

## Food Safety Procedures for

**Name:** .....

**Business:** .....

**Address:** .....

.....

**Telephone:** .....

It is the intention of the above business to comply with the requirements of the EU Regulations 852/2004 and the Food Hygiene (England) Regulations 2006.

This document outlines the food safety practices and procedures that are in place in this business to ensure food safety. This document also forms the basis of staff guidance and is intended to instruct staff in their duties.

# Personal Hygiene

It is vital for staff to follow good personal hygiene practices to help prevent bacteria spreading to food.

Safety Point	How do you do this?
<ul style="list-style-type: none"> <li>• Hands <b>must</b> be washed by all staff, using the wash hand basins provided, together with bactericidal soap and dried using the paper wipes provided.</li> <li>✓ Before starting work</li> <li>✓ Before handling ready to eat foods</li> <li>✓ After using the toilet</li> <li>✓ After handling rubbish</li> <li>✓ After smoking or breaks</li> <li>✓ After handling raw meats</li> <li>✓ After handling cleaning chemicals</li>   <li>• Cuts, sores and burns must be covered with a clean waterproof dressing, preferably blue.</li>   <li>• Staff <b>must not</b> spit whilst on the premises and <b>must</b> wash their hands after coughing or sneezing.</li>   <li>• Staff should not touch their face and hair whilst preparing food.</li>   <li>• Finger nails must be kept short and clean and nail varnish should not be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• The person responsible for ensuring all staff are trained in these points is .....</li>   <li>• The person responsible for ensuring staff follow good personal hygiene practices is .....</li>   <li>• If staff are required to wear gloves state here when they must be worn ..... ..... ..... .....</li>   <li>Gloves must be changed at regular intervals during the day.</li>   <li>• A supply of clean waterproof dressings is kept in ..... .....</li> </ul>

## Staff Illness

Food handlers that are ill could spread harmful bacteria to food. Therefore food handlers that are suffering from or carrying a disease which could be passed onto food must not work in any food handling areas.


Safety Point	How do you manage this?
<ul style="list-style-type: none"> <li>Staff should be 'fit for work' at all times. Any member of staff suffering from, or carrying, an illness or disease that could cause a problem with food safety <b>must</b> inform the manager immediately.</li> </ul> <p>In particular staff should inform their manager if they</p> <ul style="list-style-type: none"> <li>➤ Have been sick (vomiting).</li> <li>➤ Have diarrhoea</li> <li>➤ Have infected (red, swollen, pus containing) sores or cuts.</li> <li>➤ Feel unwell</li> <li>➤ Were ill on holiday</li> </ul> <p>Or</p> <p>If someone in the household is sick or has diarrhoea.</p> <ul style="list-style-type: none"> <li>Food handlers suffering from diarrhoea and/or vomiting should not return to food handling for 48 hours after their symptoms have stopped as there is still the potential for them to be carrying harmful bacteria.</li> </ul>	<ul style="list-style-type: none"> <li>Clearance by a Doctor, before a food handler returns to work, will be required in the following cases</li> </ul> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <ul style="list-style-type: none"> <li>The person responsible for deciding whether a member of staff should handle food or not is</li> </ul> <p>.....</p> <p>✎ Extra notes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

In any event all food handling staff are reminded that they must exercise very high standards of personal hygiene whilst at work.

# **Pest Control**

Effective pest control is essential to keep pests out of your premises and prevent them from spreading harmful bacteria.

<b>Safety Point</b>	<b>How do you do this?</b>
<ul style="list-style-type: none"> <li>• Premises must be checked for signs of pests regularly.</li> <li>• Windows/doors that are left open should be fly screened to prevent flies etc. from coming into the premises</li> <li>• It is recommended an electric fly killer(s) is provided.</li> <li>• It is important that the kitchens and stores are kept clean and tidy and foods are stored off the floor in pest proof containers.</li> <li>• If any member of staff sees a mouse or rat or evidence of these in or near the premises they <b>must</b> tell the manager.</li> </ul>	<ul style="list-style-type: none"> <li>• The person responsible for checking for pests is .....</li> <li>• Checks are made every .....</li> <li>• The telephone number for the pest contractor to be used in emergencies is .....</li> <li>• The person responsible for ensuring external areas are kept tidy and free from weeds is .....</li> <li>• Where an electric fly killer(s) is used. The person responsible for emptying/ cleaning these out is .....</li> </ul>

 If you have a pest control contract, use this space to enter the details.

A contract with .....is in place to monitor  
for .....

Test baits are placed at the following locations.....  
.....

# CLEANING

Effective cleaning is essential to get rid of harmful bacteria and stop them spreading.

Safety Point	How do you do this?
<ul style="list-style-type: none"> <li>When using chemicals, manufacturers instructions <b>must</b> be followed. Correct dilution rates are essential.</li> <li>During work a 'clean as you go' system of cleaning should be in place. General cleaning should be done at the end of every day.</li> <li>Hand contact points e.g. taps, handles, sinks etc <b>must</b> be washed and disinfected regularly throughout the day.</li> <li>Work surfaces <b>must</b> be thoroughly cleaned (and disinfected) between tasks.</li> <li>Spills must be cleaned up as soon as they happen. Work tops <b>must</b> be disinfected after wiping up spills from raw meat, poultry or eggs.</li> <li>Disposable paper wipes should be used rather than cleaning cloths whenever possible.</li> </ul> <p>Where cleaning cloths are used new or freshly cleaned cloths <b>must</b> be used to wipe worktops, or equipment to be used with ready to eat foods.</p>	<ul style="list-style-type: none"> <li>Work surfaces and equipment should be cleaned using a detergent followed by a disinfectant.</li> </ul> <p><b>Detergents</b> remove grease and dirt. They do not kill bacteria. An example of a detergent is washing up liquid.</p> <p><b>Disinfectants</b> kill bacteria. A food safe disinfectant must be used.</p> <p><b>Sanitiser</b> is a two-in-one product that acts as a detergent and a disinfectant. If you use a sanitiser make sure you follow the manufacturers instructions.</p> <ul style="list-style-type: none"> <li>Do you operate a 'clean as you go' policy? <i>(please tick below)</i></li> </ul> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is a separate written cleaning schedule used? <i>(please tick below)</i></li> </ul> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>The cleaning products used are as follows</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <ul style="list-style-type: none"> <li>If you use cloths, how do you clean and disinfect them?</li> </ul> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

## Food Deliveries


Safety Point	How do you do this?
<ul style="list-style-type: none"> <li>• All food deliveries <b>must</b> be checked to ensure               <ul style="list-style-type: none"> <li>✓ they are correct</li> <li>✓ packaging is undamaged,</li> <li>✓ frozen foods are frozen,</li> <li>✓ chilled foods are below 8°C,</li> <li>✓ goods are within date code.</li> </ul> </li>   <li>• Foods <b>must</b> be put into the correct storage area as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• The person responsible for ensuring the delivery checks are carried out is .....</li>   <li>• The rejection procedure is as follows ..... .....</li> </ul>

## Stock Rotation

Safety Point	How do you do this?
<ul style="list-style-type: none"> <li>• It is important that the oldest foods are used first and new foods are stored in a manner to enable this to happen. (Food includes non-alcoholic and alcoholic drinks; pre-packaged snack foods and any other consumable food item.)</li>   <li>• A system of date coding foods should be in place, for example when you have pre-prepared foods that are being kept for further use.</li>   <li>• Foods that are packaged in a protective atmosphere e.g. vacuum packed ham, have a reduced shelf life once opened. On opening follow the manufacturers instructions to determine when foods must be used by and date code the product accordingly.</li>   <li>• The above also applies to many sauces. Some sauces also require refrigerating on opening so check manufacturers instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• The person responsible to ensure stock rotation is carried out is .....</li>   <li>• A system of date coding of foods is in operation. This system is ..... ..... ..... ..... .....</li> </ul>

## **Traceability**

All food businesses must be able to identify from whom and to whom food products are supplied.

 The table below shows the suppliers this business uses.

<b>Food Product</b>	<b>Supplier used</b>

 The table below shows the customers this business supplies food to.

<b>Customer Supplied</b>	<b>Food Product</b>

Please note there is no requirement to identify customers if they are the 'final consumer' i.e. members of the public. You only need to identify other businesses e.g. caterers or retailers you supply to.

# MANAGEMENT

## Staff Training

All staff will be required to read this document as part of their induction to the business. Staff will sign and date the form below to confirm this.

## Training Record

Name	Please sign to confirm you have read and understood the food safety procedure document	Date

## Waste Disposal

Safety Point	How do you do this?
<ul style="list-style-type: none"><li>• Waste should be removed from food rooms every day. Bags should be tied and emptied into a lidded bin/skip.</li><li>• The lid on this bin/skip <b>must</b> be kept down to prevent access by pests and complaints of smells etc.</li><li>• Waste bins must be cleaned regularly.</li></ul>	<ul style="list-style-type: none"><li>• The outside bin/skip is emptied every .....</li><li>by .....</li><li>• Waste bins are cleaned every .....</li></ul>



## **REVIEW**

Use this table to review your food safety procedures to ensure they are up to date. If there are any changes to your operations, these should be recorded.

It is suggested a review should take place every 6 months.

<b>Safety Procedure</b>	<b>Tick to confirm if everything's up to date. If not make a note of any changes</b>	<b>Review Date</b>
Have all staff received the appropriate training?		
Have all suppliers been identified for the purposes of traceability?		
Are delivery checks carried out?		
Is it still the same person responsible for delivery checks?		
Are the rejection procedures the same?		
Are stock check procedures the same?		
Is the procedure for waste disposal the same?		
Are all staff adhering the personal hygiene policy?		
Do all staff understand the staff illness policy?		
Are checks carried out for pests?		
Are staff carrying out the appropriate cleaning using the prescribed cleaning chemicals?		

**NOTES**

Please use this space to make additional notes to cover any area of your food business that is not detailed in the above food safety procedure i.e. use of premises by other people, cooking etc.

[A large rectangular box containing 25 horizontal dotted lines for writing notes.]