

FOOD SAFETY MANAGEMENT FOR FOOD PREMISES

Proprietors of food business are required to identify food safety hazards and risks relevant to their business, to put in place procedures to prevent problems and to provide some simple written evidence that your procedures to ensure food safety have been thought through carefully and are being properly applied. The following guidance and completion of the House Rules should help you to comply with this requirement

PERSONAL HYGIENE

Keep yourself clean by washing and drying your hands thoroughly:-

- Prior to serving customers and handling ready-to-eat foods in order to control cross-contamination.
- After going to the toilet
- After handling any food that may be a potential source of *E. coli* O157 e.g. raw meat and root vegetables
- After hand contact with, door handles, light switches, aprons or other surfaces that could have been touched by people who have handled raw foods
- After handling waste materials
- After eating and smoking breaks

Washing Hands Effectively

- Step 1 Wet your hands thoroughly under warm running water and squirt liquid antibacterial soap onto your palm.
- Step 2 Rub your hands together palm to palm to make a lather
- Step 3 Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.
- Step 4 Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly, and around the fingertips and thumbs.
- Step 5 Rinse off the soap with clean water.
- Step 6 Dry hands thoroughly with a paper towel, turn the taps off using the paper towel so that they do not touch the taps again after washing.

CLEANING

Before you start, make sure you thoroughly clean worktops, chopping boards and utensils you'll need to wash and disinfect them thoroughly using a disinfectant that meet the British Standard BS EN 1276:1997 or BS EN 13697:2001

Where cleaning cloths etc. are to be re-used, the laundering process should be regarded as critical to food safety. Laundering should be carried out at a suitably high temperature. This may be achieved through a standard hot cycle in a washing machine, which typically operates at 90°C.

The use of disposable, single-use cloths and paper towels provides a reliable way of ensuring cleaning and disinfection regimes do not present a cross-contamination risk and are strongly recommended.

Using a dishwasher is the best way to ensure that utensils and equipment are thoroughly cleaned as long as it is used and maintained in accordance with the manufacturer's instructions and it's used on the hottest cycle.

CHILLING

Make sure you put the right foods in the fridge – look out for a 'use by' date or 'keep refrigerated' on the label. Here are a few useful things to remember:

- keep it at the right temperature (between 0°C and 5°C) and it is advisable to keep a written record of the fridge operating temperature when it contains food used in your business
- keep the fridge door closed as much as possible
- wait for food to cool down before you put it in the fridge, this should be within 90 minutes of cooking
- you can assist the cooling of foods by reducing portion size or standing containers in cold water

Keep food out of the fridge for the shortest time possible.

PEST CONTROL

You should check regularly for signs of pests, for example, in your food cupboards. Look out for droppings, gnawed food or packaging, signs of insects or larvae. If you find any signs you should contact a pest control contractor immediately.

If you think any equipment, worktops or utensils have been touched by pests, wash and then disinfect them thoroughly to stop harmful bacteria from spreading. If you think food has been touched by pests in any way, throw it away. If pest control or cleaning chemicals get into food, throw the food away.

You should maintain good housekeeping practices, keep food cupboards clean and tidy, make sure no food or dirty plates are left out at night and clean up any food spillages on surfaces and on the floor immediately. Open packets of dry foods should be stored in lidded washable containers.

CHECKS TO CARRY OUT BEFORE YOU START

- i) all work surfaces are clean and disinfected
- ii) all equipment to be used is clean and disinfected
- iii) you have soap and hygienic hand washing facilities, e.g. paper towels, at your wash hand basin
- iv) refrigeration equipment is working correctly i.e. below 5°C – keep a daily written record

CHECKS TO CARRY OUT WHEN YOU HAVE FINISHED

- i) all food is protected from sources of contamination
- ii) all equipment has been cleaned and safely stored
- iii) all work surfaces have been cleaned and disinfected

STOCK CONTROL

Stock control is a term used to describe the measures taken to ensure that food is not kept beyond its shelf life.

Stock control is important because if high risk food is kept too long, even under favourable conditions, harmful bacteria may multiply. Additionally, even foods with a longer shelf life, whether dried, tinned or frozen, may deteriorate if they are kept for too long. Food which is being stored may also become contaminated by food handlers, pests and the retail environment.

Delivery

- Incoming food must not be accepted if its packaging is seriously damaged or if the food is obviously contaminated.
- Incoming food should not be accepted if its 'use by' date has expired.
- In terms of good practice, you may also wish to consider rejecting stock beyond its 'best before' date.

STORAGE

- Stored food must not be used or sold if its 'use by' date has expired.
- High risk food which has been removed from its packaging should be re-labelled with a new suitable 'use by' date, based on manufacturer's instructions.
- High risk foods prepared on the premises and then stored for later use should be labelled with an appropriate 'use by' date.

STOCK ROTATION

- Stock should be rotated on a first-in-first-out basis and damaged stock removed from display and the storage area.
- Dried foods which have been opened should be stored in large waterproof containers and should not be topped up with new stock. Ensure that the existing food is used first.

FOOD PROTECTION

- Food being stored, defrosted, held hot, displayed or transported must be protected from contamination. This may be achieved by the use of suitable containers or packaging.
- Open food on display should be protected by the use of sneeze guards and/or covers.
- Food must be protected to prevent access by pests.

LABELLING

If you are wrapping food you prepare you need to provide some basic information for your customers:-

- Name of food
- Allergens
- Net quantity
- Minimum durability e.g. use by or best before date

Complete the following House Rules

(MORE GUIDANCE FOR COMPLETING THE HOUSE RULES CAN BE FOUND AT <http://www.foodstandards.gov.scot/sites/default/files/retailsafe.pdf>)

PERSONAL HYGIENE

Describe	<ul style="list-style-type: none"> • Control Measures and Critical Control Limits (where applicable) • Frequency
Rules on Effective Hand Washing Technique including how and when you wash your hands	
Personal Cleanliness e.g. Hair tied back or covered Cuts and sores covered with waterproof dressing Minimum jewellery worn	
Protective Clothing e.g. clean apron which is changed when it becomes contaminated by raw foods	
Rules on : > Exclusion/return to Work	Any food handlers who have had diarrhoea, stomach upset or vomiting must not return to work until they have been free of symptoms for at least 48 hrs

Completed by.....

Date.....

CROSS CONTAMINATION PREVENTION

Describe	<ul style="list-style-type: none"> • Control Measures and Critical Control Limits (where applicable) • Frequency
Delivery	
Storage <i>Including where any defrosting is carried out</i>	
Preparation	
Cooking/Cooling	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly Record

Completed by.....

Date.....

CLEANING

Items, areas to be cleaned and examples	Frequency of Cleaning	Method of Cleaning	Chemical, Dilution and Contact Time
Food contact surfaces and equipment			
Non-food contact items/equipment			
Fridge and freezer			
Beer lines			
Dry storage area			
Floors			
Cellar			
Food waste containers and refuse waste bins/area			
Cloths and work clothes			

Completed by.....

Date.....

TEMPERATURE AND STOCK CONTROL

Process Step	Temperature Control Measure and Critical Limits	Monitoring Method, Frequency and Record(s) used
Purchase, Delivery/Receipt, Collection		
Storage and labelling		
Stock rotation – checking use by and best before dates		
Monitoring/checking and any other appropriate records used by your business		
Product withdrawal and recall		

Completed by.....

Date.....

PEST CONTROL

	Describe <ul style="list-style-type: none">• Control Measures• Monitoring including frequency
Good Housekeeping	
Pest Control Contractor	
Checking and Inspection	
Monitoring/checking	

Completed by.....

Date.....

WASTE CONTROL

	Describe <ul style="list-style-type: none">• Control Measures• Monitoring including frequency
Waste in Food Rooms - how is it stored	
Food Waste Waiting Collection	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none">• Weekly Record

Completed by.....

Date.....

ALLERGENS

It is important that you are aware of the composition of the foods you make and sell to enable you to let your customers with allergies know that you are allergy-aware and be able to give advice on which foods they should avoid. This can be done by identifying the allergens in the ingredients you use to make the food, and completing the allergen identification table below.

Allergen	Foods used which contain this allergen
Cereals containing Gluten e.g. wheat, rye, barley, oats	Bread, pasta, cakes, pastry, sauces, soups, batter, stock cubes, breadcrumbs, semolina, couscous, some meat products.
Celery and Celeriac e.g. stalks, seeds and leaves	Salads, soups, celery salt, some meat products.
Eggs	Cakes, sauces, pasta, mayonnaise, some meat products, glazed products.
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	Some salad dressings, fish extracts, oils and paste, Soy and Worcestershire sauces, relishes.
Milk	Milk powder, yoghurt, butter, cheese, cream, ghee, foods glazed with milk, ice cream
Mustard	Mustard paste, seeds, leaves, flour, powder and liquid mustard, salad dressings, marinades, soups, sauces, curries, some meat products.
Peanuts	Arachis oil, peanut butter, flour, satay sauce, refined peanut oil.
Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts	In sauces, desserts, bread, crackers, ice cream, praline (hazelnut), nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings.
Sesame Seeds	Oil or paste, tahini, houmous, halva, furikake, Gomashio, bread.
Soya e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans.	Some ice cream, sauces, desserts, meat products, vegetarian products.
Sulphur Dioxide and Sulphites	Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider.
Lupin Seeds and Flour	Some types of bread and pastries.

Using this information and the information on the labels of the ingredients that you use complete the Allergen Identification table below. Don't forget to review the table when you make new products or change the ingredients that you use

ALLERGEN IDENTIFICATION TABLE

Food	Cereals containing Gluten	Celery	Eggs	Crustaceans	Molluscs	Fish	Milk	Mustard	Peanuts	Other Nuts	Sesame Seeds	Soya	Sulphur Dioxide	Lupin
<i>e.g. chocolate éclair</i>	wheat ✓		✓				✓							
<i>e.g. coffee and walnut cake</i>	wheat ✓		✓							✓				

Completed by.....

Date.....

WEEKLY MONITORING RECORD

DELIVERY OF FOOD ITEMS							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Supplier							
Temperature							
Food condition							
Within Use by Best before							
Corrective actions <ul style="list-style-type: none"> • Reject Food • Review supplier 							
COLD FOOD RECORD							
Fridge unit 1 Check temp twice daily Critical limit.....°C							
Fridge unit 2 Check temp twice daily Critical limit.....°C							
Fridge unit 3 Check temp twice daily Critical limit.....°C							
Fridge unit 4 Check temp twice daily Critical limit.....°C							
Freezer 1 Check once a day Critical limit.....°C							
Freezer 2 Check once a day Critical limit.....°C							
Freezer 3 Check once a day Critical limit.....°C							
Corrective actions Recheck temp in 1 hr Is food safe to use?							