

**Charnwood's  
Hazard Pack  
For Bengali  
Caterers**



**Your Guide to  
Hazard Analysis**

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## Preface

This hazard pack has been prepared to help Bengali caterers improve standards of food hygiene by controlling food hazards effectively.

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 your Environmental Health Department for further advice or information.

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

Your local 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

## About this pack

This hazard pack has been developed to give Bengali food businesses an opportunity to produce a written hazard analysis system.

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

It has been prepared and piloted by over two years in consultation with many food businesses.

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

This hazard pack can:

- 1 help you make decisions about
  - which hazards may affect your business.
  - how to control the hazards.
  - what checks you need to make.
  - what to do if checks reveal a problem.
  - the training needed for each of your food handlers.
- 2 give examples of hazard controls, checks, corrective action etc, as well as examples of records that you may find useful.
- 3 explain how you can use the pack to train your staff.

This hazard pack will not:

- 1 give full details or advice on all food hygiene matters. Please contact any member of your local Environmental Health Department for further advice or information.
- 2 automatically ensure that you comply with the law relating to hazard analysis. Compliance with the law will depend on how effectively you use the pack and whether or not you put it into practice long-term.

## Why you need to use this hazard pack

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

Hazard analysis is a requirement of the Food Safety (General Food Hygiene) Regulations 1995 but it is not a legal requirement to have a **written** hazard analysis.

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

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

### **How does Environmental Health fit in now?**

The requirement for hazard analysis makes proprietors of food businesses responsible for food hygiene at all times. It is no longer the job of Environmental Health to come along and provide a list of things that need doing. When you have completed your hazard analysis you will be doing this yourself. The main job of your local Environmental Health Department is to check how effective your hazard analysis system is.

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

It can be used by anyone who has been trained to the level of the Basic Food Hygiene Certificate and has some knowledge of their own business. If it is some time since you did the Basic Food Hygiene course you may find it useful to purchase a copy of the course book or to attend the course again.

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

It is also important that you fully understand the principles of hazard analysis before using the pack. It is strongly recommended that before reading 'How to use this Pack' you first read the following section, 'What is Hazard Analysis?'

# What is hazard analysis?

## What is hazard analysis?

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

## What does it involve?

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

You must:

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

This is further explained below.

## Hazards

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

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

- *survival of bacteria in high risk foods*. If raw food is not cooked properly, harmful bacteria may survive and cause food poisoning.

- *multiplication of bacteria in high risk foods.* If high risk food is kept in the 'danger zone' for too long harmful bacteria may multiply and cause food poisoning.
- *contamination of high risk food by bacteria.* If harmful bacteria get on to high risk or ready to eat food, food poisoning may occur.

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

- food may be contaminated by harmful chemicals used in the premises.

**Physical hazards**

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

A list of common hazards in catering premises follows at page 15.

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

### **Critical Points**

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

Therefore:

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

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

## Hazard Controls

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

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

Examples of hazard controls:

- cook meat thoroughly. (This controls the hazard 'survival of bacteria in high risk foods' during cooking.)
- prepare raw food in a separate area from high risk and ready to eat foods. (This controls the hazard 'bacterial contamination of high risk and ready to eat food during preparation'.)

## Monitoring

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

For example:

- cut meat open to check if it is being cooked thoroughly.
- look in the kitchen regularly to check that raw food is being prepared in a separate area from high risk and ready to eat foods.

Checks must be done often enough and thoroughly.

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

## Corrective Action

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

For example:

- if your check on cooked meat shows it is not cooked thoroughly carry on cooking until it is.

- if you see raw food being prepared on a surface which is supposed to be for cooked food, remove the raw food and disinfect the surface before using it again for cooked food. Inform the manager/owner who can find out why it happened.

## **Training**

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

## **Review**

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

## **Records**

It is recommended that you keep records of your checks:

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

## How to use this hazard pack

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

Please change as much of it as you like. It must work for you.

### **Which steps apply to your business? (Page 14)**

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

### **Which hazards apply to your business? (Page 15)**

Using the list apply your knowledge of your business, the steps involved in it and then consider the hazards that may occur. *Tick each hazard that may need to be controlled in your business. If you are not sure, assume that you will need to control it.*

### **Hazard sheets (Page 16)**

For each hazard that you have just ticked there is a separate sheet. Go through each relevant hazard sheet and delete, amend or add to each box as follows:

- **Steps (where could it go wrong?)**

Refer back to page 14 (Steps) *Write each step where this hazard needs to be controlled in the box.* For instance foods may need to be kept cold on delivery, during storage and preparation, and while on display, so write in 'delivery, storage, preparation and display'. In some cases such as personal hygiene you may feel this applies to all steps, so write in 'all steps'.

- **What foods does this hazard apply to?**

*Using your menus decide which foods this hazard relates to and list them in this box. For some hazards such as 'the multiplication of bacteria if high risk food is kept too long' (stock control), it may be 'all high risk foods'. Remember to also include 'specials' or other food not on the menus.*

- **Control (How can I stop this happening?)**

Examples of controls that may be appropriate for a typical business are given. These may not be appropriate for your business. *Go through the controls. Leave in the ones you are already doing. Delete those that do not apply to your business. Amend those that need amending and then add any extra controls that you need.* It is important to ensure that controls are given for each step you have put in the box above. For instance, if you go to a supermarket to buy high risk foods, you may need to apply a refrigeration control that requires use of a cool box with ice packs in it at that step.

- **Checks and records (What checks should be carried out? How often? What records shall I keep?)**

*Consider each of the questions above and amend the suggested checks to suit your business. Be realistic and ensure that the checks are practical for those doing the job.*

*Now decide exactly what you want to record.*

Please turn to the section on page 29 for further advice about records and checks.

- **Who does the checks?**

Checks are vital to every business but double checks are equally important. If, for instance, a cook is doing most of the checks each day, then the proprietor should be doing weekly checks to ensure that it is being done properly.

- **Corrective action (What should be done if failure occurs?)**

The person doing a check needs to know what to do if it shows that the control is not working properly. Something must be done to ensure it does not happen again. This section is to help you decide what to do if something goes wrong.

*Please amend the suggested actions to suit your business.*

- **Training and instruction (Who needs training?)**

Decide who needs to be trained to apply the controls and to carry out checks. This should include all the people who carry out a job regularly and also those who will stand in for them when they are off sick or on holiday. Consider also those who may be involved on special occasions. Training about controls and checks relating to cooking will therefore need to be given, to the regular kitchen staff who carry out cooking, and to those who may help at Christmas and during holidays. Also, you must ensure that new and temporary staff are trained before they start work. List all these people or posts.

Please refer to the section on page 40 for further details on training.

A blank hazard sheet is provided on page 29. You may wish to photocopy it for any extra hazards or to make neat copies of.

You now have a written hazard analysis system which has to be put into practice:

Please see next page.

## Putting your new system into practice

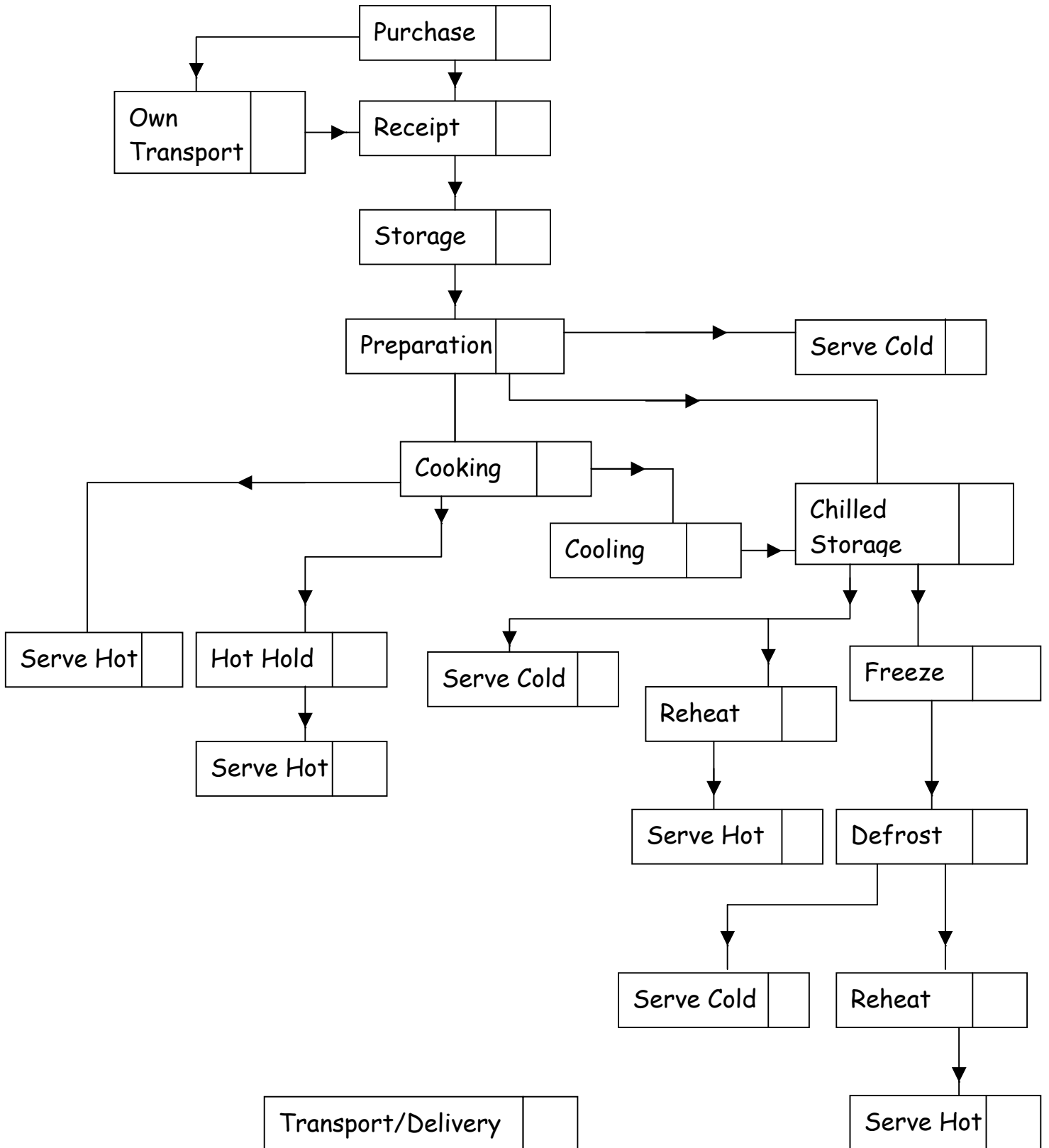
Once you have completed your hazard sheets and decided how to keep your records, you will have made the important decisions.

You will now need to:

- **Carry out any work to enable your premises to comply with your controls.** For instance, you may need an additional refrigerator to separate raw and cooked food or you may need to decide which work surfaces should be used for raw or cooked food. You should therefore look at each of your controls and make sure they can be put into practice and that adequate equipment is available.
- **Carry out training.** Train all members of staff whose names or titles are written at the bottom of your hazard forms. This may be in two parts. First, go through the hazard sheets with the members of staff concerned. You may find it helpful to photocopy the appropriate pages for staff. Go through the whole hazard sheet so that they know what needs doing and why. Follow this up with practical instruction, showing how the controls should be put into practice. For instance, give a demonstration of the areas to be used for high-risk foods and raw foods. Refresher training will be needed from time to time and also retraining when checks show that controls are not working.
- **Trial your system.** Now put the whole system into practice and trial it for a month or two. It may need changing. You may also find that your training has not been as thorough as you thought or your record sheets may not be totally appropriate. Make sure that everyone is aware that it is on trial and that you need feedback so that you can get it right.
- **Informing staff.** Staff should feel that this is their system and not just something imposed by 'the boss'. They need to have input to it, so try to involve them and make them all aware that you welcome feedback.
- **Review your system.** Your hazard analysis system only applies to the way you are working now. Review it whenever you carry out alterations to your premises, your menus or the way you use your premises. It is also recommended that you review it annually to make sure it still works properly.
- **Get help.** If you need any help please contact any member of the Food Team who will be pleased to advise.

# Which steps apply to your business?

Please ✓ or ✗ each



## Which hazards apply to your business?

Please ✓ or ✗ each

### Hazards that apply at particular steps

- Survival of harmful bacteria due to inadequate cooking. **Cooking.** (Page 16)
- Harmful bacteria may multiply if chilled high risk foods are not kept cold enough. **Keeping Food Cold.** (Page 17)
- Harmful bacteria may multiply if hot high risk foods are not kept hot enough. **Hot Holding.** (Page 18)
- Harmful bacteria may multiply if cooling of high risk foods takes too long. **Cooling.** (Page 19)
- Harmful bacteria may multiply if reheating of high risk foods is not thorough or takes too long. **Reheating.** (Page 20)
- Harmful bacteria may multiply if high risk food is kept too long. **Stock Control.** (Page 21)

### Hazards that apply at most steps

- Bacterial contamination of high risk food by raw food. **Cross-Contamination.** (Page 22)
- Bacterial and physical contamination of food by bacteria, dirt, hair, jewellery from people and clothing. **Personal Hygiene.** (Page 23)
- Bacterial and physical contamination of food by bacteria and debris from dirty surfaces or by loose/broken pieces of equipment or structure. **Cleaning and Maintenance.** (Page 24)
- Bacterial and physical contamination of food by droppings and hairs from rodents and by flying and crawling insects. **Pest Control.** (Page 25)
- Bacterial, chemical and physical contamination of food by soil and other contaminants. **Natural Contamination.** (Page 26)
- Bacterial, physical and chemical contamination of food from packaging, chemicals and cleaning equipment, refuse and pets. **Other Contamination.** (Page 27)

# Cooking

<b>Hazard (What could go wrong?)</b> Survival of harmful bacteria due to inadequate cooking.	
<b>Steps (Where could it go wrong?)</b> (Cooking)	<b>What foods does this hazard apply to?</b> (all cooked meats)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Cook all meat until juices run clear/no blood present.</li> <li>✧ Thoroughly defrost frozen meat before cooking.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Cut open or break in half all meat to check it is thoroughly cooked</li> <li>✧ Check a sample from each batch.</li> <li>✧ .</li> <li>✧</li> <li>✧</li> <li>✧ Record repeated failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Continue cooking until food thoroughly cooked</li> <li>✧ If not achievable check equipment working order and if properly used.</li> <li>✧ Inform owner/manager immediately if standard still not achieved</li> <li>✧ Improve procedures/equipment, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Keeping food cold

<b>Hazard (What could go wrong?)</b> Harmful bacteria may multiply if chilled high risk foods are not kept cold enough.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b> (cooked food awaiting orders, all high risk foods (cooked meat and vegetables, rice, yoghurt and sauces, in refrigerators)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ All refrigerators, refrigerated displays and refrigerated vehicles to keep food at or below 8°C.</li> <li>✧ Place chilled food in refrigerator within 15 minutes of delivery to premises.</li> <li>✧ Place foods requiring chilling in refrigerator immediately following end of cooling period.</li> <li>✧ Complete preparation of high risk foods as quickly as possible. If preparation interrupted place food in refrigerator. Maximum time out of fridge 1½ hours.</li> <li>✧ Service all refrigeration equipment annually.</li> <li>✧ Keep small portions of cooked food out whilst awaiting orders (when premises are busy)</li> <li>✧ Put all cooked food straight back in fridge after preparation of each order (when premises are not busy)</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Measure temperature of food in refrigerator and display chillers daily by:             <ul style="list-style-type: none"> <li>• using endo-therm type thermometer;</li> <li>• measuring core temperature with probe thermometer;</li> <li>• placing a probe thermometer inside the unit and measuring air temperature;</li> <li>• looking at the temperature of the display gauge.</li> </ul> </li> <li>✧ Checks of time taken for food to be prepared or time spent awaiting orders if not refrigerated.</li> <li>✧ Check temperature of refrigerated delivery vehicles or food on arrival.</li> <li>✧</li> <li>✧</li> <li>✧ Record temperatures and failures of time controls.</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Check operation of refrigerator and adjust if necessary,</li> <li>✧ If food has been in danger zone for unknown time, destroy.</li> <li>✧ If food in danger zone for less than 4 hours, transfer food to another refrigerator.</li> <li>✧ Refuse to accept deliveries of high risk food above 8°C.</li> <li>✧ Improve procedures/equipment, retrain, improve instruction/supervision.</li> <li>✧ Inform owner/manager immediately.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Hot holding

<b>Hazard (What could go wrong?)</b> Harmful bacteria may multiply if hot high risk foods are not kept hot enough .	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b> (rice, any cooked curries)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Keep hot foods above 63°C.</li> <li>✧ Preheated hot holding equipment and food.</li> <li>✧ Place food in hot cupboard/bain-marie/hot trolley immediately after cooking or reheating.</li> <li>✧ Regular stirring of liquids.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Check temperature of all food in hot holding equipment daily using probe thermometer.</li> <li>✧ Check other controls daily.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record Failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Inform owner/manager immediately.</li> <li>✧ If food has been in danger zone for unknown time destroy.</li> <li>✧ If food has been in danger zone for under 2 hours remove from hot holding equipment and reheat quickly to above 75°C before replacing in hot holding equipment, or             <ul style="list-style-type: none"> <li>• cool quickly and refrigerate, or</li> <li>• throw away food.</li> </ul> </li> <li>✧ Improve procedures/equipment, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Cooling

<b>Hazard (What could go wrong?)</b> Harmful bacteria may multiply if cooling of high risk foods takes too long .	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b> (all cooked meats, vegetables and rice that are cooled)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Cool food to below 8°C as quickly as possible, and always in less than 90 minutes</li> <li>✧ Cool food in shallow trays or small portions to ensure speedy cooling.</li> <li>✧ Place food in refrigerator as soon as temperature of cooling food approaches room temperature, but do not place "hot" food in refrigerators.</li>   <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Check time taken for foods to cool.</li> <li>✧ Check other controls daily.</li> <li>✧ Check standard procedures regularly.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Keep a record of standard procedures used.</li> <li>✧ Record failures.</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Inform owner/manager immediately.</li> <li>✧ If food has been in the danger zone (8-63°C) for in excess of 4 hours destroy.</li> <li>✧ Improve procedures/equipment, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Reheating

<p><b>Hazard (What could go wrong?)</b></p> <p>Harmful bacteria may multiply if reheating of high risk foods is not thorough or takes too long.</p>	
<p><b>Steps (Where could it go wrong?)</b></p>	<p><b>What foods does this hazard apply to?</b></p> <p>(all meals)</p>
<p><b>Control (How can I stop this happening?)</b></p> <ul style="list-style-type: none"> <li>✧ Reheat food through to the centre to at least 75°C.</li> <li>✧ Reheat food only once.</li> <li>✧ Reheat food as quickly as possible.</li> <li>✧ Follow manufacturers instructions.</li>   <li>✧</li> </ul>	
<p><b>Checks and records</b>  <b>(What checks should be carried out? How often? What records shall I keep?)</b></p> <ul style="list-style-type: none"> <li>✧ Check centre temperature of every product reheated using probe thermometer unless standard procedures used.</li> <li>✧ Check standard procedures are used.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record significant failures.</li> </ul>	<p><b>(Who does the checks?)</b></p>
<p><b>Corrective action</b>  <b>(What should be done if failure occurs?)</b></p> <ul style="list-style-type: none"> <li>✧ Carry on reheating until 75°C achieved.</li> <li>✧ If not achievable check equipment is in working order and properly used.</li> <li>✧ Change time/temperature combination.</li> <li>✧ Improve procedures/equipment, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Training and supervision</b>  <b>(Who needs training?)</b></p>	

# Stock control

<b>Hazard (What could go wrong?)</b> Harmful bacteria may multiply if high risk food is kept too long.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b>  (High risk foods stored in fridges)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Do not use high risk food after its use by date.</li> <li>✧ Re-label high risk food with its existing use-by date if removed from original packaging.</li> <li>✧ Label high risk foods prepared on site with date/day of production or use-by date.</li> <li>✧ Use chilled high risk food prepared on site within 3 days of production.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records</b> <b>(What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Check daily that all high risk food has use-by date.</li> <li>✧ Check daily that all high risk food is not past use-by date.</li> <li>✧ Check use-by dates of food on delivery.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action</b> <b>(What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Destroy food if date of production not known or past use by date.</li> <li>✧ Refuse to accept deliveries of out of date food.</li> <li>✧ Inform owner/manager.</li> <li>✧ Improve procedures, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction</b> <b>(Who needs training?)</b>	

# Cross-contamination

<b>Hazard (What could go wrong?)</b> Bacterial contamination of high risk food by raw food.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b> (all high risk foods)
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Cover all stored high risk food - lids/clingfilm 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 the chill room.</li> </ul> </li> <li>✧ Use separate work surfaces/preparation areas for raw and high risk foods.</li> <li>✧ Use separate equipment to be used for raw and high risk food e.g. tongs/forks.</li> <li>✧ Use colour coded equipment (knives and chopping boards) 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>✧ 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> </ul>	
<b>Checks and records</b> <b>(What checks should be carried out? How often? What records shall I keep?)</b> <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>✧ Record failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action</b> <b>(What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Remedy hazard immediately and inform owner/manager.</li> <li>✧ Throw away high risk food if it <b>may</b> have been contaminated.</li> <li>✧ Improve procedures, retrain, improve instruction/supervision</li> <li>✧</li> </ul>	
<b>Training and supervision</b> <b>(Who needs training?)</b>	

# Personal hygiene

<b>Hazard (What could go wrong?)</b> Bacterial and physical contamination of food by bacteria, dirt, hair, jewellery, etc from people and clothing.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b>
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Wash hands before handling high risk food.</li> <li>✧ Handle food as little as possible. Use clean, sanitised equipment/tools e.g. scoops, forks, tongs etc.</li> <li>✧ Maintain a high standard of personal hygiene at all times.</li> <li>✧ Provide wash basin with hot water, plug, soap and disposable paper towels.</li> <li>✧ Staff to comply with attached personal hygiene standards.</li> <li>✧ Visitors to food areas to comply with personal hygiene standards.</li> <li>✧ Provide pedal bin in kitchen for paper towels and waste.</li> <li>✧ Food not to be handled by people suffering from suspected food poisoning and other infections.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Check all controls at least daily.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record persistent failures.</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Remedy any failures immediately.</li> <li>✧ Improve procedures, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Cleaning and maintenance

<b>Hazard (What could go wrong?)</b> Bacterial and physical contamination of food by bacteria and debris from dirty surfaces or by loose/broken pieces of equipment or structure.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b>
<b>Control (How can I stop this happening?)</b> <ul style="list-style-type: none"> <li>✧ Carry out cleaning thoroughly.</li> <li>✧ Use clean equipment and utensils.</li> <li>✧ Comply with attached cleaning schedule and cleaning methods.</li> <li>✧ Clean and disinfect food surfaces used for high risk foods before use.</li> <li>✧ Provide suitable cleaning equipment and materials.</li> <li>✧ Clean and sanitise all equipment in accordance with manufacturer's instructions.</li> <li>✧ Use dilute sanitisers, disinfectants and other cleaners in accordance with manufacturers instructions.</li> <li>✧ Maintain surfaces in good repair so they can be effectively cleaned.</li> <li>✧ Staff to report defects to management as they occur.</li> <li>✧ Remove debris and clean surfaces after maintenance.</li> <li>✧</li> <li>✧</li> </ul>	
<b>Checks and records (What checks should be carried out? How often? What records shall I keep?)</b> <ul style="list-style-type: none"> <li>✧ Routine daily checks by food handlers prior to food equipment being used.</li> <li>✧ Routine daily checks by food handlers after cleaning carried out.</li> <li>✧ Random check by manager to ensure cleaning is thorough.</li> <li>✧ Manager to check at least weekly that cleaning schedule is being complied with.</li> <li>✧ Detailed weekly check by manager of all equipment and structure.</li> <li>✧</li> <li>✧</li> <li>✧ Record failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action (What should be done if failure occurs?)</b> <ul style="list-style-type: none"> <li>✧ Arrange for thorough cleaning/sanitising to be carried out immediately</li> <li>✧ Repair or replace equipment or ensure not used.</li> <li>✧ Improve cleaning schedule, improve equipment/materials provided, retrain, improve instruction/supervision.</li> <li>✧</li> </ul>	
<b>Training and instruction (Who needs training?)</b>	

# Pest control

<p><b>Hazard (What could go wrong?)</b> Bacterial and physical contamination of food by droppings and hairs from rodents and by flying and crawling insects.</p>	
<p><b>Steps (Where could it go wrong?)</b></p>	<p><b>What foods does this hazard apply to?</b></p>
<p><b>Control (How can I stop this happening?)</b></p> <ul style="list-style-type: none"> <li>✧ Keep internal and external areas clean and tidy.</li> <li>✧ Provide refuse bins with tight fitting lids and keep them clean.</li> <li>✧ Pest-proof windows, doors and other openings. Provide self-closing external doors.</li> <li>✧ Provide flying insect killer and replace bulbs in May each year.</li> <li>✧ Use pest proofing properly and maintain in full working order.</li> <li>✧ Employ pest control company.</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Checks and records (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 above controls at least weekly.</li> <li>✧ Check pest control contract is up to date and recommendations carried out.</li> <li>✧ Check premises for signs of rodents and insect pests.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧ Record failures.</li> </ul>	<p><b>(Who does the checks?)</b></p>
<p><b>Corrective action (What should be done if failure occurs?)</b></p> <ul style="list-style-type: none"> <li>✧ If defects found, notify owner/manager immediately. Repairs as necessary.</li> <li>✧ If signs of pests notify owner/manager immediately. Treat infestation.</li> <li>✧ Improve procedures and proofing, retrain, improve instruction/supervision.</li> <li>✧</li> <li>✧</li> </ul>	
<p><b>Training and instruction (Who needs training?)</b></p>	

# Natural contamination

<b>Hazard (What could go wrong?)</b> Bacterial, chemical and physical contamination of food by soil and other contaminants.	
<b>Steps (Where could it go wrong?)</b>	<b>What foods does this hazard apply to?</b>
<b>Control (How can I stop this happening?)</b> <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>	
<b>Checks and records</b> <b>(What checks should be carried out? How often? What records shall I keep?)</b> <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>✧ Record failures</li> </ul>	<b>(Who does the checks?)</b>
<b>Corrective action</b> <b>(What should be done if failure occurs?)</b> <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 Env. Health Department if appropriate.</li> <li>✧</li> <li>✧</li> <li>✧</li> <li>✧</li> </ul>	
<b>Training and instruction</b> <b>(Who needs training?)</b>	

## Other contamination

<p><b>Hazard (What could go wrong?)</b>          Bacterial, physical and chemical contamination of food from packaging, chemicals and cleaning equipment, refuse and pets.</p>	
<p><b>Steps (Where could it go wrong?)</b></p>	<p><b>What foods does this hazard apply to?</b></p>
<p><b>Control (How can I stop this happening?)</b></p> <ul style="list-style-type: none"> <li>✧ Only use food from containers in good condition.</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 in use at low level.</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 cleaning operations when open food present.</li> <li>✧ Do not keep open food and 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>Checks and records (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 failures.</li> </ul>	<p><b>(Who does the checks?)</b></p>
<p><b>Corrective action (What should be done if failure occurs?)</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 as appropriate if damaged packaging found.</li> <li>✧ Discard food that 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>Training and instruction (Who needs training?)</b></p>	

<b>Hazard</b> (What could go wrong?)	
<b>Steps</b> (Where could it go wrong?)	<b>What foods does this hazard apply to?</b>
<b>Control</b> (How can I stop this happening?) ✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧	
<b>Checks and records</b> (What checks should be carried out? How often? What records shall I keep?) ✧ ✧ ✧ ✧ ✧ ✧ ✧	<b>(Who does the checks?)</b>
<b>Corrective action</b> (What should be done if failure occurs?) ✧ ✧ ✧ ✧ ✧ ✧ ✧	
<b>Training and instruction</b> (Who needs training?)	

# Checks and records

Record keeping can be as simple or as complicated as you wish to make it. Records enable you to show others how your system works and, more importantly, will help you manage food safety.

The way you record the checks must suit you and your staff. Record keeping must not, however, get in the way of running the business. For instance, it may not be practical to record every time you probe food to check the cooking temperature. Examples of various forms follow.

## **Daily temperature check form (Page 30)**

This type of form is useful for recording daily refrigeration and hot hold checks.

## **Delivery check form (Page 31)**

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

## **Checklist of all controls form (Page 32)**

You have already decided what your controls should be. These are detailed on each hazard form. One way to remind staff of the controls (and standards) is to copy them onto one piece of paper. You could laminate such a list when you have produced it, and fix it to a clipboard. This record of your controls is particularly useful for the person carrying out the weekly or monthly checks as their checks are less frequent and reminders may be more necessary.

## **Daily and weekly check forms (Page 33 and 34)**

This is an alternative to the above. It splits the controls into daily and weekly. It also puts the controls in a different order and changes the controls into questions for easier use.

You can develop these lists of controls for your own business. Whatever your final list looks like, you must make sure all controls are properly checked as often as needed.

## **Records of problems found form (Page 35)**

When you find any problem you can record what that problem is and the action taken to put it right.

You may find it useful to keep all your records for at least a year to help you review your system.

# Daily temperature checks

Month \_\_\_\_\_

Date	Delivery	Fridge storage/display 8°C or less						Hot hold 63°C or above
		1	2	3	4	5	6	Temp
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
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21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

<b>Corrective action</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

# Delivery checks

Date	Supplier	Temperature	Condition	Date codes
<b>Action taken</b>				

## Standards

- Temperature: Chilled food, 8°C or below. Frozen foods, -18°C or below.
- Date Codes: Food date coded to give enough shelf life.
- Contamination: Packaging and food in good condition. Driver has good standards of hygiene. Inside of vehicle clean.

*Example only*

# Food hazard analysis

## Checklist of all controls

Record failures on the separate record form.

<p><b>Cooking</b> Cook to 75°C Juices clear/no pink meat/no blood present Standard times/levels used Thoroughly defrost frozen foods before cooking</p> <p><b>Keeping food cold</b> High risk food to be below 8°C Food in fridge within 15 minutes of delivery Speedy preparation/maximum time out of fridge - 1½ hours Buffet display maximum 4 hours</p> <p><b>Hot holding</b> Hot food above 63°C Preheat equipment and food Food in equipment straight after cooking/reheating</p> <p><b>Cooling</b> Cool as quickly as possible/4 hours maximum Cool in shallow trays/small portions Standard procedures used Food in fridge to complete cooling</p> <p><b>Reheating</b> Reheat to 75°C as quickly as possible Reheat only once Standard procedures used Follow manufacturers instructions</p> <p><b>Stock control</b> All high risk food to have use-by date No food to be kept after use-by date Maximum shelf life 3 days from production</p> <p><b>Cross contamination</b> 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</p>	<p>Sanitise probe thermometer Sanitise surfaces for high risk foods before use Use colour coded chopping boards for raw and high risk foods.</p> <p><b>Personal hygiene</b> Personal hygiene standards complied with Wash hands before handling high risk food Minimum handling of food Clean overclothing and hats Wash hand basin properly equipped Visitors to comply with standards</p> <p><b>Cleaning and maintenance</b> All surfaces look clean Food contact surfaces sanitised 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</p> <p><b>Pest control</b> Refuse bins clean and tight fitting lids Pest proofing provided and used Fly killer in use Pest contract effective No pests present</p> <p><b>Natural contamination</b> Thorough washing/sanitising</p> <p><b>Other contamination</b> 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</p>
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# Food hazard analysis

## Daily checks

*Example only*

Record any problems on the separate form or in a diary

<p><b>Delivery(all foods)</b>          Is packaging and food in good condition?          Is temperature of high-risk food below 8°C?          Do dates and codes give adequate shelf life?          Is temperature of frozen foods below -18°C?          Are hygiene standards of driver and vehicle acceptable?          Is food put into storage within 15 minutes of delivery?</p>	<p><b>Keeping Food Cold(cooked food awaiting orders)</b>          Are only small portions of cooked food kept out whilst awaiting orders(when premises are busy)?          Is all cooked food put straight back in fridge after preparation of each order (when premises are not busy)?</p>
<p><b>Personal Hygiene(all staff and visitors)</b>          Are personal hygiene standards being complied with?          Is there; hot water, soap and towel at every wash hand basin?          Are visitors complying with standards?          Are overclothing and hats being worn?</p>	<p><b>Cooling(all cooked meats, vegetables and rice)</b>          Is food being cooled as quickly as possible?          Does cooling take longer than 4 hours?          Is food being split into smaller portions or placed in clean shallow trays to help cooling?          Are the standard procedures being used?          Is food transferred to fridge to finish cooling?          Is cooling food covered and placed where no contamination can take place?</p>
<p><b>Cooking(all cooked meats)</b>          Is all meat checked to make sure:              Juices run clear?              No blood present?          Are frozen foods thoroughly defrosted before cooking?</p>	<p><b>Cross Contamination(all high risk foods)</b>          Are separate chopping boards, knives and other equipment used for raw and cooked foods?          Are separate work surfaces provided and used for raw and cooked foods?          Is dirty equipment stacked away from clean equipment?          Are frozen raw foods thawed away from cooked foods?          Are surfaces used for high risk foods sanitised before use?</p>
<p><b>Refrigerators/chill storage(high risk food; cooked meat and vegetables, rice, yoghurt, sauces)</b>          Is the temperature of high risk food below 8°C?          Is the inside clean?          Are all foods covered?          Are raw foods stored under high risk foods?          Are all high risk food dated and within their use by dates?          Are cooked and raw foods in the correct fridge?</p>	<p><b>Cleaning(all food rooms)</b>          Do all surfaces look clean?          Are food contact surfaces sanitised daily?          Is all equipment stored off the floor?          Are cloths being washed and disinfected after use?</p>

*Example only*

## Food hazard analysis Daily Checks

Record any problems on the separate form or in a diary

<b>Reheating(all meals)</b>	<b>Hot Holding(rice)</b>
Is food <b>thoroughly</b> reheated quickly as possible? Are manufacturer's instructions or standard procedures being used?	Is hot food kept above 63°C? Is the food and equipment being preheated? Is food put in equipment straight after cooking/reheating?

## Weekly Checks

<b>Pest Control(whole of premises)</b> Does the fly killer work? Are the window and door screens being used? Are there any signs of: Rats/mice? Flies? Cockroaches? Is the Pest Control contract effective?	<b>Cleaning and Maintenance(whole of premises)</b> Is the cleaning schedule being complied with? Are there sufficient cleaning materials/equipment available? Are cleaning chemicals stored and used properly? Is cleaning equipment in good condition? Are all parts of the structure clean? (See separate list) Are all parts of the structure in good condition?
<b>Dry Store</b> Are any packets or containers damaged? Is all food within shelf life? Are all spillages cleaned away?	<b>General</b> Are refuse bags and surrounding areas kept clean? Is waste being bagged before throwing out? Are any pets or pet equipment in food rooms? Do the bin lids fit properly Is all lighting working properly?

# Record of problems found

Date	Problem	Action taken	Name

# 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 that 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 sink full of detergent.

We recommend that you write down each cleaning method and then list what is to be cleaned using that method. (See example on page 38).

## 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 39.

## Cleaning checks

These can be done by watching to make sure staff are cleaning things properly or by visually inspecting afterwards to make sure it has been done effectively.

The checks may show that:

- everything is fine;
- the method is wrong;
- the frequency is wrong;
- staff are not being thorough.

If checks show that anything is not as clean as it should be, then you need to decide what action to take.

## **Record keeping**

Once again this can be as simple or complicated as you wish. Some businesses require that the cleaner records that an item has been cleaned. Some businesses only record that the check has been done by the supervisor.

The two records can be combined, but need one column for the cleaner to tick that he has cleaned it, and another column for the supervisor to sign that the cleaning was checked for thoroughness.

You will want to work this out your own way but an example of one approach is attached. An example form follows on page 40.

## **Cleaning checks**

Cleaning can be checked in a variety of ways. Thorough 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 general check list on page 35 is suitable for this.

## **Cleaning personnel**

You may find it useful to decide who is responsible for cleaning particular areas or rooms on particular days. This will help both in training and in carrying out checks.

## **Safety**

Consideration will need to be given to your Health and Safety risk assessment and COSHH in relation to cleaning.

*Example only*

Cleaning method					
<b>Sink washing</b> <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>	<b>Dishwasher</b> <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>	<b>Clean and sanitise food contact surfaces</b> <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 instructions)</li> <li>Leave to air-dry or wipe dry with paper towel</li> </ul>	<b>Clean and sanitise food contact equipment</b> <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>	<b>Cleaning surfaces</b> <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 degreaser as necessary</li> <li>Rinse off</li> <li>Leave to dry</li> </ul>	<b>Cleaning and degreasing equipment</b> <ul style="list-style-type: none"> <li>Clean as for food contact equipment but use degreasers and follow manufacturers instructions</li> <li>Dispose of grease and fats properly</li> </ul>
Items to be cleaned					
<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>January/July</b> Ceilings in kitchen
	<b>Monday</b>		<b>February/Aug</b> Ceilings in store room and dining room
	<b>Tuesday</b> Shelf rack	<b>Week 2</b> Shelves in store room	<b>March/Sept</b>
	<b>Wednesday</b> All cleaning equipment		<b>Week 3</b> All light fittings
	<b>Thursday</b> Refrigerator	<b>Week 4</b> Cooker hood	<b>April/Oct</b>
	<b>Friday</b>		<b>Week 5</b>
	<b>Saturday</b>		<b>May/Nov</b>
			<b>June/Dec</b>

# Cleaning checks

Date	Item/area cleaned	Cleaned by	Checked by	Problems/action taken

# Training

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

- 1 Everyone must have been told about **The Essentials of Food Hygiene** before they start work. (An example follows on page 42)
- 2 **Hygiene Awareness Training** gives people some basic 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 **Hazard Analysis Training.** Staff must know enough to play their part in your hazard analysis system. In particular, the controls and monitoring procedures for each person's job must be clear to them. The hazard pack is designed to help you train your staff in your hazard analysis system.
- 5 **Refresher Training.** This is vital to make sure that staff do not forget what they have learnt and continue to put it into practice. This can be done at staff meetings, or on a one to one basis. It is recommended that formal refresher training be carried out at least every three years.
- 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 hazard sheets 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 43)

# 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**

*Example only*

## 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			

## 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.