

Managing your

FOOD
safely

Monitoring Forms

Food safety monitoring forms – guide to completion

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 week commencing 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 in-house 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 harborage 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 date. 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.
- Defrosting practices – Foods must be defrosted safely, particularly raw meat and poultry. Daily checks of the location and adequacy of defrosting 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.

To comply with the law each food 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 further 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 personal protective equipment (PPE), frequency and responsibility would be detailed on the schedule and management should 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.

Hazard monitoring DAILY CHECKS – Page 1

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 temp below -18°C	1							
	2							
	3							
	4							
	5							
Cooking/Re-Heating								
Description of food								
Cooking temp 75°C+								
Hot Holding								
Description of food								
Hot holding temp 63°C+								
Corrective Action								
Mon								
Tues								
Weds								
Thurs								
Fri								
Sat								
Sun								

Hazard monitoring DAILY CHECKS – Page 2

Week commencing:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Cleaning							
In accordance with schedule							
Pest Control							
Evidence (daily check)							
Proofing (weekly check)							
Refuse storage (daily)							
Maintenance (weekly)							
Personal Hygiene							
In accordance with hygiene rules							
General Hygiene							
Separation - raw/cooked							
Stock rotation							
Cooling practices							
Defrosting practices							
Structure maintenance							
Corrective Action							
Mon							
Tues							
Weds							
Thurs							
Fri							
Sat							
Sun							
Additional notes							

Cleaning schedule

Item/area to be cleaned	Frequency of cleaning	Method of cleaning	Detergent/steriliser to be used and dilution	Special instructions (e.g.: safety precautions, PPE)	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
 - After carrying out any cleaning
 - After handling rubbish.
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 e.g. 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.

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

Signed: Date:.....

Print name:

Staff training

Name		
Job title		
Date started		

Previous training undertaken (please attach copies of any relevant food hygiene certificates)

Training undertaken	Date	Signed employee	Signed manager
Food safety policy			
Staff Hygiene & work rules			
Cleaning			
Pest control			
Essentials of food hygiene			
Allergy Awareness training			
Formal Level 2 FH training			
Other			

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 and retained EC Reg 852/2004, 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: