

# Food Safety Good Hygiene Practices for

.....  
(name of food business)

The person responsible for food safety matters is .....  
When they are away ..... carries out the necessary checks.

**The following good practices are followed on the days the business operates:**  
(\*see note to food business operator).

## **Training: All food handlers are trained in safe food handling practices.**



Ensure all food handlers are trained in safe food handling practices. A **written record** signed by each food handler to confirm that they have read this document should be kept onsite. Should staff be handling high risk open food, formal training can be delivered in house and/or by an external provider to a recognised level. **Refresher training** should also be maintained.

## **Cold Storage: Fridge / Freezer temperatures are regularly checked.**

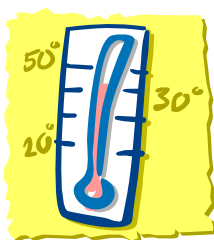
Chilled and frozen food purchases for the business are transported and placed in either the fridge or freezer **within 1 hour of purchase**.

The temperature of my **refrigerator** is checked every ..... when it contains food, to ensure it stores food at **8°C or below**. If it is found that the fridge is not storing food at the correct temperature, corrective action is taken and any food, which has been stored above 8°C for more than 4 hours, will be thrown away.



The temperature of the **freezer** is checked to ensure it is storing food at **-18°C or colder** every ..... day(s). If it is discovered that food has defrosted, the Environmental Health Department will be contacted for advice on what should be done with the food and the necessary steps will be taken to ensure the freezer is repaired or replaced.

## **Cooking: Food is thoroughly cooked and we check before serving.**



Food other than for personal consumption, which is cooked on the premises, is checked visually to ensure it is thoroughly cooked and/ or temperature probed to ensure a core temperature of **75°C** is met. Where food has been identified as not being cooked thoroughly, it is returned for further cooking until it satisfies the check(s) outlined above. If there is found to be a fault with the cooking process, all necessary practices will be changed to ensure thorough cooking.

## **Personal Hygiene: Cleanliness & other risks of contamination.**

All food handlers **wash their hands** to make sure they are clean before handling any food. They also wear a clean apron/over clothing when handling food and do not wear jewellery or watches which are likely to contaminate food. Staff with long hair ensure it is tied back.



## Staff Fitness to Work: Illness and risk of illness.



All food handlers are told to **notify their manager** if they are suffering from **sickness, diarrhoea, septic wounds and cuts**. They are also to notify the person currently in charge about any sickness they have suffered whilst on holiday or when any close family members or contacts have suffered any food poisoning symptoms.

Food handlers are not allowed to return to food handling work until they have been **symptom free for 48 hours**. All food handlers are also notified that they must cover all cuts with a waterproof dressing.

In addition, all staff who handle food and who work around open food must always wash and dry their hands before handling food, or surfaces likely to come into contact with food, especially after going to the toilet. This is because it is possible to be infected but not have symptoms.



## Cleaning: Clean and Disinfected.



All food contact surfaces and hand contact surfaces are cleaned and disinfected prior to use each day. The food safe disinfectant we use is .....  
We ensure that the manufacturer's instructions for contact times and dilution rates are adhered to. Any spillages of food which may cause cross contamination are cleaned up immediately with the use of the food safe disinfectant. All staff are aware of the cleaning they must do to prevent cross contamination.

## Safe Food Storage: To prevent cross contamination, labeling and dates.

All food is stored to prevent risk of contamination, i.e. **raw meat is stored below cooked** and ready to eat foods and all open food is kept covered.

**Use-by dates** on food are checked daily when the business is operating and the oldest food is always used first.

Food used by the food business should be kept separate from any other food that may be present in the building, labelled as such and if necessary, secured where it cannot be tampered with.

Staff carry out **regular routine checks** ..... times a week to make sure there are no **pests** present in food rooms to ensure that food is not contaminated. If pests are found we will contact the Environmental Health Department immediately for advice.



## Allergies:



When we are notified by a client that they have a specific **food allergy**, we will make all reasonable checks that the food they are given does not contain the food they are allergic to (known as an allergen), this includes checking all **ingredients** in a dish.

Where we cannot be certain that the allergen is not in a food item we will make it clear to the client that this is the case. When we produce menus, we will make it as clear as possible what food is included in a dish, e.g. when nuts are present in a dish such as trifle we will call it Strawberry and Almond Trifle etc.



When we are asked to prepare food free of a particular allergen we make sure that all work surfaces and equipment have been thoroughly cleaned before starting work to prevent cross contamination.

We keep a list of the ingredients used in all ready meals we use. Where we have children as regular clients we keep a list of any known allergies and all staff are made aware of the list and any updates to it.

Staff are made aware of the advice given in the Food Standards Agency food allergy guidance available on their website.

**WHEN ANY PROBLEMS ARE DISCOVERED REGARDING THE MATTERS IN THIS DOCUMENT A NOTE OF ANY CORRECTIVE ACTION IS MADE IN OUR DIARY (see attached)**

Signed..... (Food Business Operator)

Date.....

**\*Note to Food Business Operator.**

Regulation EC No. 852/2004 requires food business operators to have in place a documented system to show that the food they produce is safe to eat (food safety management system). This system must take account of the nature and size of the food business.

The Food Standards Agency, in order to assist business in meeting this legal requirement, has developed the Safer Food Better Business packs for caterers targeted at restaurants, cafes and takeaway food premises. In addition, packs have been published for sectors in the retail food industry. (See [www.food.gov.uk](http://www.food.gov.uk) for more information).

This particular guidance is aimed at those very small catering businesses that operate at a lesser level than the Safer Food Better Business initiative where high risk food might be handled as part of their activity. These will include those businesses such as village halls and charitable organisations preparing occasional food, small bed & breakfast premises (3 beds or less), and other similar low risk businesses. If you are not sure what system you should be using, or are organising a larger one off event please speak to your Environmental Health Officer for further advice.

In order to fulfil the obligation for record keeping, all you need to do is fill in the blank spaces in the main document and complete the diary page. This information will be requested as part of the inspection of the premises by the Council's officers.

Your food safety management system will need to be reviewed from time to time to check that it is still relevant and that all controls are in place. It is also your responsibility to ensure that it is amended to take into account any food preparation operations not covered by the document to ensure the food you provide is safe.

All our publications are available in alternative formats, such as large print or a language other than English and in electronic format. Please contact Environmental Health for further information.

