement
- serve as an important training reference for your staff
- ensure that the inspecting officer will have greater confidence in you and your business, possibly resulting in fewer inspections.
- providing that your Documented Food Safety Management System is satisfactory and all requirements are met, the likelihood of prosecution should be reduced.



The law requires you to:-

- 1 Identify any hazards that must be prevented, eliminated or reduced to an acceptable level to ensure food safety in your premises.
- 2 Identify which of these steps are critical to food safety (the critical control points).
- 3 Decide how these risks will be eliminated or otherwise managed (the 'controls').
- 4 Establish a system to regularly check that your controls are working (the 'monitoring').
- 5 Establish corrective actions when your monitoring shows that food safety at critical points is not being controlled.
- 6 Establish procedures which shall be regularly carried out to verify (make sure) that the measures outlined in points 1-6 are working.
- 7 As mentioned above you will need to establish documentation and records to prove the effectiveness of your Food Safety Management System, the level of documentation and record keeping will however depend on the nature and size of your business.
- 8 Where there is any change in your products, process or any step in your food business operation you will need to review your procedures and make any necessary changes.

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This pack has been designed by Torbay Council Environmental Health to help small to medium sized businesses comply with the law. The pack is intended as a starting point. It is not a definitive guide as in many cases it gives examples rather than all the answers.

Please contact the Food and Safety Team at Torbay Council for further advice and information.

This pack is not the only way to comply with the new requirement for a documented Food Safety Management System. Torbay Council also runs a scheme developed by the Food Standards Agency called 'Safer Food Better Business' and free packs and workshops are available to help you comply with the law. You can also draw up your own system. The important thing is, that whichever way you choose to do it, it is written, it works efficiently, and that it is understood and kept up to date by you and your staff.

This pack has been developed as a simple, easy to use guide. As every food business is different it needs to be tailored to your own business.

PLEASE REMEMBER THAT IT IS NO GOOD JUST HAVING A WRITTEN SYSTEM IN PLACE – YOU WILL NEED TO MAKE SURE IT IS BEING PUT INTO ACTION!

Computer Users:

This pack is available as CD or as a download from Torbay Council's website
www.torbay.gov.uk

The eight steps

To develop your documented Food Safety Management System you need to complete the following eight steps:

STEP 1

What steps are there in my processes?

Think about all the foods that you sell/and or produce and list all the steps in the process, or things that you do to the food. It may be very simple such as purchase, store, display, and sell on, if you retail food, or there may be more steps if you prepare and cook foods. It may help to draw a simple flow diagram of what you do.

STEP 2

What are the hazards?

For each step in your process, think about everything that could reasonably present a hazard to food. Write all of these thoughts down. Look around your premises, concentrating on areas where food is stored and prepared and note down any hazards identified. Consult your employees, if any, as these may have a different perspective of the hazards. Remember two heads are better than one. It is also beneficial to consider any complaints that may have been received from customers which may identify a problem.

STEP 3

What control measures are required?

A decision must be taken on each hazard identified

as to how it can be removed and/or controlled wherever possible.

Your first question should always be:

'Can I remove the risk to food safety? If so, how?'

If not, the next question is:

'How can I control the hazard to reduce its effects?'

Look at what controls, if any, are in place at present and ask yourself:

'Are the controls in place adequate?'

'Can I improve on these controls?'

'What new controls are required?'

'Are the controls to the standard recognised by my particular industry?'

(See 'Industry Guides' on page 12)

Consider the examples of controls given on pages 8 to 10 Do they apply to your business? Remember, the more specific the control procedures are, the easier it will be to monitor whether that the control is adequate.

STEP 4

What monitoring procedures are required?

These procedures are designed to ensure/check whether the control measures are working. Monitoring may include temperature recording for refrigerators and food temperatures, stock rotation checks, visual and supervisory checks. Each control should have a specific monitoring

frequency, for example, 'temperature readings will be taken twice on a daily basis'. Safe limits also need to be applied to these procedures, for example, 'a temperature range of 0°C to 8°C will be accepted for food stored in refrigerators'.

STEP 5

What corrective action should be taken?

If your monitoring checks reveal situations where the safe limits are not met, you must identify what action should be taken to correct this and maintain food safety. Staff must also know what action to take. For example, if a check revealed a refrigerator temperature of 10°C, high risk foods should be discarded, and the temperature lowered until it reaches 0 to 8°C.

STEP 6

Is this point a CRITICAL control point?

Whilst all control measures are important, a critical control point is one which is ESSENTIAL to ensure the safety of the food you handle. Identify any stage within production and/or retail which MUST be controlled in order to ensure that food is safe, i.e. any stage where:

- ready to eat food can become contaminated,
- bacteria have the potential to grow on ready-to-eat food, and
- the process relies on killing harmful bacteria to ensure that the food is safe.

A critical control point (CCP) should be looked on as the 'last chance to get it right'. Aim to have as

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few CCPs as possible, without compromising food safety. You can then put more effort into them to make sure that you get them right. If there are too many CCPs, they may not be addressed thoroughly. CCPs help you to concentrate on the most vital areas of your business.

STEP 7

Verification and Review

It is important that your documented food safety management system remains a **WORKING DOCUMENT**. It is **NEVER** 'complete' as control systems are rarely perfect and require constant updating and improvement. For this reason, periodic review of your working systems is vital to ensure that the controls in place are adequate and are achieving their intended purpose.

For example, staff may be recording daily temperature readings, but are not taking appropriate action when readings are too high; or you may identify a simpler, less onerous, method of control which does not compromise food safety. The review process may also identify gaps in knowledge of staff. Ways of bridging that gap may be to discuss food safety issues at a staff meeting, to subscribe to a food safety journal, to consult your local enforcement officer for advice, or to attend an approved training course. The following are examples of what should trigger your review; change of menu, introduction of new equipment, structural alterations, or changes in key members of staff. In any case, it is recommended that you carry out an annual review or when something changes in your business eg a new product is introduced.

STEP 8

Documentation of procedures and record keeping

It is a legal requirement to document your Food Safety Management system. The level of documentation will however vary depending on the nature and size of your business but may include:

- a documented copy of your Food Safety Management System
- training records
- cleaning schedules, pest control contracts, personal hygiene rules and other similar procedures and documentation
- records of your checking problems and action taken
- list of suppliers and customers

Potential food hazards in your business

Examples of hazards that can threaten the safety of the food in your business.

Purchase and delivery

- Chilled or frozen food delivered out of temperature control, i.e. higher than 8°C (5°C or less recommended) for chilled foods; or higher than -18°C for frozen foods.
- Food contamination
Micro-biological (food poisoning bacteria) e.g. Due to poor temperature control
Chemical e.g. pesticides
Foreign body e.g. mice dropping, glass, paper, wood etc.
- Food purchased very close to or beyond the 'use by' or 'best before' date.
- Defective packaging on delivered food.
- Food purchased from dubious or unfamiliar sources.

Storage

- Chilled or frozen food stored out of temperature control or not in line with the manufacturer's recommendations.
- Contamination & Cross Contamination
Microbiological e.g. raw meat juices dripping on to ready-to-eat food, or open food stored in WC, or not protecting high risk food in the refrigerator.

Chemical e.g. cleaning materials coming into contact with food.

Foreign Body e.g. staples, tape, flaking paint, rodent droppings etc.

- Food stored in damp or humid conditions leading to mould growth or rusting of tins.
- Defective racking systems/storage conditions which may cause damage to fragile packaging.
- Inadequate stock rotation, e.g. food past its 'Use by' date still in the refrigerator and available for use.
- Inadequate refrigeration provision.
- Inadequate pest proofing of storage areas, e.g. opening external doors to improve kitchen ventilation without insect screening.

Preparation

- Inadequate thawing of foods prior to cooking.
- Leaving food out at room temperature unnecessarily.
- Food preparation rooms which are excessively hot due to poor ventilation.
- No continuous supply of hot water, soap and hygienic hand drying materials to all wash hand basins.
- Poor personal hygiene practices, e.g. not washing hands between handling raw and cooked foods; not washing hands after eating, drinking, sneezing and/or smoking etc.
- Food handlers suffering from vomiting, diarrhoea, fever, abdominal pains etc. (symptoms of food poisoning), handling food which can potentially pass food poisoning bacteria through that food to the consumer. (All

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staff have a responsibility to report illness to their manager who then has the responsibility to take appropriate action.)

- Using the same cloth for cleaning surfaces used for both raw meat and poultry, and ready-to-eat foods.
- Infrequent use of a sanitiser (a combined cleaning and disinfecting agent) on work surfaces and chopping boards. This is critical where equipment is used for both raw and cooked foods, in particular meat and poultry.
- Poor cleaning regime which can lead to contamination of food through attraction of bacteria and pests.
- Physical contamination from, e.g. flies, jewellery, broken glass, worn equipment etc.

Cooking

- Not achieving adequate internal cooking temperatures, i.e. greater than 75°C (particularly for high risk foods, e.g. poultry, meat and rice dishes), which may lead to the survival of harmful bacteria.
- Poor protection against cross contamination (see definitions) of cooked products by raw foods, particularly raw meats and poultry.

Further storage

- Hot holding: Food stored at a temperature below 63°C, so allowing bacteria to multiply.
- Cooling: Cooked foods not being cooled to below 8°C as quickly as possible. It is recommended that this is achieved within 1½ hours.

- Reheating: Not achieving a core temperature of greater than 75°C.

General

- Lack of training and/or instruction or supervision of staff may very well compromise the safety of food.

Control and monitoring options

Examples of rules for a business to follow in order to ensure food hygiene and safety

Purchase and delivery

- Check temperature of foods on delivery. For example, temperature readings can be written on the invoice on delivery. On occasions staff may have to refuse delivery because the temperature is unacceptable, for example, delivery of defrosted prawns.
- Check 'Use by' and 'Best before' dates.
- Check packaging to ensure intact and in good condition.
- Use only reliable suppliers.
- Set specifications for food delivered by supplier – for example, specifying long, thin joints of meat or specifying that custard tarts should be made using pasteurised eggs only.
- Consider actually visiting your supplier. This is not unusual, particularly where large volumes of food are purchased.

Storage

- High risk foods should not be kept at room temperature for longer than absolutely necessary. They should be stored below 8°C (preferably below 5°C), or below –18°C if frozen. Take temperature readings using an appropriate thermometer and record findings and any action taken.
- Date codes on foods to be checked (specify frequency), e.g. every day for chilled foods and once a month for dried and frozen foods, dependant upon the type of business.
- All ready-to-eat foods will be kept covered in the refrigerator at all times in order to protect against cross contamination and stored high up in the refrigerator or in a separate area, away from raw meat products.
- Raw meats will be stored at the bottom of the refrigerator in trays which prevent meat juices dripping onto other foods.
- In catering establishments eggs will be stored under refrigeration in order to reduce the growth of salmonella. Always check date code before using.
- No foods will be stored on the floor.
- No cleaning materials will be stored where they may come into contact with open food. Separate storage provision shall be made.
- Dried foods will be decanted into sealable containers in order to protect from physical and chemical contamination. Date codes will then be transferred onto containers.
- Defective racking systems and the food room structure will be repaired as necessary in order

to reduce the risk of physical contamination. Staff to report disrepair to manager.

- Items which are not directly connected with the food business will not be stored in food rooms, in order to enable effective cleaning and to prevent physical contamination.

Preparation

- Ensure that all foods which require thawing are completely defrosted before cooking, in particular, joints of meat and poultry.
- Staff must wash their hands frequently and when required, particularly before preparing food, after handling raw meats and shell eggs, eating, drinking, coughing or visiting the WC. All wash hand basins shall be checked daily for cleanliness, soap and means of hand drying.
- Staff with food poisoning symptoms will not be permitted to handle food (see 'FOOD HANDLERS: Fitness to work' information leaflet, available on request).
- All equipment and surfaces will be cleaned and sanitised regularly and as required.
- Separate cloths (different colours) will be used for cleaning surfaces used to prepare raw and ready-to-eat foods.
- External doors will be kept closed at all times during food preparation to prevent ingress of pests, particularly flies.
- Staff will be permitted to wear only a wedding ring during food handling and must wear appropriate protective clothing.
- Thawing of frozen foods, such as poultry, must take place in areas away from high risk

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foods, and all equipment and utensils must be regarded as being contaminated. It is best to defrost within a fridge.

Cooking

- The centre of high risk foods will be cooked to a temperature above 75°C.
- Ready-to-eat foods will continue to be separated from raw meats and unwashed vegetables prior to service.

Further storage

- **Hot holding**
Food will be stored above 63°C in the hot display unit. Temperatures will be checked at least once during service period. (Be confident that your equipment can maintain food at safe temperatures.)
All food will be protected from contamination during hot holding by enclosing in a unit separated from customers and by keeping covered if possible.
- **Cooling**
Hot food will be cooled as quickly as possible by either decanting into shallow containers or cutting into smaller pieces, where possible, and by placing in a cool area (below 20°C) to be transferred finally to the refrigerator within 1 ½ hours. (For further information on cook/chill processes and recommended temperatures for the maintenance of cooked foods once they are cooled, please contact your environmental health officer.)

- **Cold service**
Cold foods will be displayed below 8°C (preferably 5°C) and kept covered where possible.
- **Reheating**
The core temperature of all reheated foods must be above 75°C. This is recommended as a CCP.

General

- All food handlers should be trained to at least Foundation Food Hygiene Course level. Managers, or those with supervisory responsibilities, require additional training, e.g. Level 2 Intermediate Food Hygiene Training.

In addition the person or people responsible for developing and maintaining your business food safety management procedures must have received adequate training to enable them to do this.

Please Note:

1. All options are given purely as examples and are not intended as an exhaustive list. Some items may go beyond the legal requirements of the Regulations EC852/2004, EC853/2004, EC854/2004 but are included as they are recognised as good practice within the food industry.
2. Core cooking time/temperatures combinations which are equivalent to those stated will apply for different foodstuffs.

Definitions

Hazard	The potential to cause harm/endanger the safety and quality of food.
Risk	The likelihood of a hazard to occur.
Hazard Analysis	The process of identifying food hazards, the steps at which they could occur, and the introduction of measures to control them.
High Risk Foods	Ready-to-eat-foods. Those which readily support the growth of food poisoning bacteria, e.g. cooked meats, prepared salads, soft cheeses, cook-chill and cook-freeze dishes.
Cross Contamination	The transfer of bacteria from contaminated (usually raw) foods to other, ready-to-eat foods. This may be by: <ul style="list-style-type: none"> ■ direct contact, e.g. raw stored next to ready-to-eat food ready-to-eat food. ■ food handlers who handle raw then ready-to-eat food. ■ equipment and work surfaces, used first for contaminated food.
Control	A step/procedure/measure which eliminates or reduces the effects of a hazard.
Critical Control Point	Point or procedure at which control is applied to prevent, eliminate or reduce an identified food safety hazard, without which there may be a real risk of hazardous food being consumed.
'Use By' Date	Mark required on microbiologically perishable, pre-packed foods. (Food Labelling Regulations 1996. It is an offence to sell food after the 'Use By' Date)
'Best Before' Date	Mark required on longer life foods that are NOT subject to microbiological spoilage. (For example, canned or frozen foods. (Food Labelling Regulations 1996). This date mark relates to food quality rather than safety.

Industry guides

An industry guide is the result of consultation which provides the only official guidance on compliance with food hygiene legislation available to a particular industry, for example, 'Catering' and 'Retail'. They aim to help business owners by providing a user-friendly approach to legislation as well as advising on good practice. Whilst they are not legally binding, they provide an industry standard which officers take into consideration during inspection. Published by Chadwick Group Ltd, the titles to date are as follows:

'Industry Guide to Good Hygiene Practice: Baking Guide', ISBN 0 900 103 55 8

'Industry Guide to Good Hygiene Practice: Catering Guide', ISBN 0 900 103 00 0

'Industry Guide to Good Hygiene Practice: Retail Guide', ISBN 0 900 103 60 4

'Industry Guide to Good Hygiene Practice: Wholesale Distributors', ISBN 0 900 103 65 5

'Industry Guide to Good Hygiene Practice: Markets and Fairs Guide', ISBN 1 902 423 00 3

'Industry Guide to Good Hygiene Practice: Butchers Licensing Guide', ISBN 1 902 242 38 28

Please bear in mind these guides are currently under review and are due to be replaced shortly.

Other useful Publications

'Food Hygiene – A Guide for Business', Food Standards Agency

(This booklet is available free of charge from environmental health office at Torbay Council)

Now its time for you to have a go!

Don't be daunted, take things one step at a time.

You will find here some blank hazard analysis charts that you can use. You will also find some example flow charts and hazard analysis charts for a retailer and a caterer that should help to point you in the right direction. We suggest that you use a photocopy for a first draft, as it is likely that you will need to make several changes as you go. You may also require several tables, one for each section of your business. You can choose how many or how few tables you need.

It is a good idea to discuss your first draft of the table with staff, and get their input. Once you've finalised it, you may wish to display it on your premises.

Once you have developed your Documented Food Safety Management System (we are confident you can do it), we have provided you with some example monitoring record sheets, that will help you to demonstrate whether your controls are working. Monitoring is an essential part of any food safety management system based on HACCP principles, and you are encouraged to photocopy these forms as you need and use them as recommended. These records will enable you to demonstrate to your inspector all the checks that you take to ensure food safety.

So good luck, and remember you can always contact us for assistance.

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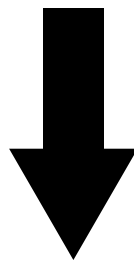
Hazard Identification Charts

Hazard Identification Chart

step	hazard	control	monitoring	corrective action	CCP

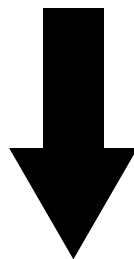
Flow chart for retailer

Purchase and receipt



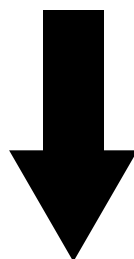
Storage

eg: dry goods, chilled goods, frozen goods



Display

eg: ambient, chilled, frozen

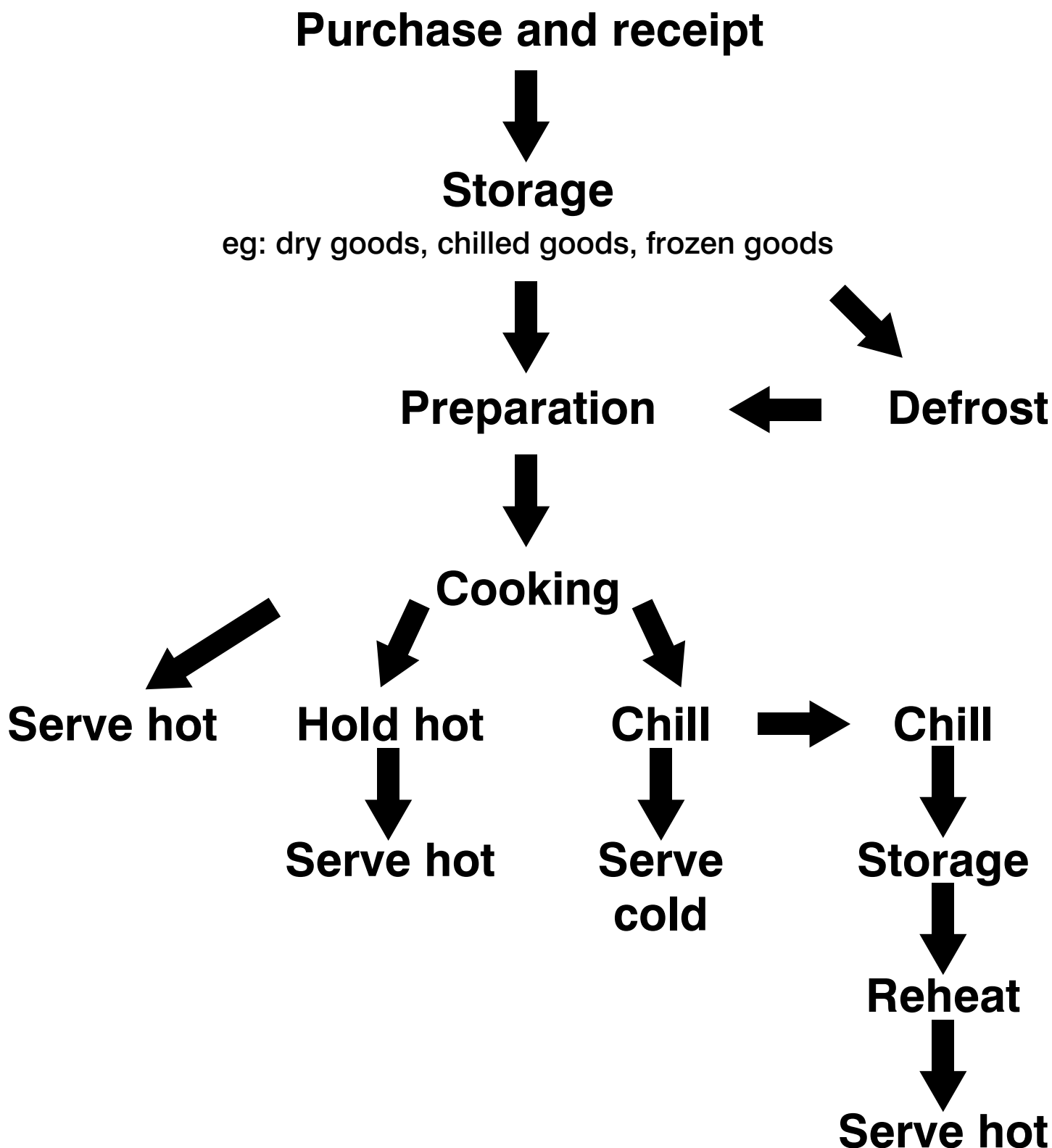


Sale

Hazard Identification Chart example: CATERER

step	hazard	control	monitoring	corrective action	CCP
Purchase and delivery	Intrinsic physical bacteriological &/ or chemical contamination	Suitable specification and purchase from reputable suppliers	Visual/sensory checks of condition of food, vehicles, packaging & date codes	Reject delivery change supplier	No
	Inadequate temperature control in transportation/ growth of bacteria	Adequate temperature control < 8°C chilled < -18°C frozen	Temperature checks	Reject delivery	Yes for chilled
Storage	Growth of bacteria	Store at correct temperatures < 8°C chilled < -18°C frozen	Temperature checks	Reject foods at wrong temperature > 4 hours or cook.	Yes if ready to eat
	Further physical bacteriological or chemical contamination	Cover/wrap foods separate raw & cooked	Visual checks	Adjust chillers/freezers to correct temperatures	
	Broken/open packaging allowing contamination	Stock rotation	Check date codes	Reject contaminated foods if seen	Yes
		Decant open packets into pest-proof containers	Visual checks	Reject out of date foods	Yes
Display	Growth of bacteria	Temperature control > 63°C hot food < 8°C chilled food < -18°C frozen food	Temperature checks	Sell hot food out of temperature within 2 hours or reject	Yes
		Stock rotation	Check date codes	Sell chilled food out of temperature within 4 hours or reject. Do not refreeze once thawed.	Yes
		Cover/wrap foods, separate raw and cooked foods	Visual checks	Reject out of date food	Yes
				Reject contaminated foods if seen	Yes

Flow chart for caterer



Hazard Identification Chart example: CATERER

step	hazard	control	Reheat further	corrective action	CCP
Purchase and delivery	Intrinsic physical, bacteriological &/or chemical contamination Inadequate temperature control in transportation/growth of bacteria	Suitable specification & purchase from reputable suppliers. Adequate temperature control < 8°C chilled < -18°C frozen	Visual/sensory checks of condition of food, vehicles, packaging & date codes Temperature checks	Reject delivery Change supplier Reject delivery	No Yes for chilled
Storage	Growth of bacteria Further physical bacteriological or chemical contamination Broken/open packaging allowing contamination	Store at correct temperatures < 8°C chilled < 18°C frozen Cover/wrap foods Separate raw & cooked Stock rotation Decant open packets into pest proof containers	Temperature checks Visual checks Check date codes Visual checks	Reject foods at wrong temperature > 4 hours or cook. Adjust chillers & freezers to correct temperatures. Reject contaminated foods if seen. Reject out of date foods. Reject contaminated foods if seen	Yes if ready to eat. Yes Yes
Preparation	Growth of bacteria Further contamination	Limit time at kitchen temperature 4 hours chilled 2 hours hot Use clean equipment Good personal hygiene of food handlers Good maintenance of structure & equipment	Time checks Cleaning schedule Visual checks Adequate training Visual checks	Prepare in smaller batches Re-clean as necessary Re-train as necessary Repair/replace as necessary	No No No No
Cooking	Survival of bacteria	Cook to centre temperature of 75°C	Temperature checks	Cook further until temperature reached	Yes

Cooling	Growth of bacteria Further contamination	Cool food rapidly & chill when cool to < 8°C (within 90 minutes) Keep foods covered where possible	Time & temperature checks Visual checks	Split batches to cool more quickly Cover foods Reject contaminated foods if seen	Yes Yes
	Chilled storage	Growth of bacteria Further contamination	Store at < 8°C Cover/wrap foods Separate raw & cooked	Temperature checks Visual checks	Reject foods at wrong temperature > 4 hours Adjust chiller temperature Reject contaminated foods if seen Yes
Reheating	Survival of bacteria	Reheat to centre temperature of 75°C	Temperature checks	Reheat further until correct temperature reached	Yes
Hot holding and service	Growth of bacteria Further contamination	Keep food > 63°C Keep foods covered where possible	Temperature checks Visual checks	Use within 4 hours or reject food Reject contaminated foods if seen	Yes Yes
	Cold service	Growth of bacteria Further contamination	Keep foods cool < 8°C or display for maximum 4 hours Keep foods covered where possible Use clean equipment	Time & temperature checks Visual checks Cleaning schedule	Reject foods after 4 hours out of temperature Reject contaminated foods if seen Re-clean as necessary Yes Yes Yes

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Monitoring Forms

Hazard monitoring forms

These weekly monitoring forms have been developed to allow you to record most of your food safety monitoring on one form. It forms a daily diary, which should be kept for a minimum of 12 months as part of your documented Food Safety Management System. The form can be adapted and any non-relevant items crossed through.

- Write Monday's date on each form

- **Delivery**

Check the quality of incoming goods. If relevant record the temperature of chilled deliveries and tick to indicate checks undertaken.

- **Fridge storage/display**

Chilled temperatures should be checked twice daily and the temperature recorded. Use an accurate thermometer and ensure the food temperature is less than 8°C. Frozen food temperatures should be checked daily and should be less than -18°C.

- **Cooking/re-heating**

Cooking/re-heating temperatures should be checked for each batch and recorded daily to show adequacy of temperatures (Min. 75°C in the centre of the high risk food). A clean accurate probe should be used to check the temperature.

- **Hot holding**

Daily records should be kept of high risk food hot holding temperatures to ensure they are maintained at 63°C.

- **Cleaning**

Place a tick if cleaning completed in accordance with the schedule

- **Pest control**

In the absence of a pest control contract an own check system will be required.

Evidence – Daily checks for signs of pests such as flies, droppings, hair, damaged packaging.

Proofing – Weekly checks of proofing to include gaps in the building where pests may enter and condition of fly screens.

Refuse storage - Daily checks of the internal and external refuse stores to ensure clean and no harbourage or access for pests.

Maintenance – Weekly check of electric fly killers and other pest proofing methods.

- **Personal hygiene**

Good personal hygiene is essential to ensure safe food so monitoring personal hygiene standards should be done on a daily basis and checked against your own personal hygiene rules.

- **General hygiene**

Daily checks are required to monitor other controls which are essential to ensure safe food.

Separation of raw/cooked – in storage, on display and during handling to prevent cross contamination (consider use of boards/cloths/ knives /equipment)

Stock rotation – Ensure all stock in chilled units is checked daily for condition and to ensure in code. Check ambient goods and frozen goods weekly.

Cooling practices – High risk food should be cooled within a maximum of 90 minutes. Ensure daily checks of prompt and safe cooling.

Thawing practices – Foods must be thawed safely particularly raw meat and poultry. Daily checks of the location and adequacy of thawing to prevent cross contamination and bacterial growth.

Structure/maintenance – Weekly check of the structure/ equipment to ensure compliance with the regulations.

■ Corrective action

Any defects/ problems should be detailed in the corrective action for the day in question with action proposed and timescale.

handler must have instruction on the essentials of food hygiene and hygiene awareness training followed by foundation food hygiene training and further training as required for open food handlers.

In addition the person(s) responsible for developing and maintaining the documented Food Safety Management System must receive adequate training to enable them to do this.

Food safety policy

You are encouraged to complete the policy statement, as a means of demonstrating your commitment to food safety within your business. You should make all staff aware of the policy.

Cleaning schedule

The cleaning schedule would be used in conjunction with the hazard identification monitoring form. The method of cleaning each item with PPE, frequency and responsibility would be detailed on the schedule and management would check standards against the schedule on a daily basis as part of the daily checks. All staff who are responsible for cleaning must have training on the schedule.

Staff training records

Each employee should have a training record form completed by management and signed by the employee. Training should include the food safety policy and rules, cleaning and pest control procedures. To comply with the law each food

Hazard monitoring DAILY CHECKS

Week commencing:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
DELIVERY							
Food temp below 8°C (ideally 0-5°C) or condition							
FRIDGE STORAGE AND/OR DISPLAY							
Fridge temp 8°C max (ideally 0-5°C)	1						
	2						
	3						
	4						
	5						
Freezer below -18°C							
COOKING/RE-HEATING							
Description of food							
Cooking temp above 75°C							
HOT HOLDING							
Description of food							
Holding temp above 63°C							
CORRECTIVE ACTION							
Mon							
Tues							
Weds							
Thurs							
Fri							
Sat							
Sun							

Hazard monitoring DAILY CHECKS (2)

Week commencing:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
CLEANING							
In accordance with schedule							
FRIDGE STORAGE AND/OR DISPLAY							
Evidence (daily)							
Proofing (weekly)							
Refuse storage (daily)							
Maintenance (weekly)							
PERSONAL HYGIENE							
In accordance with hygiene rules							
GENERAL HYGIENE							
Separation							
Raw/cooked							
Stock rotation							
Cooling practices							
Thawing practices							
Structure maintenance							
CORRECTIVE ACTION							
Mon							
Tues							
Weds							
Thurs							
Fri							
Sat							
Sun							

Cleaning Schedule

1 Item/area to be cleaned	2 Frequency of cleaning	3 Method of cleaning	4 Detergent/steriliser to be used and dilution	5 Special instructions (eg: safety precautions)	6 Person responsible

Staff hygiene and work rules

All staff must be given a copy to read and sign, with one copy retained by the employer and the other for the employee

1. Avoid direct handling when preparing or serving cooked ready to eat products.
 2. All staff must wear clean overalls and hats when handling food. Overalls and hats must not be worn outside the premises, except when involved with delivery.
 3. Staff must not wear watches or jewellery, except a plain band wedding ring.
 4. Staff must not wear strong perfume or aftershave.
 5. Food and drink must not be consumed in the food preparation or service areas and may only be consumed in food rooms or store room when it will not cause contamination to any of the products. Smoking in a food room is prohibited.
 6. Hands must be washed thoroughly with soap and water:
 - Before starting work
 - After breaks
 - After visiting the toilet or on return to the workplace
 - After coughing into the hand or using a handkerchief
 - Before handling cooked meat
 - After eating, drinking or smoking
 - After touching face or hair
 7. Staff must not lick fingers when handling wrapping materials.
 8. Staff must not blow their nose, or cough or sneeze over food.
 9. Hair and fingernails must be kept clean. Nail varnish must not be worn.
 10. Staff must inform the manager if they are suffering from vomiting, diarrhoea, other stomach upsets, skin complaints or cuts. Cuts and abrasions must be covered by an easily detectable waterproof dressing eg blue in colour.
 11. Food should be handled as little as possible.
 12. Staff must ensure that raw food does not come into contact with cooked/ready to eat food.
 13. Staff must not use the same equipment or working surfaces for raw and cooked ready to eat foods without thoroughly cleaning and disinfecting them first.
 14. Staff must protect food at all times from contamination.
- Keep food containers off the floor.

I have read the staff hygiene and work rules and agree to abide by them.

Signed: Date:

Print name:

Food Safety Policy statement

Business name:

Address:

Owner:

Manager:

It is the intention of this business, at all times, to supply safe food, to ensure high standards of hygiene, and to ensure customer satisfaction.

It is the intention of this business, at all times, to comply with the legal duties as required by the food safety act 1990 EC852/2004, and all other relevant pieces of food safety legislation.

It is the intention of this business, at all times, to ensure that staff are aware of this Policy, and their responsibility to abide by it.

It is the intention of this business, at all times, to ensure that staff have received appropriate instruction and training in food hygiene and associated matters to enable them to abide by this policy.

Signed:

Title:

Date: