

# How to comply with the new food law



## Your HACCP pack from Breckland

For all food businesses



Breckland

# Preface

## Breckland HACCP Pack

From 1 January 2006 all food businesses will need to have a written HACCP (Hazard Analysis and Critical Control Point) system. The law also requires full implementation of the HACCP, and businesses need to keep records of their checks.

This pack has been prepared by Breckland's Food Team to help small businesses comply with the new 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 any member of the Food Team for further advice or information.

This is not the only way of complying with the new law. A new "Safer Food, Better Business" pack will be soon available from the Food Standards Agency and you can of course draw-up your own system. The important thing is that it is written, it works effectively and you have records of your checks.

The advice and information given in this document is based on the best information available at the time.

Breckland's Food 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

HACCP (Hazard Analysis and Critical Control Point) is a written system that involves:-

- knowing what can make food unsafe (hazard analysis),
- making decisions on how food can be produced and sold safely,
- putting these into practice (controlling hazards at critical points in the process), and
- carrying out checks to make sure it all works well.

If the checks reveal problems you must take action, and keep records of the problems and the action taken.

It is the sole responsibility of the proprietor to develop and manage the HACCP system, but other staff such as managers or chefs can be delegated to put controls into practice and carry out routine checks.

This pack provides a simple, easy to use method of producing your own written system, but because every food business is different it needs to be amended to fit your own business. Please remember that it's no good just having a written system in place – you need to make sure it's being put into action and keep full records of your checks.

The decisions to be made are vital to the success of the business and to the safety of customers and staff.

## Computer Users

The pack is available on floppy disc, CD or as a download from Breckland's website.

# How to comply with the new law

1. Please refer to the list of common hazards on page 19. Each of them is dealt with on the food safety planning sheets.
2. Amend and complete the food safety planning sheets to suit your business. Delete or add information as you wish. Complete each section. Use of a red pen will be fine. Throw away sheets that you are sure do not apply to your business. A blank page is included for matters such as food allergies, or hazards special to your business such as vacuum packing, cooking large joints etc.
3. Train your staff how to put your plan into practice. Use the planning sheets for this and include practical training.
4. Train your staff how to carry out your checks, what to do if things go wrong and how to record the checks, the problems found and action taken.
5. Put your food safety plans into practice. You will need to make sure that everything is being done properly. More training, instruction and supervision may be necessary.
6. Put your checks into practice and make sure they are being done properly. More training, instruction and supervision may be necessary.
7. Keep your records together in a safe place. These should include:
  - Your food safety planning sheets.
  - Training records.
  - Cleaning schedule, pest control contracts and similar documents.
  - Records of your checks, problems found and action taken.
  - List of suppliers.
8. Review your system regularly and whenever you change menus, equipment or premises.

The law will only be complied with when:

- Your records of food safety plans are up to date.
- Your staff know what they should do.
- You have carried out your plans and they work effectively.
- Your checks are carried out thoroughly and often enough.
- The results of your checks are recorded in a diary, and
- You review your system regularly.

## Safe cooking

Thorough cooking will kill harmful bacteria.

### Safe Cooking Plan

- ✧ Cook rolled joints and poultry until juices run clear/no blood present and to a temperature of at least 75°C
- ✧ Cook burgers, mince and sausages until thoroughly cooked and at least 75°C.
- ✧ Cook stews, curries, casseroles, etc to a temperature of at least 75°C throughout.
- ✧ Follow manufacturers cooking instructions.
- ✧ Work out and use standard cooking time and oven temperature/microwave level.
- ✧ Thoroughly defrost frozen foods before cooking - unless manufacturer states otherwise.
- ✧
- ✧

### Safe cooking checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check temperature of centre of food using probe thermometer.
- ✧ Check a sample from each batch.
- ✧ Break in half or cut open to check food is thoroughly cooked.
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Continue cooking until food is thoroughly cooked
- ✧ If not achievable check equipment is in working order and if it has been properly used.
- ✧ Inform owner/manager immediately if standard is still not achieved
- ✧ Improve procedures/equipment, retrain, improve instruction/supervision.
- ✧
- ✧

### Who needs to know about safe cooking?

## Safe chilled food

Harmful bacteria multiply less if high risk foods are kept cold enough.

### Safe chill plan

- ✧ All refrigerators, refrigerated displays and refrigerated vehicles must keep food at or below 8°C.
- ✧ Place chilled food in refrigerator within 15 minutes of delivery to premises.
- ✧ Place foods requiring chilling in refrigerator immediately following cooling to room temperature.
- ✧ Service all refrigeration equipment regularly.
- ✧ Complete preparation of high risk foods as quickly as possible. If preparation is interrupted place food in refrigerator. Maximum time out of fridge 1½ hours.
- ✧ Leave buffet food in the fridge until ready to serve.
- ✧ Do not display food without refrigeration for more than 4 hours.
- ✧ Store all chilled food at the temperature required on the labels e.g below 5 °c.
- ✧
- ✧
- ✧
- ✧

### Safe chill checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ I will measure temperature of food in refrigerator and display chillers daily by
  - 
  - 
  - 
  - 
  - 
  -
- ✧ Check time taken for food to be prepared or time spent on display if not refrigerated.
- ✧ Check temperature of refrigerated delivery vehicles or food on arrival.
- ✧
- ✧
- ✧
- ✧ Record temperatures.

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Check operation of refrigerator and adjust if necessary.
- ✧ If food has been in danger zone (8°C - 63°C) for unknown time, destroy it.
- ✧ If food has been in danger zone (8°C – 63°C) for less than 4 hours, transfer food to another refrigerator.
- ✧ Refuse to accept deliveries of high risk food above 8°C.
- ✧ Improve procedures/equipment, retrain, improve instruction/supervision.
- ✧ Inform owner/manager immediately.
- ✧ Call emergency refrigeration engineer. Phone no:
- ✧
- ✧
- ✧

## Safe frozen food

<p><b>Harmful bacteria will not grow if frozen food is kept at -18 °C</b></p>	
<p><b>Safe frozen food plan</b></p> <ul style="list-style-type: none"> <li>✧ Keep frozen food at or below -18 °C.</li> <li>✧ Only freeze food which is fresh, just delivered or just prepared.</li> <li>✧ Only freeze small quantities at once.</li> <li>✧ Only freeze food in small portions.</li> <li>✧ Keep all frozen food in airtight containers or bags.</li> <li>✧ When freezing food, label with date frozen and date it should be used by e.g within 2 months.</li> <li>✧ Use food well before the “use-by” date.</li> <li>✧ When defrosting for use later, label with date defrosted and provide a use-by date e.g within 2 days.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Safe checks</b></p> <p><b>What checks should be carried out? How often? What records shall I keep?</b></p> <ul style="list-style-type: none"> <li>✧ Check temperature of food stored in freezers by:                             <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </li> <li>✧ Check all food is in containers</li> <li>✧ Check food is within its “use-by” date</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	<p><b>Who does the checks?</b></p>
<p><b>What should be done if things go wrong?</b></p> <ul style="list-style-type: none"> <li>✧ Check freezer is not on defrost or switched off.</li> <li>✧ If food is still frozen hard move to another freezer.</li> <li>✧ If food is starting to thaw put in refrigerator and use within 24 hours.</li> <li>✧ If food is defrosted completely throw away.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Who needs to know about safe frozen food?</b></p>	

## Safe hot holding

Harmful bacteria will not multiply if hot high risk foods are kept hot enough.

### Safe hot holding plan

- ✧ Keep hot foods above 63<sup>o</sup>c.
- ✧ Food to be held hot only once.
- ✧ Preheat hot holding equipment and food.
- ✧ Place food in hot cupboard/bain-marie/hot trolley immediately after cooking or reheating.
- ✧ Stir hot liquids regularly.
- ✧
- ✧
- ✧

### Safe hot holding checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check temperature of all food in hot holding equipment daily using probe thermometer.
- ✧ Check other controls daily.
- ✧
- ✧
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Inform owner/manager immediately.
- ✧ If food has been in danger zone (8<sup>o</sup>c - 63<sup>o</sup>c) for unknown time destroy it.
- ✧ If food has been in danger zone (8<sup>o</sup>c - 63<sup>o</sup>c) for under 2 hours remove from hot holding equipment and reheat quickly to above 75<sup>o</sup>C before replacing in hot holding equipment, or
  - cool quickly and refrigerate, or
  - throw away food.
- ✧ Improve procedures/equipment, retrain, improve instruction/supervision.
- ✧
- ✧

### Who needs to know about safe hot holding?

## Safe cooling

Harmful bacteria will multiply less if high risk foods are cooled quickly.

### Safe cooling plan

- ✧ Cool food to below 8°C as quickly as possible.
- ✧ Do not cook large joints for cold use.
- ✧ Cool food in shallow trays or small portions to ensure speedy cooling.
- ✧ Place food in refrigerator as soon as temperature of cooling food approaches room temperature, but do not place "hot" food in refrigerators.
- ✧ Cool in an insect proof area, used only for high risk foods.
- ✧
- ✧
- ✧
- ✧

### Safe cooling checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check time taken for foods to cool.
- ✧ Check other controls daily.
- ✧ Check standard procedures regularly.
- ✧
- ✧
- ✧
- ✧
- ✧ Keep a record of standard procedures used.

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Inform owner/manager immediately.
- ✧ If food has been in the danger zone (8°C-63°C) for more than 4 hours destroy.
- ✧ Improve procedures/equipment, retrain, improve instruction/supervision.
- ✧
- ✧
- ✧

### Who needs to know about safe cooling?

## Safe reheating

Harmful bacteria will multiply less if reheating of high risk foods is done quickly and thoroughly.

### Safe reheating plan

- ✧ Reheat all foods thoroughly to at least 75°C at the centre.
- ✧ Reheat food only once.
- ✧ Reheat food as quickly as possible.
- ✧ Follow manufacturers instructions.
- ✧ Work out and record standard reheating time, oven temperature/microwave level for standard sized food.
- ✧
- ✧

### Safe reheating checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check centre temperature of solid foods reheated using probe thermometer unless using standard procedures.
- ✧ Check standard procedures are used properly.
- ✧ Check liquids reheated using probe thermometer or bubbling vigorously.
- ✧ Check other controls daily.
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Carry on reheating until 75°C achieved.
- ✧ If not achievable check equipment is in working order and properly used.
- ✧ Change time/temperature combination.
- ✧ Improve procedures/equipment, retrain, improve instruction/supervision.
- ✧
- ✧
- ✧

### Who needs to know about safe reheating?

## Safe stock control

Harmful bacteria will multiply less if high risk food is not kept too long.

### Safe stock control plan

- ✧ Do not use food after its "use-by" date.
- ✧ Re-label food with its existing "use-by" date if removed from original packaging.
- ✧ Label high risk foods prepared on site with the "use-by" date (the last day on which it should be used).
- ✧ Use chilled high risk food prepared on site within 3 days of production.
- ✧ Use food within 3 days once original packing is opened or within "use-by" date if shorter.
- ✧
- ✧
- ✧

### Safe stock control checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check daily that all high risk food has "use-by" date.
- ✧ Check daily that all high risk food is not past "use-by" date.
- ✧ Check "use-by" dates of food on delivery.
- ✧
- ✧
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Destroy food if date of production is not known or if it is past its "use-by" date.
- ✧ Refuse to accept deliveries of out of date food.
- ✧ Inform owner/manager.
- ✧ Improve procedures, retrain, improve instruction/supervision.
- ✧
- ✧
- ✧

### Who needs to know about safe stock control?

## Safe personal hygiene

Prevent contamination of food by bacteria, dirt, hair, jewellery, etc from people and clothing.

### Safe personal hygiene plan

- ✧ Wash hands before handling high risk food.
- ✧ Handle food as little as possible. Use clean, sanitised equipment/tools e.g. scoops, forks, tongs etc.
- ✧ Staff to maintain high standards of personal hygiene at all times. (See suggested list on back page.)
- ✧ Food not to be handled by people suffering from suspected food poisoning and other infections.
- ✧ Visitors to food areas to comply with personal hygiene standards.
- ✧ Provide wash basin with hot and cold water, plug, soap and single use towels, e.g paper towels, and pedal bin.
- ✧ Provide pedal bin in kitchen for waste.
- ✧
- ✧
- ✧

### Safe personal hygiene checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Check all controls at least daily.
- ✧
- ✧
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Remedy any failures immediately.
- ✧ Improve procedures, retrain, improve instruction/supervision.
- ✧
- ✧
- ✧
- ✧

### Who needs to know about safe personal hygiene?

## Safe equipment and premises - cleaning and maintenance

Prevent contamination of food by bacteria and debris from dirty surfaces or by loose/broken pieces of equipment or structure.

### Safe cleaning and maintenance plan

- ✧ Carry out cleaning thoroughly.
- ✧ Use clean equipment and utensils.
- ✧ Comply with attached cleaning schedule and cleaning methods.
- ✧ Clean and disinfect food surfaces used for high risk foods before use.
- ✧ Provide suitable cleaning equipment and materials.
- ✧ Clean and sanitise all equipment in accordance with manufacturer's instructions.
- ✧ Use and dilute sanitisers, disinfectants and other cleaners in accordance with manufacturer's instructions.
- ✧ Maintain surfaces in good repair so they can be effectively cleaned.
- ✧ Staff to report defects to management as they occur.
- ✧ Remove debris and clean and sanitise surfaces after maintenance.
- ✧ Regularly clean and disinfect food contact surfaces throughout the day
- ✧ Regularly clean and disinfect hand contact surfaces (eg taps, switches, handles) throughout the day
- ✧
- ✧
- ✧
- ✧

### Safe Cleaning and maintenance checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Routine daily checks by food handlers prior to food equipment being used.
- ✧ Routine daily checks by food handlers after cleaning carried out.
- ✧ Random check by manager to ensure cleaning is thorough.
- ✧ Manager to check at least weekly that cleaning schedule is being complied with.
- ✧ Detailed weekly check by manager of maintenance of all equipment and structure with particular attention to glass and plastic.
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ Arrange for thorough cleaning/sanitising to be carried out immediately.
- ✧ Report defective equipment immediately.
- ✧ Repair or replace defective equipment or ensure not used if it cannot be cleaned thoroughly.
- ✧ Improve cleaning schedule, improve equipment/materials provided, retrain, improve instruction/supervision.
- ✧

### Who needs to know about safe cleaning and maintenance?

## Safe pest control

Prevent contamination of food by rodents, and by flying and crawling insects.

### Safe pest control plan

- ✧ Keep internal and external areas clean and tidy.
- ✧ Provide refuse bins with tight fitting lids and keep them clean.
- ✧ Pest proof windows, doors and other openings. Provide self closing external doors.
- ✧ Provide flying insect killer and replace bulbs in May each year.
- ✧ Use pest proofing properly and maintain in full working order.
- ✧ Employ pest control company.
- ✧ Train employees to recognise signs of pests.
- ✧
- ✧

### Safe pest control checks

**What checks should be carried out? How often? What records shall I keep?**

- ✧ Manager to check above controls at least weekly.
- ✧ Check pest control contract is up to date and recommendations carried out.
- ✧ Check premises for signs of rodents and insect pests.
- ✧
- ✧
- ✧
- ✧

**Who does the checks?**

### What should be done if things go wrong?

- ✧ If defects found, notify manager immediately. Repair as necessary.
- ✧ If signs of pests notify manager immediately. Treat infestation.
- ✧ Improve procedures and proofing, retrain, improve instruction/supervision.
- ✧
- ✧

### Who needs to know about safe pest control?

# Safe storage and preparation

## 1. Cross contamination

Prevent bacteria from raw food contaminating high risk and ready to eat food.	
<p><b>Safe storage and preparation - Cross contamination plan</b></p> <ul style="list-style-type: none"> <li>✧ Cover all stored high risk food in containers with lids, clingfilm, clean plastic bags, etc</li> <li>✧ Use separate, labelled refrigerators for raw and high risk foods. If not, store high risk food:             <ul style="list-style-type: none"> <li>• above raw food,</li> <li>• in a separate part of chill room.</li> </ul> </li> <li>✧ Use separate work surfaces/preparation areas for raw and high risk foods.</li> <li>✧ Use separate equipment for raw and high risk food e.g. tongs/forks.</li> <li>✧ Use colour coded equipment for raw and high risk foods.</li> <li>✧ Sanitise food contact surfaces before high risk food use.</li> <li>✧ Use separate areas for stacking clean and dirty equipment in wash up area.</li> <li>✧ Use separate trolley/trays for delivering food and collecting dirty crockery.</li> <li>✧ Cool cooked foods away from raw foods.</li> <li>✧ Defrost raw food away from high risk foods.</li> <li>✧ Sanitise probe thermometer before use by washing and using anti-bacterial wipes or in boiling water.</li> <li>✧ Use separate cleaning cloths, etc for raw and high risk food areas.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Cross contamination checks</b></p> <p><b>What checks should be carried out? How often? What records shall I keep?</b></p> <ul style="list-style-type: none"> <li>✧ Check refrigerators, work surfaces, preparation areas, sink area and stores daily to make sure all controls are complied with.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	<p><b>Who does the checks?</b></p>
<p><b>What should be if things go wrong?</b></p> <ul style="list-style-type: none"> <li>✧ Remedy hazard immediately and inform manager.</li> <li>✧ Throw away high risk food if it may have been contaminated.</li> <li>✧ Improve procedures, retrain, improve instruction/supervision</li> <li>✧</li> </ul>	
<p><b>Who needs to know about preventing cross contamination?</b></p>	

## Safe storage and preparation

### 2. Other contamination

<p>Prevent contamination of food from packaging, chemicals, cleaning equipment, refuse and pets.</p>	
<p><b>Safe storage and preparation - other contamination plan.</b></p> <ul style="list-style-type: none"> <li>✧ Do not use food with damaged packaging.</li> <li>✧ Remove packaging from food carefully.</li> <li>✧ Store cleaning equipment and all chemicals in a cupboard or away from food.</li> <li>✧ Store chemicals near the floor.</li> <li>✧ Use chemicals in accordance with manufacturers' instructions.</li> <li>✧ Throw away defective cleaning equipment.</li> <li>✧ Use cleaning cloths only once before being sterilised. (Place used cloths in bleach solution.)</li> <li>✧ Keep cleaning equipment clean.</li> <li>✧ Do not carry out major cleaning operations when open food is present.</li> <li>✧ Do not keep open food, food crockery and containers near floor.</li> <li>✧ Empty waste bins regularly and keep them away from open food.</li> <li>✧ Do not allow pets or equipment used for pets in food preparation and storage areas.</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Other contamination checks</b></p> <p><b>What checks should be carried out? How often? What records shall I keep?</b></p> <ul style="list-style-type: none"> <li>✧ Manager to check all controls at least weekly.</li> <li>✧ Check all food for intact packaging on delivery.</li> <li>✧ Check all stored food weekly for damaged packaging.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record.</li> </ul>	<p><b>Who does the checks?</b></p>
<p><b>What should be done if things go wrong?</b></p> <ul style="list-style-type: none"> <li>✧ Do not accept deliveries of food with damaged packaging.</li> <li>✧ Throw away or repack stored food if damaged packaging found.</li> <li>✧ Throw away food which may have been contaminated by chemicals or pets.</li> <li>✧ Improve procedures, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Who needs to know about preventing other contamination?</b></p>	

## Safe preparation Natural contamination

Prevent contamination of food by soil and other contaminants.	
<p><b>Safe preparation - natural contamination plan</b></p> <ul style="list-style-type: none"> <li>✧ Purchase pre-washed foods where practicable.</li> <li>✧ Wash all vegetable products after preparation.</li> <li>✧ Wash and sanitise all salad products after preparation in accordance with "A Guide to Safe Salads".</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Natural contamination checks</b></p> <p><b>What checks should be carried out? How often? What records shall I keep?</b></p> <ul style="list-style-type: none"> <li>✧ Check all raw materials prior to use.</li> <li>✧ Check controls daily.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	<p><b>Who does the checks?</b></p>
<p><b>What should be done if things go wrong?</b></p> <ul style="list-style-type: none"> <li>✧ Throw away food if extraneous matter present after preparation.</li> <li>✧ Set aside food containing potentially dangerous objects until owner informed.</li> <li>✧ Change suppliers, retrain, improve instruction, supervision.</li> <li>✧ Contact supplier and Food Team if appropriate.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Who needs training to know about preventing natural contamination?</b></p>	

<b>Hazard      What could go wrong?</b>	
<b>Safe food plan</b> ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇	
<b>Safe checks</b> <b>What checks should be carried out? How often? What records shall I keep?</b> ◇ ◇ ◇ ◇ ◇ ◇ ◇	<b>Who does the checks?</b>
<b>What should be done if things go wrong?</b> ◇ ◇ ◇ ◇ ◇ ◇ ◇	
<b>Who needs to know about this?</b>	

# 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 applying to specific businesses that you will need to deal with separately e.g. vacuum packing or food allergies.

- 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 and crawling and 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, chemical and physical contamination of food by soil and other contaminants.

# Recording checks

Checks need to be thorough enough for the proprietor to know if things are working well.

Most checks need to be carried out daily, but some may be best before business starts, some during the day, and some at the end of the day. Other checks may be each time something happens, such as a delivery, or as part of a particular process such as cooking.

In addition to daily checks the proprietor should carry out a double check at least once every week or so, to ensure routine checks are being carried out effectively. It is also useful to get someone else to check occasionally as we can all miss things that are obvious to someone else.

All checks should be recorded.

The way you record the checks must suit you and your staff. For instance, it may not be practical to record every time you probe food to check the cooking temperature.

Examples of forms you could use follow:

## **Temperature check form** (Page 21)

It is recommended that you use one form to record temperature checks.

This type of form can be useful for recording daily refrigeration checks, as well as cooking and hot hold checks. You can also record your thermometer calibration checks.

## **Delivery check form** (Page 22)

This can be used for all food delivered to the premises.

## **Safe food checklist** (Page 23)

When carrying out checks it is useful to have a reminder of what you are looking for. This sort of checklist is useful for all checks.

These can be copied from your Food Safety Planning sheets. Free laminated copies of a checklist are available from the Food Team. These have been specially designed for many different types of businesses. They are in the form of questions, for example, 'Has all high risk food got a "use-by" date'?

Please ask for one of these if it is not included with this pack.

## **Safe food diary** (Page 24)

This diary will help you show that checks have been carried out. You can also record problems found and the action taken to put them right. Before taking action you should always consider why the problem happened.

You can also use this diary to record that you have reviewed your system.

**You must keep all your records to help you review your system and to demonstrate you are complying with the law.**

# Temperature checks

Month \_\_\_\_\_

Date	Storage/display refrigerators 8°C or less					Freezers -18°C or colder	Hot hold 63°C or above Cooking 75°C or above
	1	2	3	4	5		Temperatures
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

<b>Corrective action and date.</b>

### Monthly probe thermometer calibration checks

1. Hot Test: Thermometer should read 100°C if placed in boiling water
2. Cold Test: Mix equal amounts of crushed ice and water in a cup. Leave for 15 minutes. Place thermometer in for 15 minutes and it should read 0°C.

Date	Hot or cold test	Result and action



Record problems on the separate safe food diary

## Safe cooking

Cook to 75°C  
Juices clear/no pink meat/no blood present  
Standard times/levels used  
Thoroughly defrost frozen foods before cooking

## Safe chilled food

Chilled food to be below 8°C  
Chilled food to be below temperature on label  
Food put in fridge within 15 minutes of delivery  
Speedy preparation/maximum time out of fridge -1½ hours  
Buffet display maximum 4 hours

## Safe frozen food

Frozen food should be at or below 18°C  
Frozen food in airtight containers  
Frozen food to have a use-by date

## Safe hot holding

Hot food above 63°C  
Preheat equipment and food  
Food in equipment straight after cooking/reheating  
Food held hot only once

## Safe cooling

Cool as quickly as possible/4 hours maximum  
Cool in shallow trays/small portions  
Food put in fridge to complete cooling  
Cooled in insect proof area

## Safe reheating

Reheat to 75°C as quickly as possible  
Reheat only once  
Standard procedures used  
Follow manufacturers instructions

## Safe stock control

All high risk food to have use-by date  
No food to be kept after use-by date  
Food used within 3 days of production  
Food used within 3 days once opened and within use-by date

## Safe personal hygiene

Personal hygiene standards complied with  
Wash hands before handling high risk food  
Minimum handling of food  
Clean overclothing and hats  
Keep wash hand basin properly equipped  
Visitors to comply with standards

## Safe cleaning and maintenance

All surfaces look clean  
Food contact surfaces sanitized  
Only clean equipment/utensils to be used  
Cleaning schedule and methods complied with  
Adequate cleaning equipment/materials  
Cleaning chemicals used properly  
Surfaces to be cleanable and in good repair  
Cleaning after maintenance carried out

## Safe pest control

Refuse bins clean with tight fitting lids  
Pest proofing provided and used  
Fly killer in use  
Pest contract effective  
No pests present

## Cross contamination

High risk food covered  
Store cooked food over raw foods in refrigerators  
Separate refrigerators, equipment, work surfaces, for raw and high risk foods.  
Separate stacking of clean and dirty equipment  
Separate cooling and defrosting of high risk foods away from raw foods  
Sanitise probe thermometer  
Sanitise surfaces for high risk foods before use  
Use colour coded chopping boards for raw and high risk foods

## Other contamination

Containers/packaging not damaged  
Chemical storage and use  
Cleaning equipment clean/intact/properly used  
No food/equipment near floor  
Waste bins emptied and away from food  
No pets or pet equipment in food rooms

## Natural contamination

Thorough washing and sanitising of salads





# Training

Everyone who works in a food business needs training. The type and level of training depends on the work they do. The law requires that all food handlers are supervised, instructed and trained to ensure that they know how to do their job properly.

- 1 Everyone must be told about '**The Essentials of Food Hygiene**' before they start work. (An example follows on page 27.)
  
- 2 **Hygiene Awareness Training** gives people some knowledge of food hygiene and how to work hygienically. This is normally carried out by the proprietor of a business and is often part of on-the-job training. It is needed by anyone who handles low risk or wrapped food. For further details about 'Hygiene Awareness Training' please contact the Food Team.
  
- 3 **Basic Food Hygiene Training** is a legal requirement for anyone who handles open high risk foods, for instance in the catering trade or at delicatessen counters. This course is also needed by supervising staff and managers if they are to manage effectively.
  
- 4 **HACCP Training.** Staff must know enough to play their part in your system. In particular, Food Safety Plans and checks must be clear to everyone. You can use this pack to help you train your staff in your HACCP system.
  
- 5 **Refresher Training.** This is vital to make sure that staff do not forget what they have learnt and that they 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 of your Food safety plans and checks be carried out at least once a year.
  
- 6 **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 food safety plans may help this as well as on-the-job retraining.
  
- 7 **Training Records.** It is recommended that you record training given to staff. (See example on page 28.)

# The essentials of food hygiene

- 1 Keep yourself clean and wear clean clothing.
- 2 Always wash your hands thoroughly using hot water and soap:
  - Before starting work
  - After using the toilet
  - Before handling food
  - After handling raw food or waste
  - After every break
  - After blowing your nose or touching your face or hair.
- 3 Tell your supervisor before starting work if you are suffering from:
  - A skin condition
  - An infection affecting your nose, cold, flu or anything causing a runny nose or sneezing
  - An infection of the throat or chest, sore throat or cough
  - Stomach or bowel problems, vomiting, diarrhoea, irritable bowel
  - Infected wound or sore.

**You are breaking the law if you do not tell your supervisor**

- 4 Cover cuts and sores with a waterproof and brightly coloured dressing.
- 5 Avoid unnecessary handling of food.
- 6 Do not smoke, eat or drink in any food room.
- 7 Never sneeze or cough over food.
- 8 If you see something wrong - tell your supervisor.
- 9 Do not prepare food too far in advance.
- 10 Keep perishable food either refrigerated or piping hot.
- 11 Keep the preparation of raw and cooked food strictly separate.
- 12 When reheating food ensure it gets piping hot.
- 13 Clean as you go. Keep all surfaces and equipment clean.
- 14 Follow any food safety instructions either on the food packaging or from your supervisor.

**This training must be given before any person starts work for the first time**

# Training record

Name: .....

Job title: .....

		Date training carried out	Person carrying out training	Type of training e.g. formal course, on the job
1	Essentials of food hygiene			
2	Hygiene awareness training			
3	Basic food hygiene training			
4	Hazard analysis training/instruction			
5	Refresher training			
6	Retraining/instruction when failures have occurred			

# Cleaning and disinfection

Food premises must be kept clean and tidy.

Cleaning must be done thoroughly and often enough if it is to be effective. Disinfection reduces bacteria to a safe level. Any equipment or surfaces which come into contact with food or food handlers should be disinfected.

## How to clean

There are several different ways of cleaning and/or disinfecting, for instance, washing up in a sink or with a dishwasher, using a mop and bucket, or a cloth and a bowl full of soapy water.

We recommend that you write down each cleaning method and then list what is to be cleaned using that method. A partly completed example is given on page 30.

## How often to clean

Different items of structure and equipment need cleaning at different intervals.

A simple list may help make sure that everything is cleaned as often as necessary and that it fits in with your business. Many businesses for instance do their 'Weekly Cleaning' at quiet times. A partly completed example is given on page 31.

## Cleaning checks

Cleaning can be checked in a variety of ways. Cleaning can be checked by observing the person cleaning to see whether they follow the procedure thoroughly and use chemicals properly. Alternatively a visual inspection can be carried out soon after something should have been cleaned, for instance, if the refrigerator should be cleaned on a Thursday afternoon then check Thursday teatime. It is then possible to see if the cleaning has been effective and whether it has been cleaned on time.

Checks also need to be carried out to ensure that frequency has been estimated properly. This involves a general check of the premises, perhaps weekly. This may reveal for instance that a cooker hood might have been thought to need cleaning monthly but may be really dirty after two weeks. The frequency would therefore need to be changed perhaps to weekly. This sort of check therefore may result in a list of equipment or parts of the structure that are dirtier than is acceptable at the time. This will also pick out things that are behind schedule. The safe food diary on page 24 is suitable for this.

## Safety

Consideration will need to be given to your Health and Safety Risk Assessment and COSHH in relation to cleaning.

*Example only*

**Cleaning method**

Sink washing	Dishwasher	Clean and sanitise food contact surfaces	Clean and sanitise food contact equipment	Cleaning surfaces	Cleaning and degreasing equipment
<ul style="list-style-type: none"> <li>Stack dirties and remove debris</li> <li>Wash in hot water with detergent in first bowl</li> <li>Brushes and scourers to be used as necessary and discarded when worn</li> <li>Hot rinse in second bowl</li> <li>Air dry on clean draining rack</li> <li>Clean tea towel or paper towel to polish/dry off when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Use of ?? tablets/liquid in accordance with instructions</li> <li>?? cycle to be used with hot rinse</li> </ul>	<ul style="list-style-type: none"> <li>Wash with hot soapy water in sink or from bucket using clean cloths</li> <li>Rinse off</li> <li>Spray with disinfectant and leave for e.g. 30 seconds (as per instructions)</li> <li>Leave to air dry or wipe dry with paper towel</li> </ul>	<ul style="list-style-type: none"> <li>Switch off power, disconnect lead and remove debris.</li> <li>Take apart and wash with hot soapy water in sink or from bucket using brushes, scourers etc as necessary</li> <li>Rinse off</li> <li>Spray with disinfectant and leave for e.g 30 seconds or as instructions</li> <li>Leave to air dry or wipe dry with paper towel</li> </ul>	<ul style="list-style-type: none"> <li>Wash with hot soapy water from sink or bucket using clean cloths, brushes, scourers, etc</li> <li>Use de-greaser as necessary</li> <li>Rinse off</li> <li>Leave to dry</li> </ul>	<ul style="list-style-type: none"> <li>Clean as for food contact equipment but use de-greasers and follow manufacturers instructions</li> <li>Dispose of grease and fats properly</li> </ul>
<b>Items to be cleaned</b>					
<i>Pots and pans</i> <i>Ovenware</i>	<i>Cutlery</i> <i>Crockery</i> <i>Cutting boards</i>	<i>Worktops</i> <i>Inside fridge</i>	<i>Slicing machine</i> <i>Food mixer</i>	<i>Walls</i> <i>Floors</i> <i>Ceiling</i> <i>Doors</i>	<i>Grease filters</i> <i>Griddle</i> <i>Fryers</i>

Note: It is suggested that you have one sheet for each cleaning method.

*Example only*

## Cleaning frequency

All items not on this list to be cleaned every time they are used.

Daily	Weekly	Monthly	Quarterly/etc
Wash hand basin Sink Worktops Windowsill Draining rack	<b>Sunday</b> Wall tiles	<b>Week 1</b> Store room walls	<b>Jan/Jul</b> Ceilings in kitchen
	<b>Monday</b>		<b>Feb/Aug</b> Ceilings in store room and dining room
	<b>Tuesday</b> Shelf rack	<b>Week 3</b> All light fittings	<b>Mar/Sept</b>
	<b>Wednesday</b> All cleaning equipment		<b>Apr/Oct</b>
	<b>Thursday</b> Refrigerator	<b>Week 4</b> Cooker hood	<b>May/Nov</b>
	<b>Friday</b>		<b>Week 5</b>
	<b>Saturday</b>	<b>Jun/Dec</b>	

# Suggested personal hygiene standards

Every person working in a food handling area must maintain a high degree of personal cleanliness. The following rules of personal hygiene must be adhered to at all times:

1. Always wash your hands thoroughly before starting work, after handling raw foods, before handling high risk foods, and after visiting the lavatory.
2. Remove all jewellery, except for plain wedding rings before starting work.
3. Keep fingernails short and clean; do not use nail varnish.
4. Keep cuts, burns or other wounds covered with waterproof dressings.
5. Do not smoke in any room where food is handled or stored.
6. Do not lick fingers when handling food or wrapping materials.
7. Do not pick your nose, teeth or ears, or scratch your head or backside.
8. Do not cough or sneeze over food.
9. Always wear clean washable overclothing when handling food. Personnel preparing open food should also wear a head covering.
10. If you are suffering from, or suspect you may be suffering from an illness likely to be transmitted through food, you must inform the manager or proprietor of the business. This includes infected wounds, skin infections, sores, diarrhoea or vomiting.

The following rules then apply:

- Anyone with diarrhoea and/or vomiting must not handle food. They can return to food handling duties once they have been symptom free for 48 hours.
  - Food handlers with infected wounds, skin infections or sores on their hands, face, neck or scalp must be excluded from work until they have healed.
  - Food handlers whose eyes, ears, or mouth are weeping/discharging must not handle food until they are better.
11. Do not eat or drink whilst handling/preparing food.
  12. Do not wear perfume or heavy make-up whilst handling/preparing food.