

Policy & Procedure



Food Safety Policy 2021 v1

This policy was agreed by the Governing Body of Newcroft Primary Academy in Spring 2021 **and will be reviewed again as required.**

A handwritten signature in black ink, appearing to read "A. Walsh", is written over a faint horizontal line.

Signed:

Chair of Governors

Date: _____

Non-Statutory Policy

FOOD SAFETY MISSION STATEMENT

It is the policy of Newcroft Primary Academy that operations will comply with all relevant legislation and Codes of Practice regarding Food Safety.

In order to achieve these objectives, Newcroft will:

- Provide a clear definition of responsibilities for all levels of management. Reference to these responsibilities will be included in job descriptions.
- Provide and update as necessary a Food Safety Policy covering all relevant operational areas.
- Train staff to a level commensurate with their responsibilities.
- Undertake routine written audits of food safety practices and operating procedures, to ensure that the arrangements detailed in the Food Safety Policy are observed and implemented in a consistent manner.
- Complete and maintain all necessary written records regarding operational and training procedures.

FOOD SAFETY ORGANISATION RESPONSIBILITIES

DUTIES OF THE MANAGEMENT

- The management has ultimate responsibility for the implementation, control, monitoring and review of this policy.
- The management will ensure that all staff receive suitable Food Hygiene training appropriate to their level within the management.
- The management will ensure that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.

DUTIES OF THE SCHOOL FOOD SUPERVISOR

- The supervisor has day to day responsibility for all food safety.
- The supervisor must ensure that all food is prepared in a safe and hygienic manner and prevent contamination as far as is reasonably practical.
- The supervisor must ensure that staff follow personal hygiene rules, particularly in relation to hand washing, protective clothing and reporting of illness and infections.
- The supervisor must ensure that all work areas are kept clean and report any pest infestation.
- The supervisor must ensure that the operational procedures and records in relation to food safety are maintained.
- The supervisor will keep and maintain all records for Due Diligence purposes.
- The supervisor will record and report all non-conformances to the Policy standards.

DUTIES OF THE SCHOOL FOOD ASSISTANTS

- The assistant will ensure a commitment to produce safe food, keeping food free from harm of any kind.
- The assistant will maintain personal hygiene standards.
- The assistant will maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.
- The assistant will assist with record keeping as instructed by the School Food Supervisor.

PERSONNEL

RECRUITMENT AND TRAINING OF FOOD HANDLERS

- On receipt of confirmation of employment all staff will be required to complete the Leicestershire County Council pre-employment medical enquiry. This will help to eliminate potential carriers of food borne diseases, and also identify any personnel, who for other reasons, may not be suitable for food handling duties.
- Before starting work all food handlers will be required to sign the Food Handlers Declaration. One copy will be retained on their personnel file at school, and a copy will be given to the employee for their own reference.

GENERAL INDUCTION

All new employees will undergo induction training. For Food Handlers this will include:

- Completion of Food Handlers Declaration.
- Explanation of absence procedure.
- Reference to the Food Safety Policy, Mission Statement and where it can be found in the kitchen.
- Explanation of working procedures in specific area, including personal hygiene, illness reporting, temperature controls, cleaning and disinfection and general cross contamination controls.
- Explanation that for the first four weeks, new employees will be supervised at times by the supervisor. The supervisor will complete practical training skills records to ensure assistant attains a sufficient level of competence in each aspect of the work.

HYGIENE TRAINING

- A Level 2 award in Food Safety in Catering.
- The training of Food Handlers is a legal requirement under the Food Hygiene (England) Regulations 2013.

No discrimination will be made against applicants who do not hold the Level 2 award.

The policy of Newcroft Primary Academy is to ensure that whenever possible, all Food Handlers are qualified to Level 2 within the first 3 months of employment and all existing Food Handlers scheduled on to courses as soon as reasonably practicable.

Food Hygiene training will be included in training plans on a continual basis and training sessions will include the contents of the Food Safety Policy, any new Regulations of Codes of Practice and any training needs identified from management audits.

For Due Diligence purposes detailed training records must be maintained.

PERSONAL HYGIENE

- All staff should maintain a high standard of personal hygiene.
- Jackets, trousers, hats, aprons, shoes and rubber gloves will be provided and all employees will be expected their uniform in clean condition and in good repair.
- The uniform should not be worn for travelling to and from work or between kitchens.
- No outside clothing should be worn in the kitchen.
- Cardigans should not be worn over the uniform.
- Shoes should be made of materials that cover and protect the feet, and should be flat heeled and have non-slip soles to prevent the risk of slips/trips/falls.
- The only jewellery allowed is a plain band ring. No other jewellery of any kind should be worn.
- Make-up should be kept to a minimum and perfume should not be worn.
- Hair must be kept in a hygienic condition. A hat should be worn plus a hairnet to cover long hair. Any grips, clips, etc should be worn under the hat. Hats should be put on before other uniform. Staff are not permitted to touch or comb their hair in a food preparation area.
- Hands are the main vehicles for transferring food poisoning bacteria to high-risk food and they should be kept clean at all times. They should be washed regularly throughout the day, particularly:
 - After visiting the toilet.

- On entering a food room, after a break and before handling equipment or food.
- Between handling raw food and high-risk food.
- After changing or putting on a dressing.
- After combing or touching hair, nose, mouth or ears.
- After eating, smoking, coughing or blowing nose.
- After handling external packaging on deliveries.
- After handling waste food or refuse.
- After cleaning or handling dirty cloths, crockery etc.
- Between and after all jobs, throughout the day.
- Hand wash signs should be displayed in the kitchen areas, the staff toilet and changing areas.
- Nails should be kept short and clean. Nail varnish is not permitted.
- Cuts should be cleaned and covered with a blue plaster. This should be changed regularly throughout the day. Existing dressings should be changed to blue plasters when staff arrive at work.
- Staff are requested not to touch their nose, mouth or ears except in circumstances where it is impractical not to do so. When these occasions do arise, then a paper disposable tissue should be used. The food handler should turn away from the food, dispose of the tissue and ensure that their hands are correctly washed before continuing to handle food.
- Smoking is not permitted in any areas of the establishment.
- Visitors are not permitted in the food handling areas during food preparation unless they are wearing protective clothing and remove all jewellery. All visitors must be recorded in the kitchen log book.
- Where possible, all repairs or maintenance should be carried out after food production is finished. All work carried out by maintenance staff should be recorded in the kitchen log book.

EXCLUSION OF FOOD HANDLERS

- Any person working in a food area that know or suspects that he/she is suffering from or is a carrier of any disease that is likely to be transmitted through food or has an infected wound, skin infection, skin condition, sore or diarrhoea, must inform their immediate line manager and discontinue food handling duties.
- Any person suffering from food poisoning must not be allowed to engage in food handling activities until they have been free from any symptoms for 48 hours, once any treatment has ceased and have received medical clearance.

FOOD STORAGE AND TEMPERATURE CONTROL

- The storage of food is important to ensure adequate provision throughout the year and to overcome fluctuations in supply. However, a failure to ensure satisfactory conditions of temperature, humidity, stock rotation and the integrity of packaging, can result in problems of unfit or spoiled and food and will, at the very least result in a considerable reduction in shelf life. Inadequate temperature control and temperature abuse at one or more stages of the food handling process is the most common cause of food poisoning. Correct storage and good temperature control is therefore crucial to Food Safety. It is essential that the following guidelines are followed.

KITCHEN TEMPERATURE CONTROL

	Chilled	Frozen	Dry ambient
Delivery	5°C (max 8°C)	-18°C (max -12°C)	
Storage	5°C or below	-18°C to -22°C	ambient or 15°C
Preparation	10°C max	5°C	5°C
Cooking	75°C (for 2 mins)	75°C	
Cooling	below 10°C in 1.5 hrs	below 10°C in 1.5 hrs	
Hot service	above 63°C	above 63°C	
Cold service	below 8°C	below 8°C	below 8°C

FOOD PURCHASING

- Reputable suppliers must be used. This will ensure traceability of products, if necessary.
- Effective delivery and receiving practices are fundamental to food quality and safety in any catering operation.
- Chapter IV, Annexe II of EU Food Hygiene Regulation 852/2004 places a requirement on suppliers to use vehicles that are capable of holding foodstuffs at appropriate temperatures.
- Deliveries will be accepted only if transported in clean vehicles. Delivery persons are food handlers and must wear clean work wear.
- There is a legal requirement for the control of those steps critical to food safety.
- If not up to standard, report to suppliers and record in kitchen log book.
- Time and temperature of deliveries will be recorded in kitchen log book. Any unfit or damaged item of food should be returned immediately or labelled unfit for consumption and stored in a separate area to that of the normal delivery.

FOOD STORAGE

- Adequate food storage facilities are necessary in any food business in order to ensure that minor fluctuations in supply do not affect production. It is important to ensure that perishable foodstuffs are not stored in large quantities but are purchased on a regular basis and stored for short periods of time only. Storage facilities must be designed and used in such a way that foodstuffs are protected from contamination, deterioration and damage. This can be achieved by ensuring that correct systems of storage and stock rotation are applied, that temperatures and ventilation are ideal, and that foodstuffs are stored correctly.
- Chilled food includes raw meat and poultry, cooked meat and meat products, fish, shellfish, prepared vegetable, dairy products and milk.
- Keep covered and separate raw and cooked items, preferably storing them on separate shelves. Remove outer packaging where applicable, cut do not discard any product details. Mark use by dates and codes on containers.
- Fresh fruit and vegetables should be removed from plastic packaging and washed before storing in the fridge.
- Eggs should be stored under refrigeration. Eggs should be treated as other raw foods and stored out of the delivery box, on a tray towards the bottom of the fridge, away from cooked food. Maximum shelf life from time of laying to use is 21 days. Cracked eggs should not be used.
- Frozen food should be marked with best before date and batch code if removed from outer packaging.
- Dry/ambient food includes flour, pastry, custard and gravy mix, cold sweet mix, canned products and raw vegetables. Rotate stock using shortest code first. Store in clean store areas off the floor. Once opened, store in clean tight fitting lidded containers that are labelled. There is no need to decant the goods out of packaging as this will have all the product information, including the batch code details and the use by date.
- All large items are to be thawed in the fridge, not at kitchen temperature, unless manufacturers' instructions recommend cooking from frozen. Do not use microwave to thaw large items.

GENERAL PREPARATION

- Always prepare foods as close as possible to the time of service leaving it refrigerated until immediately before preparation.
- Clean and disinfect raw meat preparation area before starting. This area must be separate from any area in which cooked meat is handled. A detergent solution should be used to clean surfaces before they are sanitised. Wash hands after handling raw meat.
- Colour coded boards must be used for different types of foods as follows:

Bakery & Dairy Products	white	Fish	blue
Cooked meat	yellow	raw meat & poultry	red
Salad & fruit	green	vegetables	brown

- Food should not be left out at kitchen temperature for any longer than 20 minutes whilst being prepared. Once preparation has finished the food should be served, refrigerated or cooked depending on the circumstances.
- Vegetables and salad items should be washed thoroughly before preparation. Whenever possible, separate sinks should be used for washing food items. Sinks should be clearly labelled with an indication of their use.
- The use of raw or partly cooked eggs is strictly forbidden and pasteurised egg must be used in lieu of raw egg.

COOKING

- Cooking, cooling and reheating should be avoided with all items being cooked as close to time of service as possible.
- Core temperatures of joints, poultry and made up products must be checked and recorded with target temperatures for all products being 75°C or above. The size of joints should be restricted to 6lbs (2.5 Kilos)
- The cooking process must be monitored. You should record the core temperature of at least one item from every batch cooked, using a probe thermometer.
- All foods must reach a minimum temperature of 75°C to ensure bacteria and spores are killed.

COOLING

- Cooked products should be cooled as quickly as possible in order to prevent the growth of food poisoning bacteria, and then kept under refrigeration. Items should be covered in a well-ventilated area for not more than 1.5 hrs before being refrigerated. Temperatures should be recorded in the kitchen log book.
- The cooling process should be monitored. You should record the core temperature of the cooked product (above 75°C) and again 1.5 hrs later (below 10°C).
- Meat and poultry cooked on the premises to be served cold should be marked with a use by date (date of production plus 48 hrs). Hard boiled eggs should be cooked for at least 10 minutes before being placed under cold running water.

HANDLING AFTER COOKING

- Always wash your hands before dealing with cooked products. Utensils should be used to handle cooked foods. All equipment must be thoroughly cleaned and sanitised before and after use on cooked foods. Clean and disinfect the cooked handling area, which must be separate from any area used for raw foods. Never allow cooked and raw products to come in to contact with each other.

HOT SERVICE

- All food on hot display must be kept at or above 63°C. Bain Marie, hot taps, hot cupboards and hot food trolleys should be switched on prior to service to ensure they are up to temperature before food is placed in them. Temperature of food should be taken and recorded in the kitchen log book when it is placed in them.
- Cooked food should not be ready more than 20 minutes before service. Temperature of food should be taken and recorded at the start of service. If food is being served for longer than 30 minutes, temperature should be taken and recorded half way through service. Food should not be displayed hot for longer than 1 hr.
- If food falls below 63°C it should be noted what action has been taken. This could include placing the food back in to the hot cupboard, using smaller containers, etc.

COLD SERVICE

- All cold food on display at the start of service must be kept at 8°C or below.
- All foods must be prepared as close as possible to the time of display for consumption or the time of delivery. After preparation they should be refrigerated until immediately before service.

- Temperature of cold high-risk food items should be taken at the start of service. If food is being served for longer than 30 minutes the temperature should be taken and recorded halfway through service. If cold food is above 8°C it should be noted as to what action has been taken. This could include bringing out smaller quantities at a time.
- Cold food should not be displayed for more than one hour. At the end of service all foods left over which have left on the service counters should be disposed of.
- *WRITTEN RECORDS OF TEMPERATURE CHECKS MUST BE KEPT FOR AT LEAST 3 MONTHS AND MUST INCLUDE CHILLED AND FROZEN DELIVERIES, CHILLED AND FROZEN STORAGE, COOKING, COOLING AND HOT AND COLD DISPLAY.*

THERMOMETER PROBE

- There should generally be two working probes on site. If a probe is damaged or not working it must be reported and recorded in the kitchen log book. It should be replaced as soon as possible.
- All probes have a (variance) tolerance level and for our purposes we accept a tolerance level of + or – 2°C. All probes have a serial number on their casing. Any changes to probes used should be recorded in the kitchen log book.
- Always check the probe is working before using. Insert the probe in to the centre of the food and allow time for the temperature to stabilise. Do not allow the probe to touch the bottom or the sides of the container as this will give a false reading. Clean the probe before, between and after use with bactericidal probe wipes.
- Always keep probe dry. Keep clean and hygienic and store in a dry area. Do not drop, put in pocket, clip to clothing, leave on hot surfaces or in the fridge or freezer. Do not use probe as a lever, do not hold by probe end. Make sure that the probe is not bent. Check that the display screen is not cracked or defective and the on/off switch has a good positive click feel to it. Use all probes in rotation to ensure batteries do not corrode from lack of use and you are aware all probes are in working order.
- All probes should be subjected to a monthly calibration check to eliminate any wide variances in temperature reading. The following checks should be made:
- Switch on probes and place in jug of boiling water (100°C) or melting ice (0°C) and leave for approximately 1 minute. Take readings on probes. If all read more than 2°C from each other this indicates one or more probes are outside the tolerance level. Record the result of the check against the serial number of the probe in the kitchen log book. Replace probes as necessary.

MAINTENANCE AND CLEANING

CLEANING AND DISINFECTION

- Cleaning and disinfection are essential to prevent bacterial and physical contamination of food. Detergents are used to remove dirt and grease from equipment, work surfaces and the structure, and these must then be followed by the use of sanitisers i.e. chemicals which reduce bacteria to a safe level. Water at or above 82°C can also be used to sanitise cleaned equipment.

CLEANING SCHEDULES

- Effective cleaning must be planned and the correct resources provided. Cleaning schedules will be provided to indicate responsibility for cleaning equipment and structure of food areas. They will indicate items to be cleaned, frequency and method of clean, chemicals and equipment to be used and safety precautions to be observed, including the provision of COSHH provision and the person responsible for each area of cleaning. The supervisor is responsible for checking the cleaning has been carried out effectively. Attached Tables show cleaning schedules.
- It is advisable to use commercial cleaning materials rather than domestic products. Approved products should have the COSHH information kept on site (refer to Health & Safety Guidance Booklet). Be aware that many cleaning chemicals can be dangerous, i.e. irritating to the skin or toxic if ingested. Staff should be properly trained in the use of cleaning chemicals. These chemicals will include:
- Hand dishwashing detergent – use for all washing up. Use the dispenser, do not transfer to smaller bottles.
- Bactericidal detergent – use for all washing up if the sterilising unit is not working or available.

- Hard surface cleaner – this ranges from mild detergents to be used as a spray on highly soiled areas to harsher products that contain abrasives and scouring creams. Use for cleaning floors, walls and tiles.
- Sanitiser – a terminal cleaner and disinfectant for use on a wide range of surfaces. It should be low foaming and free rinsing and suitable for manual, spray and soak operations. Use to sanitise a range of surfaces and equipment that come in to contact with food.
- De-greaser – powerful detergent used for cleaning fryers/grills/ovens etc. to remove build-up of grease. Use in spray form.
- Hand cleaner – bactericidal liquid hand soap used in conjunction with a dispenser for convenience and to avoid cross-contamination from user to user. May also have a disinfectant effect.
- *ALL CHEMICALS MUST BE KEPT SEPARATE FROM FOOD AND LOCKED IN A CHEMICAL STORE AWAY FROM HEAT AND SUNLIGHT. THIS SHOULD BE CLEARLY MARKED 'CLEANING PRODUCTS ONLY'. THE CHEMICALS SHOULD BE KEPT IN THEIR ORIGINAL CONTAINERS AND ARE UNDER NO CIRCUMSTANCES TO BE MIXED TOGETHER. THE USE OF CHEMICALS SHOULD BE MONITORED BY THE SUPERVISOR IN ACCORDANCE WITH THE COSHH REGULATIONS.*

EQUIPMENT/AREAS TO BE INCLUDED ON THE CLEANING SCHEDULE

- All electrical equipment should be switched off and unplugged before cleaning. All equipment should be cleaned and sanitised after each use. Equipment requiring dismantling should be washed in hot soapy water, rinsed and left to air-dry. Do not use cloths or tea-towels. Using a spray bottle, sanitise equipment, rinse and allow to dry.
- All work areas should be cleaned and sanitised after each use. Wash with hot soapy water and a clean scourer, remove excess water with a clean dishcloth and leave to dry. Using a spray bottle, sanitise equipment, rinse and allow to dry.
- Floors, walls, paintwork and tiles up to 2 metres should be washed with a hard surface cleaner, rinsed, sanitised and allowed to dry.
- Daily cleaning of store rooms should include scales, food bins, shelves and floor. A more thorough weekly clean should also be undertaken.
- Daily and a more thorough weekly clean should take place in the staff toilets/cloakrooms.
- Soiled dishcloths and tea towels should be washed daily at the end of the working day. They should not be left in the machine overnight. They should be left to dry on the clothes airer.
- Waste food and refuse should be removed from the kitchen and food storage areas at frequent intervals. Areas should be kept clean and tidy and checked daily. Bins and skips must have lids and be emptied sufficiently frequently to prevent overflowing. Plastic refuse sacks must never be left at the side of skips and bins as they can attract pests. All bin areas should be checked daily. Any spillages must be cleaned up immediately and if necessary the area should be swilled down. All bins should have lids on them and should be kept closed when not in use.
- Record all cleaning on the daily cleaning checklist in the kitchen log book.
- Periodic/annual cleaning of less accessible areas of the catering premises and equipment will be arranged as required.

WASHING UP

- Washing up is not only necessary but a very important part of the work in any kitchen. Poor standards in washing up are dangerous because infection can be spread so easily, particularly when catering for large numbers of children. It is the responsibility of each member of staff to be sure that he/she is giving thought and attention to their work, and that they follow the correct methods of washing up.
- For washing up the kitchen should contain a washing up sink, a sterilising sink, an assortment of racks and baskets and scotchbrite suitable for removing food from plates, dishes, cutlery and service utensils.
- Rubber gloves should be used at all times when working at the washing up/sterilising sinks.
- Detergent should be measured from the pump dispenser and not tipped directly in to the sink.
- Washing up sinks should be between 50°C and 60°C. Sterilising sinks should be near to boiling point (above 82°C). Articles should be immersed for 2 minutes in the sterilising sink. Items should never be immersed unless within a rack or tray.
- One person only should be responsible for washing up at both the sink and the sterilising sink.

MAINTENANCE

- Food preparation areas should be organised in such a way as to separate raw and cooked food handling processes. Wherever possible separate fridge space should be provided for raw and cooked foods. Dishwashing and pot washing should be effectively separated from food preparation areas with separate storage areas for clean and dirty items. Cleaning chemicals and equipment should be stored in a separate room. All structural surface finished where open food is handled should be smooth, impervious and easy to clean. Dry stores must also be easy to clean and large enough to allow food to be stored off the floor. Lights in food preparation and storage areas should be fitted with diffusers. The law requires that food preparation and storage areas be provided with suitable and sufficient ventilation. Exterior opening windows and doors should be fitted with fly screens. All areas should be subject to regular inspection to ensure that standards of repair and decoration satisfy legal requirements. All structural painting will be inspected and repaired as necessary as part of a rolling programme.
- The managers are responsible for all repairs and maintenance of the structure and equipment. Catering staff are responsible for identifying and reporting any repairs/problems. Any action taken should be reported in the kitchen log book.

WASTE DISPOSAL

- The procedures for the collection and disposal of waste are detailed below:
- Refuse is not to be left overnight in the kitchen or other food handling areas. Waste generated from the kitchen or food service areas is stored in black polythene bags which are in turn placed in lidded waste bins and/or skips. Lids must be kept closed at all times to deter pests/birds/insects. Waste sacks should not be overfilled and should be tied to close. Kitchen waste bins should be cleaned on a daily basis. Staff should wash their hands after dealing with waste.

PEST CONTROL

- Pest control is essential to prevent the spread of disease. It is a vital part of any business's Food Hygiene programme. A preventative programme of pest control recommendations are followed and carried out to prevent any or further infestation. It is part of all staff duties to be aware of these measures and the importance of them.

PEST PREVENTION

- All food and non-food areas including bin and skip areas should be clean and tidy. Lids must be provided to bins and skips. Once opened all loose foods such as cereals, flour and similar products should be placed into suitably labelled, clean plastic or metal containers with tightly fitted lids. Where electronic fly killers are fitted they must not be sited directly over preparation surfaces. Catch trays should be emptied monthly and the tubes changed at least every 12 months. All gaps under doors, holes in external walls and gaps at eaves level must be reported immediately. All pest sightings or suspected sightings should be reported immediately. A pest control contractor will visit twice per year. All rodent baiting points and crawling insects' traps will be checked during each visit and clearly marked with date of last visit. Rodent baiting points should be lard based or block baits. Loose grain baits should not be allowed. Up to date pest control records must be maintained on site with a pest control report book supplied by the contractor. The book must provide COSHH information regarding all pesticides used together with details of out of hours telephone contact numbers.

FOOD SAFETY LEGISLATION

FOOD SAFETY HAZARD ANALYSIS

- Regulation (EC) No.852/2004 on the Hygiene of Foodstuffs sets out the basic hygiene requirements for all aspects of a business. It covers everything from premises to the personal hygiene of staff. It brings in a new requirement that a business must be able to show what you do to make or sell food that is safe to eat and have this written down.

FOOD SAFETY MANAGEMENT PROCEDURES

- With the exception of activities at the level of primary production, food business operators are required to put in place procedures which manage food safety within their establishment. Article 5(1) of Regulation 853/2004 requires that the food safety management procedures are based on HACCP (hazard analysis critical control point). You must also keep these in place permanently with up to date documents and records relating to your procedures and review your procedures if you change what you produce or how you work. In practice, this means that you must have written procedures in place to manage food safety hazards in your business. Records will be checked by the Local Authority.

HAZARD ANALYSIS CRITICAL CONTROL POINT – HACCP

- HACCP is a way of managing food safety. It is based on putting in place procedures to control hazards. It involves looking closely at processes and what could go wrong. By identifying 'critical control points' procedures can be put in place to ensure processes run smoothly. Appropriate records must be kept.

PRE-REQUISITES FOR HACCP

- Prior to the implementation of an effective HACCP system, a business must be operating in accordance with good hygiene practice and comply with all relevant food safety legislation. The premises should be designed and operated to minimise the risk of contamination and be well maintained. Management commitment, adequate resources and suitable facilities must be provided. This should be the main part of the Food Safety Policy.

Pre-requisites include:

- Approved suppliers
- Premises and equipment well designed, constructed and maintained and be subject to satisfactory maintenance agreements.
- Equipment should be calibrated
- Products should flow from the delivery of raw ingredients to the production of finished products without there being a risk of cross-contamination.
- Water and ice used in food production must be potable.
- Staff should be trained commensurate with their work activities.
- Staff should have high standards of personal hygiene.
- A health and exclusion policy
- Effective planned cleaning and disinfection
- Effective and integrated pest management
- Effective waste management
- Labelling, traceability and recall procedures

PRINCIPLES OF HAZARD ANALYSIS

The approach is based on 7 principles, which are part of the legal requirement:

1. Analysis of potential food hazards – 3 main hazards include bacteria or other organisms that cause food poisoning, chemical contamination of food or foreign material.
2. Identification of points where food hazards may occur – hazards can occur at any stage from delivery to finished product, including contamination, incorrect storage or cooking/cooling. Temperature control is vital.
3. Identification of critical points critical to food safety – these are stages at which the hazards must be controlled to ensure it is either eliminated or reduced to a safe level. These include the above points plus cleaning and washing.
4. Effective control and monitoring procedures at critical control points – daily check must be introduced that will either reduce a hazard or eliminate it. The controls should be as precise as possible and monitored regularly.

5. Corrective action – this should be taken whenever monitoring suggests the process is not satisfactory.
6. Review the system periodically and whenever significant change occurs – this must be an ongoing process that can be regularly up dated.
7. Establish documentation and record keeping – efficient and accurate record keeping is essential to the application of a HACCP system. 'Reasonable precautions' and 'due diligence' can only be satisfied if managers can define standards and objectives in writing, provide the resources and establish the systems, including the documentation to achieve the standards.

TRAINING

- Legislation requires food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work activities.

FOOD SAFETY HAZARD ANALYSIS

OUTLINE OF FOOD SAFETY LEGISLATION

There are many regulations, which are applied to food safety, as well as the Food Safety Act 1990. All are important and we must always comply with them.

Food Safety AND Hygiene (England) Regulations 2013:

- The act empowers Environmental Health Officers (EHOs) to enter a kitchen at all reasonable hours to carry out inspection and take samples and photographs. Failure to comply with act or regulations made under it can result in fines of up to £20,000 per offence, up to 2 years in prison or, in extreme cases, closure of business. Improvement notices may be served for minor issues and these will be followed up on a further visit. The act allows for the defence of Due Diligence, where relevant records can be produced.
- Under these regulations you must implement a food safety management system (HACCP) scheme in your kitchen.
- States the temperatures that must be used in food production.
- Public Health (Control of Disease) Act 1984 and Public Health (Infectious Diseases) Regulations 1988 – this act makes it compulsory to notify EHOs if you suspect that any of your staff are suffering from food poisoning. EHOs are able to request that stool tests are carried out when necessary.
- Food Premises (Registration) Regulations 1991 Article 6(2) of Regulation 852/2004 – all food businesses must be registered with their Local Authority and new businesses must apply for registration at least 28 days before they open.

THE FOOD INFORMATION REGULATIONS 2014:

- Labels must contain the name of the food, a list of ingredients, an appropriate durability indication (use by or best before date) and any special storage conditions or conditions of use. It should also include manufacturer details and instructions for use if it would be difficult to make appropriate use of the food without them.
- Most pre-packed foods must be date marked. There are two types of date mark. The majority of foods will have a 'best before' date which indicates the period for which they might be expected to retain their specific properties if stored correctly. For foods that are microbiologically perishable and may pose a health risk within a short period, the date mark must consist of the words 'use by' and a date in terms of a day and a month or the day, month and year.
- The major offence under these regulations is to sell food which is not marked or labelled in accordance with the requirements. The maximum penalty upon conviction at a magistrate's court is a fine of £5000. It is an offence to sell or have in possession for sale any food with an expired 'use by' date. It is not illegal to sell food with an expired 'best before' date provided that the purchaser is fully aware of the date. It is also an offence for anyone to change any date mark unless he or she was person originally responsible for applying the mark.

FOOD LABELLING (AMENDMENT) REGULATIONS 1999:

- These Regulations give Trading Standards Officers the power to check catering establishments to make sure they declare genetically modified (GM) ingredients. Firms will be fined up to £5000 if they fail in this respect. The powers contained cover only foods containing GM soya and maize, they do not cover derivatives of GM soya and maize. These are not covered by EU regulations. Caterers are required to inform staff of relevant information.

INSPECTION OF FOOD PREMISES BY ENFORCEMENT OFFICERS

The Industry Guide to Good Hygiene Practice, Code of Practice No.9 states that food hygiene inspections have two main purposes:

- to identify risks arising from the food businesses' activities and determine the effectiveness of the businesses' activities own assessment of hazards and controls
- to identify contraventions of food legislation and seek to have them corrected

Before carrying out an inspection EHO will take in to account a number of issues. These will include:

- previous history of the premises
- timing of the inspection – generally unannounced
- equipment availability – calibrated temperature probes

If any contraventions are found several options exist to remedy these. A verbal advice/warning or informal written advice/warning may be given where the EHO is confident any specified work will be carried out. Letters should clearly differentiate between legal requirements and recommendations. An improvement notice allowing not less than 14 days to comply may be issued. If necessary, the detention or seizure of unsafe food may result. An emergency prohibition notice, where there is an imminent risk of injury to health may require closure of the premises or prohibition of processes or use of equipment. A formal caution may be issued where an offense exists but it is not considered in the public interest to prosecute through the courts. Finally, prosecution may occur when it is considered in the public interest.

RECORDS

COMPLETION OF KITCHEN LOG BOOK – PRODUCTION KITCHENS

- The kitchen log book should be completed in full on a daily basis. The register must be filled in when staff arrive at leave. The date and day of the week should be indicated. The appropriate probe serial numbers should be recorded.
- Twice daily checks of freezers and refrigerators must be made and recorded, first thing in the morning and at the end of the day.
- The temperature of deliveries of food must be recorded, either via 'temperature storage print outs' from the provider or by staff accepting the delivery.
- The temperature of high-risk food items should be tested at each service period, and recorded. High-risk foods include:
 - all cooked meat and poultry
 - cooked eggs and products made with eggs such as mayonnaise but excluding pastry, bread and similar baked goods
 - cooked rice
 - salads with mayonnaise
- Temperature probes should undertake a monthly calibration in boiling water and ice. The results should be recorded and signed by the person conducting the test.
- The batch code/date and EU mark should be recorded.
- The kitchen log book should be signed off at the end of each day when all the checks have been completed.

HACCP REVIEW

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Food purchasing	Presence of micro-organisms, toxins, chemicals, foreign bodies	Use reputable suppliers Prioritise according to risk and inspect at periodic intervals	Retain inspection reports Suppliers to complete and return action points on reports within 4 weeks	Low
Delivery of chilled & frozen foods	Increase in number of micro-organisms Foreign bodies	Check temperatures using calibrated probes Check cleanliness of vehicle and driver, condition of packaging Check shelf life of products. Remove all dirty out packaging and place in clean containers Do not accept if out of temperature specification	Visual check Measure and record temps Keep records for 3 months Ensure all foods within recommended temp ranges Report concerns re vehicle or driver. Report failure in temperature control Record in kitchen log book	Low
Delivery of ambient foods	Increase in number of micro-organisms Foreign bodies Infestation	Check cleanliness of vehicle and driver, condition of packaging, date coding, free from infestation Do not accept short coded items. Check all items delivered in glass containers Reject if signs of infestation	Visual check Measure and record temp Keep records for 3 months Report concerns re vehicle or driver Record in kitchen log book	Low

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Storage of chilled & frozen foods	Increase in number of micro-organisms Introduction of additional micro-organisms Foreign bodies	Keep in fridge/freezer until required Keep covered and separate cooked and raw items Mark use by code on all items not coded on removal from outer packaging Check thermometer accuracy monthly. Ensure fridge/freezer working correctly Rotate stock effectively Clean fridge/freezers regularly	Record fridge/freezer temps twice per day Keep records for 3 months Visual check Implement cleaning/disinfection schedule Record checks of cleaning standards Record monthly calibration checks Store shell eggs as for other raw food, discard all broken and cracked eggs	Low
Storage of ambient foods	Foreign bodies Infestation	Keep covered Once opened, store in clean sealed containers Rotate stock using shortest code first Must not be stored in glass jars	Visual check Pest control contract	Low

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Preparation of chilled & frozen foods	Introduction of additional micro-organisms Foreign bodies	Limit time at kitchen temp, keep covered where possible Keep raw and cooked food equipment and surfaces separate Use correct colour coded equipment Follow cleaning & disinfection schedules If not to be eaten immediately, return to chilled conditions Maintain good standards of personal hygiene Where possible use separate sinks for different foods Unless manufacturers' instructions state otherwise, always defrost in fridge Staff induction, ongoing and refresher training	Visual checks Record product information and batch codes for all high-risk food in kitchen log book Implementation of cleaning/disinfection schedules Recording of checks of cleaning standards Keep records for 3 months Staff training records-keep until staff leave Food handlers declaration and return to work forms	Low
Cooking	Survival of micro-organisms and toxins	Cook to recommended temps Check temp of high-risk items using probe Limit joints to 2.7kg Do not stuff poultry Stir liquids frequently	Record cooking temps Retain records for 3 months	Low

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Cooling	Growth of any surviving spores or pathogens Toxin production Contamination with pathogenic bacteria Foreign bodies	Cool rapidly Measure core temp after cooling using probe Keep covered in cool area for no more than 1.5 hrs Cool boiled eggs under cold running water Follow cleaning/disinfection schedules Maintain good standards of personal hygiene	Record core temps after cooling Retain records for 3 months Staff training	Low
Chilled storage of cooked, cooled items	Introduction and increase of additional micro-organisms Growth of spore formers Foreign bodies	Store covered and labelled with day of production plus 2 days Separate from raw items Discard out of date items Keep at recommended temp Check temp of fridge twice daily	Record twice daily fridge check Retain records for 3 months	Low

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Sandwich assembly	Introduction of additional micro-organisms Increase in number of micro-organisms	Limit time at kitchen temp, keep covered where possible Use correct equipment, utensils and work surfaces Follow cleaning/disinfection schedules Cover, label and date If not served immediately, return to chilled conditions Maintain good standards of personal hygiene Proof against entry of pests Do not wash food in equipment sinks Staff induction and ongoing and refresher training	Visual checks Record product information for all ready to eat high-risk foods Implement cleaning/disinfection schedules Record checks of cleaning standards Keep records for 3 months Staff training records-keep until staff leave	Low
Hot service	Growth of pathogens, toxin production Cross contamination Foreign bodies	Keep at recommended temps Check temp at start and half way through service Use separate utensils for all food Clean and disinfect all food contact items Discard all left over food at end of service	Staff training records Record temperatures Keep for 3 months Implement cleaning/disinfection schedules Record checks of cleaning schedules	Low

CCP	HAZARD	CONTROL POINT	ADDITIONAL CONTROLS	RISK
Cold service	Growth of pathogens, toxin production Cross contamination Foreign bodies	Keep chilled items refrigerated and covered until service commences Use separate service utensils for all food Clean and disinfect all food contact items Discard all high-risk food at end of service	Implement cleaning/disinfection schedules Record check of cleaning standards Staff training records	Low
Washing up cutlery, crockery, beakers, containers, cooking implements	Presence of micro-organisms Toxins, chemicals Foreign bodies	Wash in hot detergent solution, rinse, sterilise and allow to air dry Change water regularly Sterilise for 2 minutes at correct temperature	Staff training records Visual checks If no steriliser available, a bactericidal detergent is required	low

Cleaning Schedule

Item	After Use	Every Shift	Daily	Weekly	Other	Precautions	Method Of Cleaning
Can Opener	X						Wash In Hot Soapy Water Sanitise Base With C1 Sanitiser Contact Time 2 Minutes
Veg Prep Machine	X						Wash in Hot Soapy Water Sanitise Non Removable Parts With C1 Sanitiser Contact Time 2 Minutes
Meat Slicer	X						Wash in Hot Soapy Water Sanitise Non Removable Parts With C1 Sanitiser Contact Time 2 Minutes
Sterilizer Sink		X	X				Clean With Hot Soapy Water
Sinks		X	X				Clean with Hot Soapy Water. Sanitise With C1 Sanitiser, Contact Time 2 Minutes
Mixer			X				Clean with C1 Sanitiser Contact Time 2 Minutes
Ovens				X			Wipe Out Clean with C1 Sanitiser Contact Time 2 Minutes Professional Clean Once A Year
Pantry	X						Wipe Out Clean with C1 Sanitiser Contact Time 2 Minutes Sweep & Mop (C3)

Steamer				X			Drain Water Clean with Hot Soapy Water Remove & Wash Shelves Refill
Waste Trolley		X	X				Remove All Boxes & Drawers Clean with C1 Sanitiser Contact Time 2 Minutes
Counter Tops Work Tops Hotplate Hot Cupboard		X	X				Remove Excess Food Clean with C1 Sanitiser Contact Time 2 Minutes
Fryer					X		Termly Drain Oil Clean With Hot Soapy Water Replace Oil
Toilet Area				X			Clean Toilet With Jangro Toilet Cleaner Clean with C1 Sanitiser Contact Time 2 Minutes Pink Cloth Sweep & Mop (C3) Red Mop & Red Bucket
Kitchen Floor		X	X				Sweep Mop (C3 Degreaser) Termly Clean with Floor Scrubber
Washing Machine			X				Wipe Out After Use Wipe Door & Seal

Bins		X	X				Empty Daily Or As Required Clean With C1 Sanitiser Contact Time 2 Minutes
Extractor Fans					X		High Level Clean By Outside Company Once a Year
Fridges & Freezers				X			Clean Inside Fridge C1 Sanitiser Contact Time 2 Minutes Wash Shelves in Hot Soapy Water Spray & Wipe Door Seals
Dish Cloths And tea towels			X				Wash Cloths @ 90 degrees Air Dry Outside or Inside On Clothes Airer

SCHEDULE OF JOBS

JOBS TO BE DONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
EMPTY WASHING MACHINE & PLACE ON CLOTHES AIRER									
REFIL SOAP DISPENSERS									
MAKE UP THE SANITIZER SPRAY BOTTLES									
REFIL THE BLUE PAPER TOWEL DISPENSERS									
TAKE OUT THE RUBBISH & RECYCLING									
CLEAN THE COOKER TOPS									
SWEEP THE FLOOR									
MOP THE FLOOR									
MIXER									
MEAT SLICER									
VEG PREP MACHINE									
MEAT SLICER									

SCHEDULE OF JOBS ROTA 2 – PAN SINK

JOBS TO BE DONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
ASSIST HD WITH PREP 11.15										
TABLES & CHAIRS OUT 11.25										
WASH UP POTS & PANS TRAYS ETC.										
WASH CUTLERY										
ASSIST ROTA 1										
RECYCLING & RUBBISH TAKEN OUT										
EMPTY WASHING MACHINE AND PLACE ON CLOTHES AIRER										
CLEAN THE TOILET AREA AT ANY POINT DURING THE WEEK										
CLEAN THE TOILET AREA AT ANY POINT DURING THE WEEK										

SCHEDULE OF JOBS ROTA 1 – PLATE SINK

JOBS TO BE DONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
ASSIST HD WITH PREP 11.15									
TABLES & CHAIRS OUT 11.25									
WASH UP PLATES, BOWLS CUPS & JUGS									
CLEAN THE HOTPLATE AFTER SERVICE									
ASSIST ROTA 3 WITH ANY OTHER JOB									
TAKE OUT THE RECYCLING AND RUBBISH									
CLEAN THE PANTRY INCLUDING SWEEP & MOP AT ANY POINT DURING THE WEEK									
CLEAN THE PANTRY INCLUDING, SWEEP & MOP AT ANY POINT DURING THE WEEK									

SCHEDULE OF JOBS SINK 1 WEEK (PLATE SINK)

JOBS TO BE DONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
CLEAN THE PANTRY INCLUDING, SWEEP & MOP AT ANY POINT DURING THE WEEK									
TABLES & CHAIRS OUT 11.25									
WASH UP PLATES, BOWLS CUPS & JUGS ASSIST WITH OTHER STATIONS TIME ALLOWED									
CLEAN THE HOTPLATE AFTER SERVICE									
TAKE OUT THE RECYCLING AND RUBBISH									
SWEEP & MOP FLOOR									