
Low Risk Food Safety Management System - Good Hygiene Practice Guide - Regulation EC No. 852/2004

The law requires food business operators to have a documented system to show how they make sure that the food they produce is safe to eat. This system (a food safety management system) must be relevant to the food produced and the nature and size of the food business.

The Food Standards Agency has developed a standardised way of creating a simple food safety system this called Safer Food Better Business (SFBB). Different versions of SFBB are available for caterers and retailers and for some specialist sectors (see www.food.gov.uk (and for a direct link <https://www.food.gov.uk/business-guidance/safer-food-better-business> for more information).

Safer Food Better Business is recommended for most small to medium sized business because it can be adapted as required and for simple low risk operations parts of it which are not relevant can be left out or just marked 'not applicable'

Using this guide

Although SFBB is good for most small food businesses, there may be some low risk situations where a small-scale operator might want to have the option of using a system which is even simpler.

This Good Hygiene Practice Guide is aimed at those very small catering businesses such as village halls and small bed & breakfast premises (with 3 beds or less), and charitable organisations that prepare occasional food such as marmalade or jam, and other similar very low risk businesses.

All you need to do to use this Good Hygiene model is to answer the questions and fill the blank spaces in the document to confirm how you will manage food safety.

The diary only needs to be filled when there is a food safety issue of some sort for which you need to take corrective action. The Council's officers will request to see your diary as part of their inspection, even if you may only have made a few entries.

The document 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.

If food production increases or becomes more complicated, the use of Safer Food Better Business will probably be more appropriate. 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.

Good practice Food Safety Management for small scale low risk situations

Regulation EC No. 852/2004 Food Safety - Good Hygiene Practice Guide for:

The person responsible for food safety matters is

(insert name here)

When they are away

(insert name here) carries out the necessary checks.

(.....) insert name of food business)

When the business operates, the good hygiene practices below should always be followed:

Training:

All food handlers are trained / have adequate knowledge of safe food handling practices relevant to our business.

Can you confirm this?

Insert Yes or No and any comment here (.....
.....)

A **written record** signed by each food handler to confirm that they have been trained and understood this document is available for inspection.

Can you confirm this has been done?

Insert Yes or No and any comment here (.....
.....)

(Training can be delivered in house and/or by an external provider to a recognised level). Our food handlers are supervised and will undergo **refresher training** when their knowledge requires updating.

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 day, when it contains food, to ensure it stores food at this right temperature (**1-5°C** and never above **8°C**). If the fridge is not storing food at the correct temperature, corrective action is taken and any high-risk food, which has been stored above 8°C for more than 4 hours, will be thrown away.

The temperature of the **freezer** is checked regularly to ensure it is storing food at **-18°C or colder.**

State how often you check this here (.....).

The manufacturers' storage instructions are followed carefully if it is discovered that food has defrosted. In cases of doubt the Environmental Health & Licensing team will be contacted for advice on what should be done with the food. Following a malfunction, steps will be taken to ensure the freezer is repaired or replaced.

Can you confirm temperature control measures as applicable to my business to ensure food safety will be applied as described above?

Insert Yes or No and any comment here (.....

.....)

Cooking:

Ensuring food is thoroughly cooked and checked before serving.

Food other than that 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 for at least 30 seconds** is met. If food is identified as not being cooked thoroughly, it is returned for further cooking until it reaches a safe temperature. If there is found to be a fault with the cooking process, all necessary practices will be changed to ensure thorough cooking.

Can you confirm cooking temperature control measures as applicable to my business to ensure food safety will be applied as described above?

Insert Yes or No and any comment here (.....

.....)

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.

Can you confirm this is applied in my business?

Insert Yes or No and any comment here (.....

.....)

Staff Fitness to Work:

Illness and risk of illness

All food handlers suffering from **sickness, diarrhoea, coughs, colds, sneezing, septic wounds and cuts** or any food poisoning symptoms must not handle food until they have been **symptom free for at least 48 hours** (or longer dependent on what the infection was).

All food handlers must cover all cuts with a waterproof dressing.

In businesses with more than one member of staff, food handlers are told to **notify their manager** if they are suffering from **sickness, diarrhoea, coughs, colds, sneeze, septic wounds and cuts**. They also 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.

Can you confirm that the above measures will be applied to my business to ensure food safety will be applied as described above?

Insert Yes or No and any comment here (.....

.....)

In addition, the latest specific advice relating to Coronavirus / COVID 19 illness and precautions must always be followed.

**Cleaning:
Clean and Disinfected.**

All food contact surfaces and hand contact surfaces are cleaned and disinfected before use each day. The food safe disinfectant we use is:

(.....) **insert name of disinfectant or sanitiser.**

We always follow the manufacturer’s instructions for contact times and dilution rates. 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 cleaning they must do to prevent cross contamination.

Can you confirm this is done?

**Insert Yes or No and any comment here (.....
.....)**

**Safe Food Storage:
To prevent cross contamination, labelling and dates.**

All food is stored to prevent a risk of cross contamination, i.e. raw meat is stored on a lower shelf to 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 on the premises and if necessary labelled and secured so it cannot be tampered with.

Pests. Staff carry out **regular routine checks every**

(..... **insert how many times per week**) to make sure there are no **pests** in food rooms and food is not contaminated.

If pests are found, we will take immediate action to make sure stored food is not contaminated and get further advice from a pest control professional if required and will contact the Environmental Health & Licensing team for advice if in doubt.

Can you confirm this is done?

**Insert Yes or No and any comment here (.....
.....)**

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, labels or other product information, 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. However, we will not be able to guarantee to the client the dish will be entirely free of allergens due to the risk of allergens with in the premises.

We keep a list of the ingredients used in all ready meals we use.

Can you confirm this is been done?

**Insert Yes or No and any comment here (.....
.....)**

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.

Can you confirm this has been done?

**Insert Yes or No and any comment here (.....
.....)**

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

When any problems or concerns are discovered regarding the food safety in this document, a note of the corrective steps taken is recorded in our diary below.

Signed..... (Food Business Operator)

Date.....

