

(insert title and amend doc if necessary)

**Statement of Food Hygiene Policy  
and  
Stepped Hazard Analysis**

This document forms part of an

**ASSURED FOOD SAFETY  
MANAGEMENT SYSTEM**

Designed especially for.....

Policies, routines and disciplines have been agreed following consultative discussion with the management and staff.

Also included in the management system are:

1. A 'stepped hazard analysis'
  2. All necessary signs and notices as referred to in the hazard analysis
  3. A 'General Statement of Food Hygiene Policy'
  4. A food hygiene training policy
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## **Name of Establishment**

### **General Statement of Food Hygiene Policy**

We, the above named company, aim to ensure that any of the following operations namely, the preparation, storage, transportation, handling and service of food are carried out in a hygienic way.

It is our policy, at ....., to be committed to constantly raising standards and to implement routines to minimise hygiene hazards.

Furthermore, such routines and disciplines are monitored by the establishment of control procedures. The successful application of these principles ensures that we comply with current statutory requirements to demonstrate compliance and also helps to ensure that all food services are of the highest quality and meet the requirements of our consumers.

With this aim in mind it is our policy to train and motivate staff at all levels in order to achieve these standards.

#### **Signed**

Name:

Patron Chef:

For and on behalf of:.....( name of establishment)

Policies, routines and disciplines have been formulated in partnership with

**Onecall Hospitality 2011**

### Assured Food Safety - Risk Analysis

<i><b>STEP</b></i>	<i><b>HAZARD</b></i>	<i><b>CONTROL</b></i>	<i><b>FOOD HANDLERS</b></i>	<i><b>MANAGERS</b></i>	<i><b>CORRECTIVE ACTION</b></i>
THE CHOICE OF SUPPLIER	The supply and delivery of food, which is unfit due to the presence of food poisoning bacteria and their toxins, spoilage bacterial moulds, or otherwise contaminated with chemicals or foreign bodies.	Arrange an agreement with suppliers, which specify the maximum temperature at which high-risk foods will be delivered. Purchase food from reputable suppliers who can guarantee their goods.		Audit suppliers and record observations.  Maintain records of returned questionnaires and policy statements.	Avoid bad suppliers
RECEIVING OF FOOD	The growth of food poisoning bacteria and production of their toxins during transportation, unloading, sorting and placing in storage.	Take temperature of chilled products.  Check vehicle air temperature.  Minimise the time period between deliver and placing in correct storage.  If possible, arrange a time for delivery that is most convenient.  Check for any special storage instructions.	Record temperature of chilled foods.  Record vehicle air temperature.	Check records of temperatures and any observations on the checklist.	Report any rejects to the Supervisor.  Reject deliveries if the chilled product is above the temperature specified in the contract agreement.

<b>STEP</b>	<b>HAZARD</b>	<b>CONTROL</b>	<b>FOOD HANDLERS</b>	<b>MANAGERS</b>	<b>CORRECTIVE ACTION</b>
RECEIVING OF FOOD	<p>Receiving and accepting food, which does not comply with food safety requirements (unfit, contaminated, and unwholesome)?</p> <p>Accepting food, which has passed its “use-by” date. Accepting food of low quality.</p> <p>Accepting frozen food that has previously thawed.</p>	<p>Check the vehicle for cleanliness. Check the delivery personnel for cleanliness. Check condition of packaging (torn, dirty, wet). Check for blown, dented or rusted cans. Check appearance of food in terms of quality (e.g. limp lettuce, ripeness of fruit etc.).</p> <p>Check the “use by/best before” date.</p> <p>Check for evidence of frozen products having thawed, e.g. peas, prawns clumped together. Check the temperature of the frozen product.</p>	Record any observation on checklist	Competency assessment on taking temperatures and checking foods.	<p>Reinforce training.</p> <p>Reject frozen foods above -12°C.</p>
STORAGE	Contamination with packaging materials during deboxing and unwrapping	Look for hazards. Exercise good housekeeping.		<p>Visual check of storage area.</p> <p>Competency assessment foreign body hazards from deboxing.</p>	<p>Tidy the area.</p> <p>Reinforcement of training</p>

<b>STEP</b>	<b>HAZARD</b>	<b>CONTROL</b>	<b>FOOD HANDLERS</b>	<b>MANAGERS</b>	<b>CORRECTIVE ACTION</b>
STORAGE	Contamination of foods by pests, especially crawling insects.  Chemical contamination of foods due to poor storage of chemicals.	Store food in pest proof containers (ensure stock rotation can still be practised). Practice good housekeeping.  Ensure that chemicals are stored completely separate from foods and in a cupboard.	Report any signs of a pest problem.	Assess competency of identifying a pest problem. Employ a pest control contractor and maintain a record sheet.  Visual check of chemical storage.	Carry out works suggested in report.  Separate food and chemicals.
STORAGE OF CHILLED FOODS	Growth of food poisoning bacteria and production of their toxins due to high-risk food being stored with the temperature “danger zone”.  Cross-contamination between raw meats and cooked meats.  Deterioration in quality of food due to age of food.	Store high-risk foods at or below 5°C.  Ideally, store raw meats in a separate chiller to cooked meats, or store cooked meats above raw meats and place on a tray and keep covered.  Practise stock rotation. Check quality of present stock on a routine basis. Date of code foods, which have not been dated, such as, portioned foods. Cooked high-risk foods should have a shelf life not exceeding 5 days. This includes the day of production & consumption.	Record temperature of chiller three times per day.  Check date-coding daily.	Check records of chiller temperatures.  Visual check.  Competency assessment on storage of raw meats.  Visual check.  Competency assessment on date-coding and stock rotation.	Check food temperatures if air temperature is too high. Adjust chiller temperature. Call engineer to maintain/repair chiller if necessary.  Separate raw meats safely.  Reinforce training.  Discard out-of-date.  Reinforce training.

<b>STEP</b>	<b>HAZARD</b>	<b>CONTROL</b>	<b>FOOD HANDLERS</b>	<b>MANAGERS</b>	<b>CORRECTIVE ACTION</b>
STORAGE OF CHILLED FOODS	Metallic contamination of food due to their storage in open tins.	Transfer goods into food grade containers, cover and date.		Visual check  Competency assessment on storing left overs from canned foods.	Discard open canned food which has been stored for more than 2 days; otherwise transfer food to grade containers.  Reinforce training.
STORAGE OF DRY FOODS, FRUIT AND VEG	Introduction/growth of moulds in dry goods due to or storage conditions  Introduction/growth of moulds and spoilage bacteria to fruit and veg due to poor storage conditions  Greening/sprouting of potatoes thus producing glycoalkaloids (poisons) in the food.  Cross-contamination between "dirty foods" such as root veg and cooked/ready to eat foods.  Deterioration in quality of food due to age.	Store dry foods in dry cool and ventilated areas.  Store fruit and veg in dry, cool and ventilated areas.  Store potatoes in a dark area.  Store veg separately from other dry goods.  Practice stock rotation. Check quality of present stock on a routine basis.		Visual check  Visual check  Competency assessment on storage of dry foods.  Visual Check	Provide adequate ventilation.  Transfer potatoes to dark area or room.  Separate "dirty" foods.  Discard old stock

*MORE PAGES ON FULL RESOURCE*



**FOOD SAFETY LOGS**

Freezers	-20°C
Refrigerators	+1°C to 8°C
Hot Food	+75°C

*Combined Food, Refrigerator Temperature and Food Receipt Log*

<b>Week Commencing</b> .....	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>		<b>Saturday</b>		<b>Sunday</b>	
	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>	<b>Open</b>	<b>Final</b>
<b>Refrigeration</b>														
<b>Freezer One</b>														
<b>Freezer Two</b>														
<b>Chiller One</b>														
<b>Chiller Two</b>														
<b>Chiller Three</b>														
<b>Chiller Four</b>														

<b>Food Temperature</b>							
<b>Item</b>							
<b>Temperature</b>							
<b>Item</b>							
<b>Temperature</b>							

<b>Food Temperature on Receipt</b>							
<b>Date &amp; Time</b>	<b>Supplier</b>	<b>Product</b>	<b>Date / Code</b>	<b>Temperature</b>	<b>Initials</b>	<b>Use By</b>	<b>Comments</b>

Completion of Form:

Combined Refrigerator, Food Temperature and Food Receipt Log

This log is split into three sections. It is designed to enable the majority of necessary temperature records to be held on one sheet.

### *Refrigeration*

Temperature should be taken each morning before the refrigerators are opened and as the kitchen is closed down for the evening.

It should be noted from the previous entry that the refrigerator has held or come down to the required temperature (see figures in box at the top left hand of the form)

### *Food Temperature*

Any food held for more than 30 minutes should be probed to verify its temperature.

### *Food Temperature on Receipt*

A reasonable number of goods should be checked for acceptable temperature from a cross section of suppliers on a regular basis.

**(Staff must be trained and instructed that in the case of either refrigeration, hot food or receipt temperatures being out of the acceptable range report immediately to the manager).**

## Monthly Premises Safety Audit

Audited by:

Date:

(Tick as appropriate)

	YES	NO	ACTION	DONE
<b>Records Completed</b>				
Com. Temp/Food Sample/Receipt				
Pest Report				
Induction				
Training Records				
Illness Self Certification				
<b>Kitchen and Service Area</b>				
Cleaning Routines Completed				
Stock Rotation Undertaken				
<b>Dining Rooms</b>				
Cleaning Routines Completed				
<b>Notices in Place</b>				
Now wash your hands				
Salad and Veg. Prep only				
Refrigerators				
Sinks				
Cooking Temperatures				
Others				

**General Repair Comments**

Area

Report

Action

**MORE PAGES ON FULL RESOURCE**



## TRAINING LOGS

## Food Hygiene Training Policy

The Food Safety (General Food Hygiene) Regulation 1995 requires that food handlers should be “supervised and instructed and / or trained in food hygiene matters commensurate with their work activity”.

It is the policy of this company to comply with this law in categorising training needs as follows: -

<b>CATEGORY OF STAFF</b>	<b>DAY ONE INDUCTION</b>	<b>FOOD HYGIENE AWARENESS</b>	<b>FORMAL TRAINING</b>
A	Yes before starting work	Yes within three months	Yes within three months
B	Yes before starting work	Yes within four weeks	Yes within three months

### CATEGORY GUIDE

<b>Category A</b>	Support staff, persons helping to serve food
<b>Category B</b>	Those involved in food preparation

## First Day Induction


These instructions should be shown and if necessary explained to all new staff who are involved in handling food before they start work.

Notation should then be made in their personal training log.

### The Essentials of Food Hygiene

1. Keep yourself clean and wear clean clothing.
2. Always wash your hands thoroughly before handling food and after using the toilet or handling raw foods or waste.
3. Minimise the wearing of jewellery - wedding band only.
4. Tell the person in charge before commencing work, of any skin, nose, throat or bowel trouble that you may have.
5. Ensure cuts and sores are covered with a waterproof, high visibility dressing.
6. Avoid unnecessary handling of food and never cough or sneeze over food.
7. Do not smoke or eat in a food room.
8. Keep food covered.
9. Keep food either refrigerated or piping hot.
10. Keep the preparation of raw and cooked food strictly separate.
11. Clean as you go.
12. Keep all equipment and surfaces clean.
13. Follow all food safety instructions either on food packaging or from your supervisor.
14. If you **think** you see something wrong – Inform the person in charge.

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**USER DOCUMENTS  
AND  
SUPPLEMENTARY INFORMATION**

## For Reference Only

Regulations governing the temperature control of 'high risk' foods.

### **Refrigerated Storage**

The following foods are classed as high risk and should be stored below 8°C but ideally at the temperatures shown.

-1°C to +2°C Fresh meat, poultry, offal's, fish, shellfish, smoked fish and meat products

0°C to +5°C Cooked meats, meat products, cooked/part cooked pastry/dough products with meat, fish or vegetable fillings, soft and cream cheese, milk, cream and milk products, cream filled products, low fat spreads, prepared salads, sandwiches, mayonnaise, raw pastry

### **Cooking**

Meat Limit size of joints to 3kg probe centre to 75°C

Poultry Defrost correctly, probe cavity to 75°C, insert skewer into thick part of thigh to see juices running clear.

Red Kidney Beans Raw beans should be boiled for at least 15 minutes before use.

Shepherds Pie, Pastry Meat Pies (two stage cooking)

Cook the filling from fresh raw ingredients  
If possible cook on the day required. Otherwise ensure rapid cooling  
Minimise the thickness to no more than 10cm  
Probe to 75°C

Eggs Always ensure centre cooked to 75°C

**Hot Holding** Cooked food or reheated food to be held at above 65°C

**Cooling** Cool as quickly as possible. At very least to 10°C within 4 hours

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