Food Safety System for Your Business

New food laws came in on **1st January 2006** which means that all food businesses must have written food hygiene systems in place, sometimes called HACCP. For most businesses, this is quite straight forward to do – the rules of safe food, cleaning, hygiene and keeping your premises free of rodents and insects haven't changed, but you will need to keep written records of how you do this.

You need to put the '**4C**'s' in place:

Cleaning – All parts of your food premises and equipment must be kept clean and free from pests. All staff must have good personal hygiene, wear clean over-clothing and wash their hands regularly.

Cooking – Cook food thoroughly to kill harmful bacteria. Don't leave cooked food out of the fridge for long periods of time.

Chilling – Stop harmful bacteria growing by keeping food chilled in the fridge. After cooking, food must be chilled quickly. Your fridge must be at 8 degrees C or below.

Cross-Contamination – Cross contamination is when bacteria spread to ready-to-eat foods from raw foods, contaminated equipment or surfaces or from dirty hands.

You need to write down how you control each of the food hygiene risks in your business. If you follow the guidance given in the enclosed pack, you will be well on your way to setting up your HACCP system.

Your local Environmental Health Officer can give you help and advice, including a pack on Safer Food, Better Business produced free of charge by the Food Standards Agency. Phone on:

City Centre 0121 303 4111
West Area 0121 303 5440
East Area 0121 303 9800
North Area 0121 303 9900

Remember – protecting your customers makes good business sense!

(Revised 15/05/06)

Ladbrooke House, Bordesley Street, Digbeth, Birmingham B5 5BL Phone: 0121 303 6105 Fax: 0121 303 6124

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HOW TO DO YOUR HACCP

All food businesses, from hot dog vans to major food manufacturers must carry out a HACCP (short for **H**azard **A**nalysis and **C**ritical **C**ontrol **P**oints) or similar food safety system. You need to look at your business operations, identify where possible harm could be caused to consumers and make sure that proper controls are in place so that food which is produced, stored and sold is safe to eat. The controls do not need to be complex but they must be effective and they will vary depending on the type of food business.

WHAT DO YOU NEED TO DO?

Identify potential hazards i.e. things that might be harmful

- Assess what possible food hazards there are in your business
- Identify the areas where they could occur
- Decide which of those areas are critical to ensuring food safety (critical control points)
- Put controls in place
- Make sure you have adequate controls in place at the critical control points
- Monitor the controls regularly to check they are working
- Review the assessment from time to time and whenever the food operations change

You have to keep written records of your analysis and monitoring procedures. Records will help to show that your business complies with the food safety regulations.

Many businesses already have necessary controls in place but by going through the process of analysing potential hazards, you might notice possible problems that you had not considered before or find better ways of controlling the risks.

You may find it helpful to draw a flow diagram of your operation from purchase of ingredients through to the sale or service of the food. A sample flow chart is included (fig. 1) Food hazards can then be identified at each step and any necessary controls put in place. Depending on the type of food operation it may be necessary to do a separate risk assessment for different food items, or it may be possible to group certain types of similar product together e.g. meat-based meals.

Once you have completed the flow diagram, you should identify the hazards for each process step. The most straightforward way of doing this is in table form. A worked example of such a table is contained in fig. 2.

What sort of hazards are there?

There are three main types of food hazards: microbiological, chemical and physical.

Microbiological

- Could harmful bacteria be present in or on the food, e.g. raw meat?

- Could foods such as ready-to-eat foods become contaminated, e.g. from raw meat?
- Could bacteria grow to dangerous levels in the food, e.g. if stored at the wrong temperature?
- Could some harmful bacteria survive cooking, e.g. in joints of meat?

Chemical

- Could toxic chemicals eg cleaning materials get into the food?

Physical

- Could foreign bodies such as pieces of glass, metal, or pests such as insects or rodent droppings get into the food?

What sort of controls should be introduced?

- Controls must be effective i.e. they should either remove the hazard completely or reduce it to a safe level
- They should be practical.
- All staff should understand them.

Examples of controls (these are not the only ones you may need to put in place)

- Buying supplies from reputable suppliers
- Checking raw materials as they are delivered
- Stock rotation of food and ingredients
- Storing food at the right temperature
- Separating different types of food to prevent cross-contamination
- Using foods within date marks
- Adequate cooking and reheating
- Cooling food quickly or keeping at the correct hot temperature
- Good staff hygiene
- Food hygiene training
- Effective cleaning routines using correct chemicals
- Pest control

Checking Controls

You need to regularly monitor the controls you have put in place. Exactly how you do this and how often will depend on the size and type of your food business.

You need to have a target to check against, for example:

- Date marks
- Delivery or storage temperatures – specify what the maximum and minimum temperature is you can accept
- Cleaning procedures against a cleaning schedule
- Personal hygiene practices against company rules

You must take action if you find the controls are not operating – just checking is of course a waste of time if you don't take action when things are going wrong. Staff need to be trained in what to do if they see that there are problems with the controls which should be in place.

Any corrective actions taken should be written down to show what happened and what you did to put it right. If food safety have been affected by what has happened you may need to dispose of that batch of food.

By analysing the potential hazards in your business and controlling them you will reduce the likelihood of problems actually occurring and causing harm. This is good for consumers and for your business.

DEFINITIONS

Hazard

Something which may cause harm. In food it could be something in the food, or something accidentally added to it, which would cause harm to any person eating it. An example of a food hazard could be microbiological contamination (such as *Salmonella* or *E coli* 0157) on cooked meats or other ready to eat food.

HACCP

The process of identifying and recording all the food hazards which might occur in a food business. This is usually done by listing all the steps in the food making process and identifying any hazards which could occur at each step.

Control Measure

Something which can be done to eliminate a food safety hazard, or reduce it to such a low level that it is no longer a major problem. Each food safety hazard will have its own control measure. For example, a control measure to ensure no *Salmonella* which were on the raw meat survive to contaminate the cooked meat would be to cook the meat properly.

Critical Control Point

A point in a food preparation process where a hazard **must** be controlled to be sure the food is safe to eat. Cooking meat would be an example of a critical control point. If the meat were not cooked properly, germs such as *Salmonella* which are on raw meat could survive and cause food poisoning in the person who ate the improperly cooked meat.

Monitoring

A way of recording or observing the control measures which are practised at critical control points. An example of monitoring whether meat was properly cooked would be to use a probe thermometer to check its internal temperature.

Corrective Action

The action which has to be taken when the monitoring of a critical control point shows a loss of control. For example, where a thermometer shows that some meat isn't properly cooked, corrective action would be to cook it longer until it was properly cooked.

PUBLICATION INFORMATION

General Guidance for Food Businesses

Food Hygiene –A Guide for Businesses**,** Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

Starting up a New Food Business?, Available online from the Birmingham City Council Website www.birmingham,gov.uk or from the Food Safety Team on 0121 303 4111.

HACCP in practice - (How to get started publications)

Safer Food, Better Business, Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

Foodlink, part of the Food & Drink federation offer a wide range of posters, stickers and leaflets, some of which are free. For more information, contact them on 020 7836 2460 or visit their website at www.foodlink.org.uk

HACCP Works Book, Price £15.95, available from Highfield Publications, Unit 5&6 Newton Business centre, Spotborough Road, Doncaster, telephone 0845 2260350 or www.highfield.co.uk (Highfield also stock other titles on Food Saety and HACCP)

Please note that these are suggested publications only. There are many other books available on HACCP. For more details contact a bookstore or the Central Library.

Food Handlers and infectious diseases control

Food handlers Fitness to Work Guidelines for Food Business Managers.
Available free from the Food Standards Agency, telephone 0845 6060667

Food handlers Fitness to Work Guidelines
Available free from the Food Standards Agency, telephone 0845 6060667

Some of the Publications listed above may also be available for purchase from Waterstones, New Street, Birmingham and other leading bookstores.

GUIDELINES TO FORMS AND EXAMPLES

This pack contains a number of examples and blank forms which you may copy and use for your business.

Fig 1. Example of HACCP Flow Chart

This shows all the steps in a typical catering operation from delivery of ingredients through to serving the finished dishes. Your processes may include some or all of these steps or additional ones.

Fig 2. Example of a HACCP Table

This shows how you must analyse each step in the process to see what possible hazards there may be, what controls need to be put in place, how to monitor them, etc. You will need to do a similar chart for your own business and decide which controls are critical to ensure food safety

Blank Forms

HACCP Flow Chart

Use this to identify each main step in your process (see Fig 1) You may need to do several of these if you have a number of different processes.

HACCP Table

This is the form to use where you actually analyse each separate step (see Fig 2)

Cleaning Schedule

This will help you to keep a check on how often every item/surface needs cleaning, the type and method of cleaning materials to be used and who must carry out the cleaning. It is a useful check for managers to ensure that nothing is missed and cleaning is carried out as often as required.

Delivery Check Recording System

This form allows you to keep a check on incoming goods i.e. shows any problems with goods which have to be returned to the supplier.

Temperature Recording System

Monitoring temperatures of equipment is an extremely important part of your HACCP. You may feel it is only necessary to check fridges, freezers and hot cupboards once a day or

every few days but making the checks will mean you can sort out any problems as they arise and keeping a written record will show what you did to correct them.

Staff Training Record

This can be used to keep a record of all the training your staff receive.

Employee Medical Questionnaire

Proprietors of food businesses are required to have policies in place to exclude any food handler who is suffering from an infectious disease that could be passed on through the food they are handling. This questionnaire will allow you to make an assessment of your employees' health when they start working for you.

EXAMPLE OF HACCP FLOW CHART

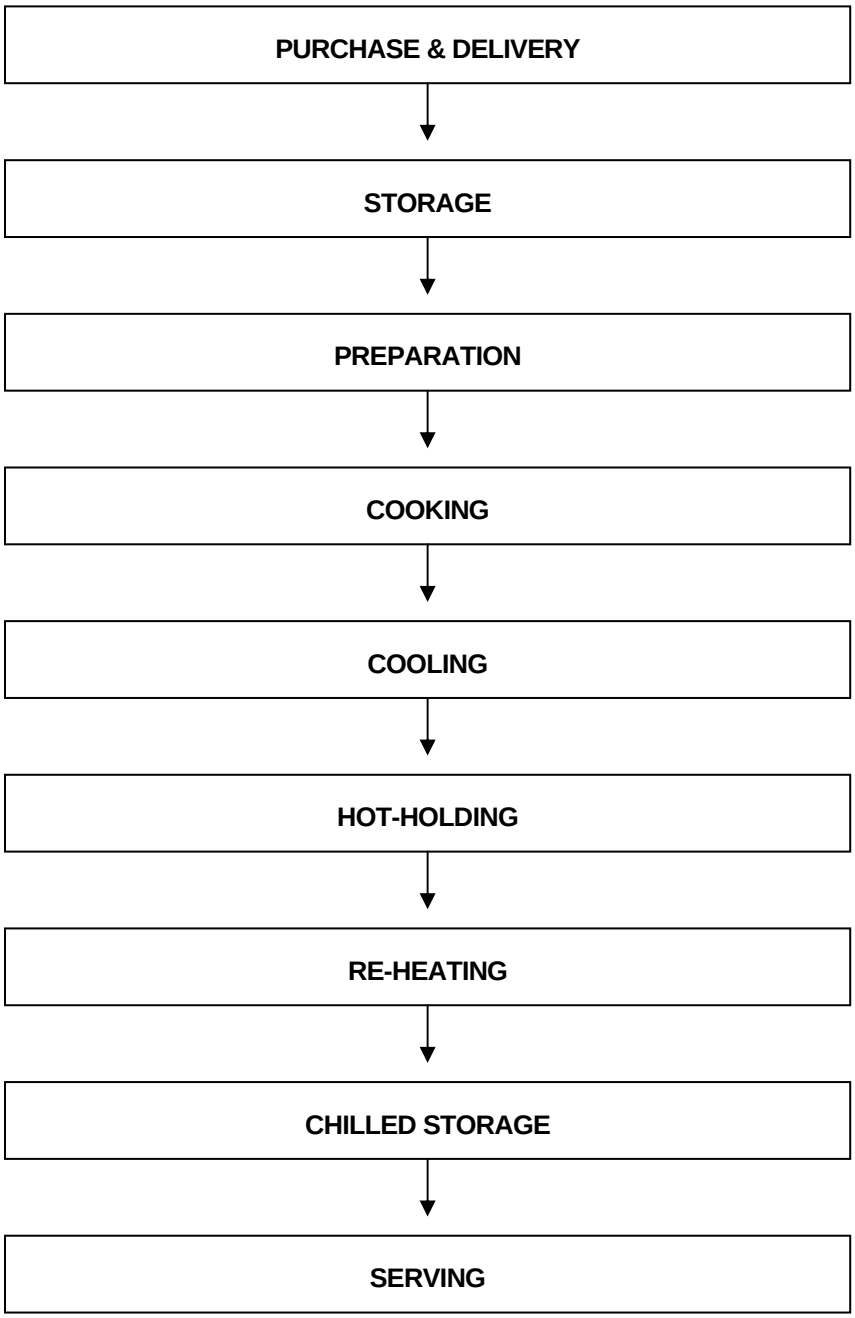


Fig. 1

EXAMPLE OF A HACCP TABLE

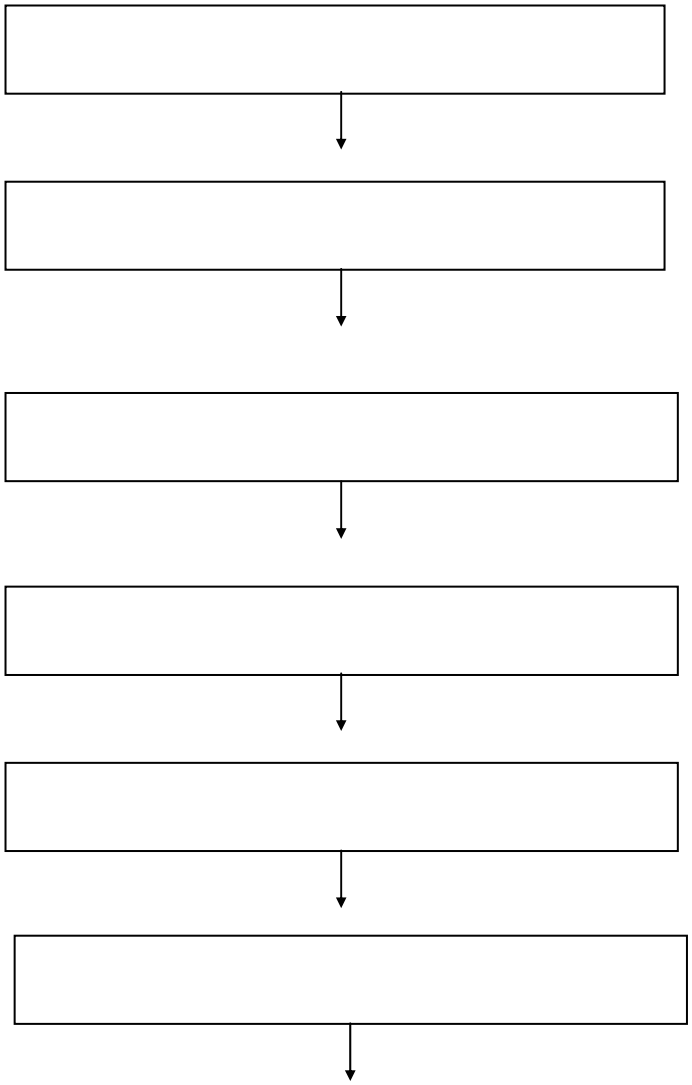
FOOD BUSINESS ACTIVITY: ..... BRIEF DESCRIPTION OF PROCESS: .....
PREMISES: ..... PREPARED BY: .....
DATE: .....

STEP	HAZARDS WHAT COULD GO WRONG?	CONTROL WHAT CAN I DO ABOUT IT?	IS THIS CONTROL CRITICAL TO ENSURE THE FOOD IS SAFE TO EAT?	MONITORING HOW CAN I CHECK?	WHO DOES THE CHECK?	CORRECTIVE ACTIONS WHAT IF IT'S NOT ALRIGHT?
Purchase and Delivery	Bacterial Contamination	Use reputable suppliers		Check delivery vehicles Check date codes Check temperatures and condition of food & record		Reject delivery Change Supplier
Storage	Bacterial Growth Further contamination	Store at correct temperatures (i.e. below 8°C) Cover/wrap food Separate raw/cooked foods Stock rotation		Check temperatures of equipment Record Visual Checks Check date codes		Adjust temperatures Call engineer – reject if necessary Train staff
Preparation	Bacterial Growth Further contamination	Limit time food is exposed to kitchen room temperature Use clean equipment Personal hygiene Separate raw/cooked food		Visual checks/training Cleaning schedules		Keep surplus food in fridge until required Clean as specified in cleaning schedule Train staff Move food apart
Cooking	Survival of food poisoning bacteria	Cook thoroughly so that the centre temperature reaches a minimum of 75°C for 2 min		Check temperature Check probes accuracy		Keep cooking until temperature achieved Core temperature min 75°C for 2 min

Fig. 2

Cooling	Growth of food poisoning bacteria or surviving spores Further contamination	Cool foods rapidly (set a time period depending on dish) and refrigerate when cool Cover where possible		Check time and temperature Visual inspection		Discard Change work practice Train staff
Chilled Storage	Growth of food poisoning bacteria Further contamination	Keep food below 8°C Separate raw/cooked foods Stock rotation Use clean equipment Keep food covered		Check temperature Record Visual inspection		Discard food Repair or adjust equipment Train staff
Hot Holding	Growth of food poisoning bacteria Further contamination	Keep food at or above 63°C Cover where possible		Check temperature Record Visual inspection		Discard food Repair or adjust equipment
Re-heating	Survival of food poisoning bacteria	Re-heat to above 75°C		Check temperature Record		Discard food
Serving	Growth of food poisoning bacteria Production of toxins by bacteria Further contamination	Cold service – Keep food below 8°C or for a maximum of 4 hours above 8°C Hot service – Keep food at or above 63°C Cover food where possible		Check time and temperature Visual inspection		Discard food Repair or adjust equipment Train staff

FLOW CHART (HACCP)



HACCP TABLE

FOOD BUSINESS ACTIVITY : .....
PREMISES : .....
DATE: .....

BRIEF DESCRIPTION OF PROCESS : .....
PREPARED BY : .....

STEP	HAZARDS WHAT COULD GO WRONG?	CONTROL WHAT CAN I DO ABOUT IT?	IS THIS CONTROL CRITICAL TO ENSURE THE FOOD IS SAFE TO EAT?	MONITORING HOW CAN I CHECK?	WHO DOES THE CHECK?	CORRECTIVE ACTIONS WHAT IF IT'S NOT ALRIGHT?

A CLEANING SCHEDULE

DATE	EQUIPMENT AREA OR SURFACE TO BE CLEANED	FREQUENCY OF CLEAN, e.g. Daily, Weekly	CLEANING CHEMICAL & EQUIPMENT REQUIRED (INCLUDING PROTECTIVE CLOTHING)	METHOD OF CLEANING	WHO IS RESPONSIBLE	CLEANING CHECKED BY MANAGER/ SUPERVISOR

DELIVERY CHECK RECORDING SYSTEM

WEEK COMMENCING:.....

DATE OF DELIVERY	DELIVERY COMMODITY (EG MEAT, FROZEN FOODS)	APPEARANCE	PACKAGING INTACT	DATE CODES	TEMPERATURE (IF APPLICABLE)	CHECKED BY (INITIAL)

TEMPERATURE RECORDING SYSTEM

Week Commencing	MONDAY --- am pm	TUESDAY --- am pm	WEDNESDAY --- am pm	THURSDAY --- am pm	FRIDAY --- am pm	SATURDAY --- am pm	SUNDAY --- am pm
Refrigerators (Below 8°C)							
1							
2							
3							
Freezers							
1							
2							
3							
Hot Cupboards (Above 64°C)							
1							
2							
WHO CHECKS THE TEMP..??							
IS THE TEMP PROBE WORKING OK..??							
WHAT SHOULD BE DONE IF TEMP IS ABOVE 8°C OR BELOW 64°C							

STAFF TRAINING RECORD

Staff Name:		Date Started:	
Previous Training Undertaken:			
Training performed	Date performed	Signed by employee	Signed by manager

EMPLOYEE MEDICAL QUESTIONNAIRE

NAME: ..... ADDRESS: .....

....

OCCUPATION: ..... DEPARTMENT: .....

1. Have you ever had or been a carrier of:

A food borne disease	☐ YES	☐ NO
Typhoid or paratyphoid	☐ YES	☐ NO
Tuberculosis	☐ YES	☐ NO
Parasitic infections	☐ YES	☐ NO

2. Has any close family contact suffered from any of the Above? ☐ YES ☐ NO

3. Have you suffered from any of the following in the last month:

Serious diarrhoea or vomiting	☐ YES	☐ NO
Skin trouble	☐ YES	☐ NO
Boils, styes or septic fingers	☐ YES	☐ NO
Discharge from the ears, eyes, gums/mouth	☐ YES	☐ NO

4. Please give details of any other medical problems which may affect your employment as a food handler, for example, recurring gastrointestinal disorder.

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5. Have you been abroad within the last two years? ☐ YES ☐ NO

   WHERE? .....

6. Should it be necessary, will you agree to provide such Specimens that may be required by the company to Ensure that you are not a carrier of any organism which may infect food? ☐ YES ☐ NO

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief.

Signed .....

LIST OF USEFUL PUBLICATIONS

Food Safety -General

Food Hygiene –A Guide for Businesses, Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

Safer Food, Better Business, Free from the Food Standards Agency 0845 606 0667 or online at www.food.gov.uk

The Food Standards agency, and some Local Authorities are giving free or low cost training in the Safer Food Better Business Pack, contact your local Environmental Health Department for details.

Food Standards Agency – supply **free leaflets and posters**, many of which are available in community languages – contact your local Environmental Health Officer who may be able to help (see list in appendix 1) or the Food Standards Agency on 0845 606 0667, they will also provide a full publication list:

Please note that some of these documents have not been updated with the most recent legislation. If you have any queries please raise them with your local EHO.

Stock code
Food Hygiene –A Guide for Businesses FSA/1020/0206
Food law inspections and your business FSA/0431/0202
Keeping food cool and safe FSA/0005/0201
Be allergy aware (leaflet) FSA/0002/1001
Be allergy aware (poster) FSA/0003/1001
Ten tips for food safety (poster) FSA/0006/0201
Genetic modification and food FSA/0230/9999
The balance of good health (leaflet) FSA/0008/0201
The balance of food health (poster) FSA/0009/0201
Feeding your baby FSA/0454/0602
Feeding your toddler FSA/0455/0602
Feeding your growing child FSA/0456/0602
Healthy diets for infants FSA/0482/0102
Food Hygiene Campaign Information Pack FSA/0372/0102
Preventing food poisoning FSA/0401/0302
Food handlers fitness to work guidelines
Food handlers fitness to work guidelines for food business managers

Birmingham City Council
Public Health

HACCP Pack for Caterers

We would like to know your views on the pack and whether it has been useful.

	Yes	No
1. When the EHO gave you the pack did he/she explain what it was for? (leave blank if you got this pack from the Birmingham City Council Website)		
2. Had you heard of HACCP before your received the pack?		
3. If yes, had you carried out HACCP in your business before you received the pack?		
4. Have you made any changes to your business since you received the pack?		
5. If yes, please say what changes you have made		

6. Did you find the pack easy to understand?		
7. If no, please say what parts of the pack were not easy to understand		
8. Did the definitions help you to understand what HACCP means?		
9. If no, please say why not		
10. Did you find the worked examples useful?		
11. If no, please say why not		
12. Have you used any of the blank forms?		
13. If yes, please tick those you have used		

Flow chart
HACCP Table
Cleaning schedule
Delivery check
Temperature recording
Staff training
Employee medical questionnaire

14. Have you bought / obtained any of the publications recommended		
15. Are there any parts of the pack you would prefer to have in a language other than English?		
16. If yes, please say which language		
17. Are there other changes you would suggest we make to the pack.		
18. If yes, please say what they are		

Thank you for taking the time to complete this questionnaire. Please return this in the envelope provided. No stamp is needed

The information provided on this form is to help us improve our service to you. It will be held on file, notified under the Data Protection Act 1998 and will not be divulged to anyone outside Birmingham City Council.

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