



# **Vale Of Glamorgan Council**

## **Guidance on HACCP compliance**

**(Catering Pack)  
(Including Retailers who prepare ready-to-eat foods)**

## Contents

	<u>Page Numbers</u>
• Preface	2
• Introduction	3
• What is Hazard Analysis Critical Control Point?	5
• How to use this HACCP pack	8
• Step 1 – Which steps apply	8
• Which steps apply to your business?	9
• Step 2 – Food hazards	10
• Step 3 – Control	13
• Step 4 – Critical Control Points	13
• Step 5 – Monitoring	13
• Step 6 – Corrective Action	17
• Step 7 – Documentation	17
• Step 8 – Responsibilities	17
• HACCP Plan	18
• Putting your new system into practice	19
<u>Supporting Documentation.</u>	
• What else should be in your food safety document	21

## **Annexes**

• Definitions	23
• Example HACCP Plan	24
• Which hazards apply to your business – <b>Examples</b>	25
• Food Safety Checklist – <b>Example Only</b>	26
• Food Safety Policy Statement	27
• Training	28
• Food Regulations & Useful Websites	29
• Examples of monitoring record forms (attached)	

## **Preface**

This Hazard Analysis Critical Control Point pack has been prepared by Vale of Glamorgan Council's Commercial Team (Food Section). It has been designed to help small food businesses to improve standards of food hygiene by controlling food hazards effectively and to aid in compliance with legal requirements.

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 a member of the Commercial Team (Food Section) for further advice or information.

The advice and information given in this document is based on information available at the time. Revisions will take place from time to time as a result of feedback from you, the user.

Vale Of Glamorgan Council's Commercial Team is here to protect the public and the best way we can do this is by supporting our food businesses.

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## **Introduction**

### **About this pack.**

This Hazard Analysis Critical Control Point (HACCP) pack has been developed by the Environmental Health department of the Vale Of Glamorgan Council to aid businesses in compliance with the new legislative requirement for documented HACCP.

It provides a simple, logical and easy to use method for producing your own system.

As every food business is different this pack needs to be amended for your own business.

This HACCP pack can:

1. Help you make decisions about
  - Which hazards may affect your business
  - How to control the hazards
  - What checks you need to carry out
  - What to do if checks reveal a problem
  - The training needed for each of your food handlers.
2. Give examples of hazard controls, checks, corrective action etc, as well as examples of records that you may find useful.
3. Explain how you can use the pack to train your staff.

This HACCP pack will not:

1. Give full details or advice on all food hygiene matters. Please contact a member of the Commercial Team - Food for further advice or information.
2. Automatically ensure that you comply with the law relating to HACCP. Compliance with the law will depend on how effectively you use the pack and whether or not you put it into practice long-term.

### **Why you need to use this HACCP pack.**

Hazard analysis is a system that a proprietor of a food business must use to make sure that the food is safe. It involves identifying what things could make food unsafe and then deciding how to stop those things happening.

**HACCP is a legal requirement of Regulation (EC) No 852/2004,  
Article 5.**

### **Who should use this pack?**

It can be used by anyone who has been trained to the level of the Foundation Food Hygiene Certificate and has some knowledge of his or her business. If it is some time since you did the Foundation Food Hygiene course you may find it useful to purchase a copy of the course book or attend an Intermediate Food Hygiene Course.

This pack should be used by the food business operator together with the staff such as cook, chef, manager, so that everyone's expertise is shared and to ensure that the food business operator knows as much as the rest of the staff. It is therefore recommended that the use of the pack is not delegated by the food business operator directly to some other person. The decisions to be made are vital to the success of the business and to the safety of customers and staff.

## What is Hazard Analysis Critical Control Points (HACCP)?

### What is HACCP?

HACCP is a system you must use to make sure any food you prepare is safe for your customers to eat. It helps you to protect your customers. It is, therefore, **good for your business**. It is also a **legal requirement**.

### What does it involve?

It involves looking at what happens to the food in your premises and identifying those things that could make it unsafe. It also involves making sure that you do something to stop things going wrong. In many cases, it simply means describing **what you are already doing and why you are doing it**.

You must:

- Identify what could go wrong. **(Hazards)**
- Identify where the hazards need to be controlled. **(Critical Points)**
- Decide what you need to do to control the hazards and then put them into practice. **(Hazard Control)**
- Decide how to check the controls are working and then carry out the checks. **(Monitoring)**
- Do something to put right any problems found. **(Corrective action)**
- Train your staff about controls and checks/monitoring. **(Training)**
- **Review** your HACCP from time to time to make sure that it still works. It must be kept up-to-date.

This is further explained below.

### Hazards

Hazards are things that can go wrong with food. They may make the food unsafe to eat and cause harm to your customers. There are three types of hazard that can affect food.

**Bacterial hazards** e.g. *Salmonella*, *E.coli*

- **Survival of bacteria in high-risk foods.** If raw food is not cooked properly, harmful bacteria may survive and cause food poisoning.
- **Multiplication of bacteria in high-risk foods.** If high-risk food is kept in the 'danger zone' for too long harmful bacteria may multiply and cause food poisoning.
- **Contamination of high-risk food by bacteria.** If harmful bacteria get onto high-risk ready to eat food, food poisoning may occur.

**Chemical hazards** e.g. bleach and cleaning chemicals

- Harmful chemicals used in the premises may contaminate food.

### **Physical hazards**

Food may be contaminated by dirt, glass, nuts and bolts, rodent droppings, insects, etc.

Bacteria are the most common cause of serious problems with food. This hazard pack will help you look at all the hazards but will concentrate on bacterial hazards.

### **Critical Points**

A critical point is a particular step where a hazard **must** be controlled to make sure that the food is safe to eat. For example, 'cooking' chicken is a critical point because if the bacteria are not killed food poisoning may occur. The hazard at this step is 'survival of harmful bacterial in high risk foods'. In comparison, 'storage' of the raw chicken is not a critical point because the bacteria will be killed later when it is cooked.

Therefore:

- Any step at which high risk or ready to eat food may be **contaminated** is critical
- Any step where bacteria can **multiply** in high risk or ready to eat food is critical
- Cooking and reheating steps are critical because there are no steps later on, at which bacteria will be killed.

Most steps in food preparation are critical because contamination hazards can occur.

### **Hazard Controls**

Hazard controls are the things you need to do to prevent problems occurring.

Hazards **must** be controlled at all critical points. Hazard controls **must** remove the hazard or reduce it to a safe level. They **must** be as precise as possible. They may include many controls that you are already doing.

Examples of hazard controls:

- Cook high risk food to a core temperature of 75°C. (This controls the hazard 'survival of bacteria in high risk foods' during cooking)
- Prepare raw food in a separate area from high risk and ready to eat foods. (This controls the hazard 'bacterial contamination of high risk and ready to eat food during preparation')

## **Monitoring**

To find out if your controls are working properly you **must** carry out checks.

For example:

- Use a probe thermometer to check if meat being cooked has reached a core temperature of 75°C
- Look in the kitchen regularly to check that raw food is being prepared in a separate area from high risk and ready to eat foods.

Checks must be done often enough and thoroughly.

All controls must be checked. It is best to use a simple list to make sure no controls are missed out.

## **Corrective Action**

If your check shows that your controls have not worked properly you **must** do something to put it right.

For example:

- If the probe thermometer check on cooked meat shows a temperature of 65°C, carry on cooking the meat until it reaches 75°C (don't forget to disinfect your probe thermometer!)
- If you see raw food being prepared on a surface that is supposed to be for cooked food, remove the raw food and disinfect the surface before using it again for cooked food. Inform the manager/owner who can find out why it happened.

## **Training**

All staff **must** be trained and instructed in the parts of the hazard analysis system that apply to them before they start work. This must include how to control hazards and carry out checks. Staff must then be supervised to make sure that controls and checks are carried out properly.

## **Review**

Your hazard analysis **must** be kept up to date. It **must** be reviewed once or twice a year to make sure it still works. It must also be reviewed when there are changes to your staff or menu changes.

## **Records**

Records of your checks allow you:

- To make sure **all** the checks are carried out properly,
- To see that your system is working,
- To help with the review.



## **How to use this HACCP pack**

This pack includes ideas for hazards, controls and checks that are suitable for many businesses. However, all businesses are different so you must ensure that this becomes your own hazard system and that it fits your own business.

Please change as much of this pack as you like, as it must work for you.

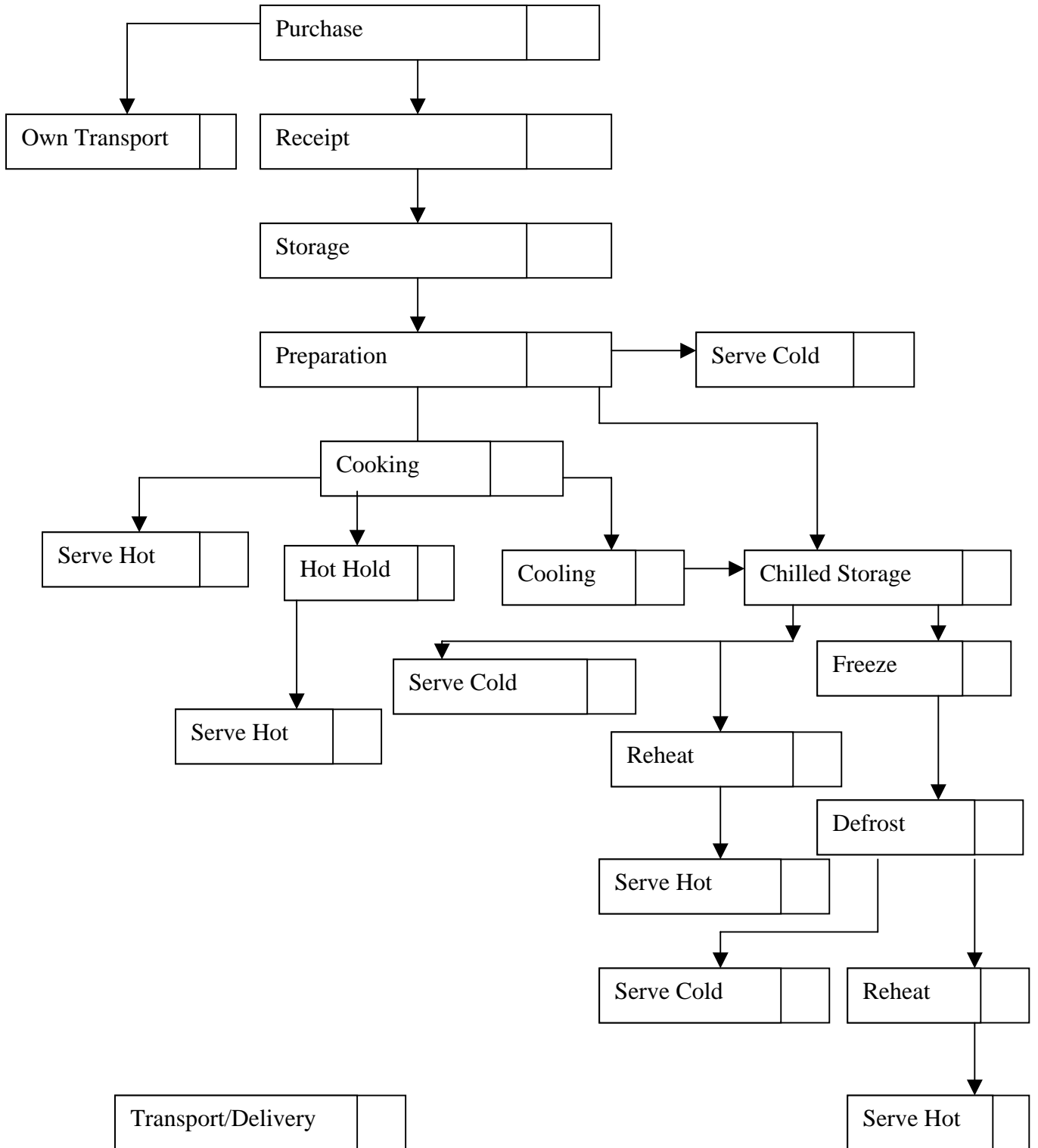
### **Step 1**

#### **Which steps apply to your business?**

Hazards must be controlled at each step in the business. Using the chart on the next page and your menus, think through the steps in your business and what happens to the food. *Tick each box that applies to you.*

**Which steps apply to your business?**

Please  or  each



## **Step 2**

Using your knowledge of your business alongside the following examples of common hazards as a guide, identify the likely hazards that are applicable to the food that you prepare.

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

#### **Purchase & Delivery**

1. Chilled or frozen food delivered out of temperature control,  
i.e. 8°C or less for chilled foods,  
-18 °C or less for frozen foods
2. Food contamination: -  
**Microbiological** (food poisoning bacteria) e.g. due to poor temperature control, or  
**Chemical** e.g. pesticides, or  
**Foreign body** e.g. mice droppings, glass, paper, wood etc
3. Food purchased very close to or beyond the “Use-by” or “Best Before” dates.
4. Defective packaging on delivered food.
5. Food purchased from dubious sources.

#### **Storage**

6. Chilled or frozen food stored out of temperature control or not in line with the manufacturers’ recommendations.
7. Contamination & Cross Contamination: -  
Microbiological e.g. raw meat juices dripping onto ready to eat food, or food stored in WC, or uncovered high-risk food in the refrigerator.  
Chemical e.g. cleaning materials coming into contact with food.  
Foreign body e.g. staples, sellotape, flaking paint, rodent droppings etc.
8. Food stored in damp or humid conditions leading to mould growth or rusting tins.
9. Defective racking systems/storage conditions which may cause damage to fragile packaging.

10. Inadequate stock rotation, e.g. food past its 'Use-by' date still in the refrigerator and available for use.
11. Inadequate refrigerator provision.
12. Inadequate pest proofing of storage areas, e.g. opening external doors to improve kitchen ventilation without insect screening.

### **Preparation**

13. Inadequate thawing of foods prior to cooking.
14. Leaving food out at room temperature unnecessarily.
15. Food preparation rooms, which are excessively hot due to poor ventilation.
16. No continuous supply of hot water, soap and hygienic hand drying materials to all wash hand basins.
17. 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.
18. 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 staff have a responsibility to report illness to their manager who then has the responsibility to take appropriate action).
19. Using the same cloth for cleaning surfaces used for both raw food (e.g. raw meat or poultry) and ready to eat foods.
20. Infrequent use of 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.
21. Poor cleaning regime, which can lead to contamination of food from bacteria and pests.
22. Physical contamination from e.g. flies, jewellery, broken glass, worn equipment etc.

### **Cooking**

23. Not achieving adequate internal cooking temperatures, i.e. greater than 75°C for 30 seconds (particularly for high-risk foods, e.g. poultry, meat and rice dishes), which may lead to the survival of harmful bacteria.
24. Poor protection against cross contamination of cooked products by raw foods particularly raw meats and poultry.

## **Further Storage**

25. **Hot Holding:** - Food stored at a temperature below 63 °C, so allowing bacteria to multiply.
26. **Cooling:** - Cooked foods not being cooled to below 8 °C as quickly as possible. It is recommended that this is achieved within 1 hour 30 minutes.
27. **Reheating:** - Not achieving a core temperature of greater than 75 °C for 30 seconds.

## **General**

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

### **Step 3**

#### **Control (How can I stop this from happening)**

Examples of controls that may be appropriate follow on the next few pages.

The examples are only a guide, so you now need to decide which ones are relevant to the hazards you have identified in your business.

### **Step 4**

#### **Critical Control Points (CCP's)**

Some of the hazards that you have identified will be CCP's. This is a step at which the hazards **must** be controlled to ensure the food is safe for your customers.

Remember:

- Any step at which high risk or ready to eat food may be **contaminated** is critical
- Any step where bacteria can **multiply** in high risk or ready to eat food is critical
- Cooking and reheating steps are critical because there are no steps later on, at which bacteria will be killed.

### **Step 5**

#### **Monitoring**

You need to carry out monitoring checks to ensure that your controls are correct and working properly.

Once you have decided upon controls for the hazards that you identified in your business you will need to decide what monitoring checks need to be carried out.

For example: fridge temperature checks with a thermometer to ensure below 8°C.

You will then need to decide upon how frequently these checks need to be carried out.

Examples of monitoring checks that may be appropriate follow on the next few pages.

## **Control & Monitoring Options**

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

### **Purchase & Delivery**

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

### **Storage**

7. 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 actions taken.
8. 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, dependent upon the business.
9. 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 from raw meat products.
10. Raw meats will be stored at the bottom of the refrigerator in trays, which prevent meat juices dripping onto other foods.
11. Eggs will be stored under refrigeration in order to reduce the growth of *Salmonella*. Always check the date code before use.
12. Store food off the floor. Manager to monitor

13. No cleaning materials will be stored where they come into contact with open food. Separate storage provision shall be made. Manager to monitor compliance.
14. Dried foods will be decanted into sealable containers in order to protect from physical and chemical contamination. Date codes will be transferred onto containers.
15. 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 the manager.
16. 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**

17. Ensure that all foods, which require thawing, are completely defrosted before cooking, in particular, joints of meat and poultry.
18. Staff will wash their hands frequently and as required, particularly before preparing food, after handling raw meats and shell eggs, after eating, drinking coughing or visiting the WC. All wash hand basins shall be checked daily for cleanliness, soap and means of hand drying.
19. Staff with food poisoning symptoms will not be permitted to handle food (See 'Food Handlers: Fitness to Work information leaflet').
20. All equipment and surfaces will be cleaned and sanitised regularly and as required.
21. Separate cloths (different colours) will be used for cleaning surfaces used to prepare raw and ready to eat foods.
22. External doors and windows will be kept closed at all times during food preparation to prevent ingress of pests, particularly flies (unless covered with fly screens).
23. Staff will be permitted to wear only wedding ring and sleeper earrings during food handling.

### **Cooking**

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



## **Further Storage**

26. **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 keeping covered if possible.
27. **Cooling:** - Hot food will be cooled to below 8 °C within 1 hour 30 minutes by either decanting into shallow containers or cutting into smaller pieces where possible and by cooling in a cool area (below 20 °C).
28. **Cold Service:** - Cold foods will be displayed below 8 °C (preferably 5 °C) and kept covered where possible.
29. **Reheating:** - The core temperature of all reheated foods will be above 75 °C.

## **General**

30. All food handlers will be trained to at least Foundation Food Hygiene level. Managers or those with supervisory responsibilities require additional training.

**NB. All options are given purely as examples. they are not intended to be an exhaustive list.**

## **Step 6**

### **Corrective Action**

This is where you need to decide what you must do if checks show that a control has not worked properly.

Corrective Action is required for each hazard that you have identified in step 1.

For example: fridge working above 8°C, you may wish to exercise a number of options. i.e. check fridge again after 1 hour, check temp of food, check dial, has door been left open, has a delivery just arrive, move food to another fridge, discard the high-risk food.

## **Step 7**

### **Documentation**

You now need to document each of the steps. The HACCP plan on page 18 will provide you with a column to record each of the steps that you have just established.

## **Step 8**

### **Responsibilities**

This is where you establish who will have the responsibility for ensuring that the monitoring checks and any corrective actions are completed.

## HACCP PLAN

Page: \_\_\_ of \_\_\_

Date: \_\_\_\_\_

Product/Process: \_\_\_\_\_

Process Stage		Hazard	Method of control or prevention	CCP? (No.)	Specification/ Critical Limits	Monitoring		Corrective Actions	Responsibilities
						Procedure	Frequency		
<b>No.</b>									

## Putting your new system into practice.

Once you have completed your hazard sheets and decided how to keep your records, you will have made the important decisions.

You will now need to:

- **Carry out any work** to enable your premises to comply with your controls. For instance, you may need an additional refrigerator to separate raw and cooked food or you may need to decide which work surfaces should be used for raw or cooked food. You should therefore look at each of your controls and make sure they can be put into practice and that adequate equipment is available.
- **Carry out training on the HACCP.** All members of staff whose names or titles appear on the bottom of your HACCP forms need to be trained.
- **Trial your system.** Now put the whole system into practice and trial it for a month or two. It may need changing. You may find that your training has not been as thorough as you thought or your record sheets may not be totally appropriate. Make sure that everyone is aware that it is on trial and that you need feedback so that you can get it right.
- **Informing staff.** Staff should feel that this is their system and not just something imposed by “the boss”. They need to have input to it, so try to involve them and make them all aware that you welcome feedback.
- **Review your system.** Your HACCP system only applies to the way you are working now. Review it whenever you carry out alterations to your premises, your menus or the way you use your premises. It is also recommended that you review it annually to make sure it still works properly.
- **Get Help.** If you need any help please contact any member of the Commercial Team (Food Safety) who will be pleased to advise you.

## Writing down your hazard analysis and keeping records however will:

- Make it less likely that something will be missed out
- Help you explain it to your staff
- Help you defend yourself if legal action is taken against you
- Help you prevent food poisoning and complaints
- Help you protect your customers
- Help make you a more effective Manager

# Supporting Documentation

## **What else should be in your food safety document?**

### **Staff Training Policy**

In this section you should detail what your policy is in relation to the training of staff. In addition, records relating to when staff were last trained, to what level and when they should receive further training should be kept. It is also a good idea to keep a copy of certificates showing attendance by staff at courses to show visitors or inspectors who request to see such information.

### **Instructions on Cleaning & Disinfection**

In this section, you should detail which cleaning products you use and for which purposes. It is also very important to ensure that you provide instructions on how to dilute such products (where appropriate) and whether the products should be left on surfaces for a minimum amount of time before being rinsed etc.

In addition, you should write a cleaning schedule detailing when areas should be cleaned e.g. ' daily, weekly, monthly or following each use.

### **Staff Hygiene Rules & Sickness Policy**

In this section you should include details on your policy in relation to personal hygiene requirements, provision and use of over-clothing, hats etc. Also you should state what the policy is in relation to the reporting of illnesses and when you expect staff to stay away from work and how long for.

### **Pest Control**

In this section, you should provide details relating to any provision you have in place for the control of pests on and around the premises.

### **Waste Collection and Disposal**

In this section, you should document what your provisions are for the storage of waste both inside and outside the premises. In addition, you should document who collects your waste and when, and if there are any other provisions for particular types of waste e.g. used cooking oil.

**There are some standard recording sheets included within this document as examples for you to use or amend.**

# **Annexes**

# **DEFINITIONS**

**Hazard** The potential to cause harm/endanger the safety and quality of food.

**Risk** Likelihood of hazard to occur.

**Hazard Analysis** Identifying hazards, the steps at which they occur, and the introduction of control measures to control them.

**High Risk Food** Ready to eat foods. Those, which readily support the growth of food poisoning organisms, e.g. cooked meats, prepared salads, soft cheeses and cook/freeze dishes.

**Cross Contamination** The transfer of germs from contaminated (usually raw) foods to other ready to eat foods.  
This may be by:

- Direct contact, i.e. stored next to each other.
- Dripping, raw meat or poultry stored above ready to eat food.
- Food handlers who handle one then the other.
- Equipment and work surfaces, used first for contaminated food.

**Cooked** Thoroughly heated, i.e. greater than 75 °C.

**Control** A step/procedure/measure, which eliminates or reduces the effects of a hazard.

**Critical Control Points** 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** 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.



**HACCP PLAN**

Page: \_\_\_ of \_\_\_

Date: \_\_\_\_\_

Product/Process: Cooked Joint of meat - Pork

Process Stage		Hazard	Method of control or prevention	CCP ? (No.)	Specification/ Critical Limits	Monitoring		Corrective Actions	Responsibilities
No.	Preparation	Growth of bacteria	Limit time at kitchen temperature: - 4 hrs chilled - 2 hrs hot	No		Time checks		Prepare in smaller batches	Head Chef or their deputy
		Further contamination	Use clean equipment	No		Cleaning schedule		Re-clean as necessary	Head Chef or their deputy
			Good personal hygiene of food handlers	No		Visual checks Adequate training		Re-train as necessary	Manager/ Owner
		Good maintenance of structure & equipment	No		Visual Checks		Repair/ replace as necessary	Manager/ Owner	
	Cooking	Survival of bacteria	Cook to centre temperature of 75°C	Yes	75 °c core temperature	Temperature check	Each joint cooked	Cook further until temperature reached	Head Chef or their deputy

## **Which Hazards apply to your business?**

### **Hazards that apply at particular steps.**

The following hazards are common to most food businesses.

There are other hazards that apply to specific businesses that you will need to deal with separately e.g. vacuum packing or food allergies.

Examples:

- Survival of harmful bacteria due to inadequate cooking.
- Harmful bacteria may multiply if chilled high-risk foods are not kept cold enough.
- Harmful bacteria may multiply if frozen food starts to defrost.
- Harmful bacteria may multiply if hot high-risk foods are not kept hot enough.
- Harmful bacteria may multiply if cooling of high-risk foods takes too long.
- Harmful bacteria may multiply if reheating of high-risk foods is not thorough or takes too long.
- Harmful bacteria may multiply if high-risk food is kept too long.

### **Hazards that apply at most steps.**

- Bacterial and physical contamination of food by bacteria, dirt, hair and jewellery etc from people and clothing.
- Bacterial and physical contamination of food by bacteria and debris from dirty surfaces or by loose/broken pieces of equipment or structure.
- Bacterial and physical contamination of food from rodents, crawling and /or flying insects.
- Bacterial contamination of high-risk food by raw food.
- Bacterial, physical and chemical contamination of food from packaging, chemicals, cleaning equipment, refuse and pets.
- Bacterial, physical and chemical contamination of food by soil and other contaminants.

## **Safe Food Checklist – EXAMPLE ONLY AS THIS LIST IS NOT EXHAUSTIVE**

Record problems on the separate safe food diary

<p><b>Safe cooking</b></p> <ul style="list-style-type: none"><li>• Cook to 75°C</li><li>• Juices clear/no pink meat/no blood present</li><li>• Standard times/levels used</li><li>• Thoroughly defrost frozen foods before cooking</li></ul> <p><b>Safe chilled food</b></p> <ul style="list-style-type: none"><li>• Chilled food to be below 8°C</li><li>• Chilled food to be below temperature on label</li><li>• Buffet of cold food display maximum 4hrs</li></ul> <p><b>Safe frozen food</b></p> <ul style="list-style-type: none"><li>• Frozen food should be at or below –18°C</li><li>• Frozen food airtight containers</li><li>• Frozen food to have a use-by date</li></ul> <p><b>Safe hot holding</b></p> <ul style="list-style-type: none"><li>• Hot food above 63°C</li><li>• Preheat equipment and food</li><li>• Food in equipment straight after cooking/ reheating</li><li>• Food hot held only once</li></ul> <p><b>Safe cooling</b></p> <ul style="list-style-type: none"><li>• Cool as quickly as possible</li><li>• Cool in shallow trays/ small portions</li><li>• Food put in fridge to complete cooling</li><li>• Cooled in insect proof area</li></ul> <p><b>Safe reheating</b></p> <ul style="list-style-type: none"><li>• Reheat to 75°C as quickly as possible</li><li>• Reheat only once</li><li>• Standard procedures used</li><li>• Follow manufacturers instructions</li></ul> <p><b>Safe stock control</b></p> <ul style="list-style-type: none"><li>• All high risk food to have use-by date</li><li>• No food to be kept after use-by date</li><li>• Food used within 3 days of production</li><li>• Food used within 3 days once opened and within use-by date</li></ul>	<p><b>Safe personal hygiene</b></p> <ul style="list-style-type: none"><li>• Personal hygiene standards complied with</li><li>• Wash hands before handling high-risk food</li><li>• Minimum handling of food</li><li>• Clean over clothing and hats</li><li>• Keep wash hand basins properly equipped</li><li>• Visitors to comply with standards</li></ul> <p><b>Safe cleaning and maintenance</b></p> <ul style="list-style-type: none"><li>• All surfaces look clean</li><li>• Food contact surfaces sanitised</li><li>• Only clean equipment/ utensils to be used</li><li>• Cleaning schedule and methods complied with</li><li>• Adequate cleaning equipment/ materials</li><li>• Cleaning chemicals used properly</li><li>• Surfaces to be cleanable and in good repair</li><li>• Cleaning after maintenance</li></ul> <p><b>Safe pest control</b></p> <ul style="list-style-type: none"><li>• Refuse bins clean with tight fitting lids</li><li>• Pest proofing provided and used</li><li>• Fly killer in use</li><li>• Pest contract effective</li><li>• No pests present</li></ul> <p><b>Cross contamination</b></p> <ul style="list-style-type: none"><li>• High-risk food covered</li><li>• Store cooked food over raw foods in refrigerators</li><li>• Separate refrigerators, equipment, work surfaces, for raw and high-risk foods</li><li>• Separate stacking of clean and dirty equipment</li><li>• Separate cooling and defrosting of high-risk foods away from raw foods</li><li>• Sanitise probe thermometer</li><li>• Sanitise surfaces for high-risk foods before use</li><li>• Use colour coded chopping boards for raw and high-risk foods</li></ul> <p><b>Other contamination</b></p> <ul style="list-style-type: none"><li>• Containers/ packaging not damaged</li><li>• Chemical storage and use</li><li>• Cleaning equipment clean/ intact/ properly used</li><li>• No food/ equipment near floor</li><li>• Waste bins emptied and away from food</li><li>• No pets or pet equipment in food rooms</li></ul> <p><b>Natural contamination</b></p> <ul style="list-style-type: none"><li>• Thorough washing and sanitising of salads</li></ul>
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## 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 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 responsibilities 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: \_\_\_\_\_

## Training

Everyone who works in a food business needs training. The type and level of training depends on the type of work that they do. The Regulations require that all food handlers are supervised, instructed and/or trained to ensure that they work hygienically.

1. You must ensure that everyone has been told about the **Essentials of Food Hygiene** before they start work.
2. **Foundation Food Hygiene Training** or equivalent is a requirement for anyone who handles open high-risk foods, for instance in the catering trade or delicatessen counters.
3. **Intermediate Food Hygiene Training** – Supervisory staff and managers are advised that this course will assist them to manage effectively.
4. **Advanced Food Hygiene Training** – Once this course is completed it will enable managers to train their own staff. An additional 3day trainer's course must be completed if you wish staff to gain an official Chartered Institute of Environmental Health certificate for training.
5. **Hazard Analysis Training.** Staff must know enough to play their part in your hazard analysis system. In particular, the controls and monitoring procedures for each person's job must be clear to them. The hazard pack is designed to help train your staff in your hazard analysis system.
6. **Refresher Training.** This is vital to make sure that staff do not forget what they have learnt and continue to put it into practice. This can be done at staff meetings, or on a one to one basis. It is recommended that refresher training be carried out as changes are made in the business e.g. menu changes that affect your HACCP, changes in responsibility etc.
7. **Retraining** or instruction when failures have occurred. If hygiene problems are not to recur staff must be retrained and/or given new instructions. Use of the hazard sheets may help this in addition to on-the-job training.
8. **Training Records.** It is recommended that you record all training given to staff to provide evidence that they have been adequately trained to allow them to effectively implement your HACCP system.

## Food Regulations

- The General Food Regulations 2004
- The Food Hygiene (Wales) Regulations 2006
- Regulation (EC) No 178/2002
- Regulation (EC) No 852/2004

## Useful Websites

- Food Standards Agency – [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)
- Chartered Institute of Environmental Health – [www.cieh.org/](http://www.cieh.org/)
- European Commission – <http://europa.eu/> (follow food safety links)
- Foodlink – [www.foodlink.org.uk](http://www.foodlink.org.uk)
- Campden & Chorleywood Food Research Association Group – [www.campden.co.uk](http://www.campden.co.uk)