

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
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Derbyshire County Council Adult Care Assured Safe Catering Procedure

Approval and Authorisation

Name	Job Title	Date
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Authorised by:	Policy and Procedures Group	April 2005
Authorised by:	Policy and Procedures Group	February 2013
Authorised by:	Quality and Compliance	May 2015

Change History

Version	Date	Reason	Name
V 1.0	July 1996	First edition	Sheila Murdoch
V 1.1	June 2004	Amendments	Sheila Murdoch
V2.0	April 2005	Complete revision	Sheila Murdoch
V2.1	December 2007	Section 3 updated to Pest Control Card	Sheila Murdoch
V3.0	July 2008	Review and updated Complaints Form	Sheila Murdoch
V4.0	September 2010	Total review	Sheila Murdoch
V5.0	February 2013	Review and update	Sheila Murdoch
V6.0	May 2015	Inclusion of Advice re food brought into the home by relatives, friends or residents	Sheila Murdoch
V7.0	September 2017	Review and update	Sheila Murdoch
V7.1	September 2018	Amendment to legislation in Introduction	Sheila Murdoch
V7.2	April 2019	Introduction of section on cooking eggs	Sheila Murdoch

This information is to be used by all food handling staff. It contains procedures and good practice and is a working document based on the Food Hygiene Policy which is contained within the Catering and Domestic Services Procedures. This document will be reviewed on a regular basis – if you would like to make any comments, amendments, additions etc please email Phil Robson– Procedures and Information, phil.robson@derbyshire.gov.uk

Contents

Section	Title	
	Title page	3
1.	Introduction	4
2.	Implementing the Assured Safe Catering System	5
3.	Assured Safe Catering	6
4.	Flow Chart	7
5.	Hazards, Preventative Measures & Control Points	10
6.	Monitoring charts	33
7.	Training Records for Staff	49
8.	Management Hygiene Audits	51
9.	Prove it	60
10.	Scored on the Doors	64

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Assured Safe Catering

Establishment name.....

Date implemented.....

Introduction

Food safety legislation:

- [Food Safety Act 1990](#) as amended
- [The Food Safety and Hygiene \(England\) Regulations 2013](#)

Requires all establishments producing food to:

1. Operate hygienically
2. Have a documented system of hazard analysis in place to control food hazards
3. Supervise and instruct and/or train staff in hygiene matters commensurate with their work activities.

Assured Safe Catering is a system to control food safety problems. It was developed by the Department of Health and is based on Hazard Analysis and Critical Control Points (HACCP).

It involves examining the catering operation step by step, from selection of ingredients to serving the service users. By careful analysis any operation which may affect the safety of the food is identified.

The information contained in this document is to be used by all food handling staff. It contains procedures and good practice and is a working document based on the Food Hygiene Policy which is contained within the Catering and Domestic Services Procedures. Hazard Analysis and Critical Control Points.

All of our establishments follow a similar pattern in the purchasing, preparation and cooking of food. This system of Assured Safe Catering breaks down the catering operation into individual steps e.g. storage, preparation, serving. The hazards associated with each step are then identified.

A hazard is anything that may cause harm to a consumer and may be:

- | | | |
|------------|---|----------------------------------|
| Biological | - | e.g. salmonella in chickens |
| Physical | - | e.g. flaking paint in food |
| Chemical | - | e.g. cleaning chemicals in food. |
| Allergens | - | e.g. gluten, milk, eggs etc. |

Next, preventative measures are listed for each hazard and finally control points identified. These control points are a step or procedure which must be applied so that a food safety hazard can be prevented, eliminated or reduced to an acceptable level.

All of these control points must be recorded by food handling staff so that managers can monitor the system effectively. Monitoring forms are included at the end of this document

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Implementing the Assured Safe Catering System

The Assured Safe Catering System must be personalised:

- By filling in the establishment name on the page 3
- By ticking all steps that apply within each process pages 10 - 32

It is the responsibility of the Unit Manager to implement this system and ensure that all food handling staff are aware of the steps that relate to their work.

A food handler is defined as any person who can affect the hygiene of the food. Therefore, if care staff serve food they must be aware of the relevant steps. The staff's understanding of these procedures must be observed and monitored and discussed during supervision.

Monitoring the Assured Safe Catering System

Having implemented the system, Unit Managers must monitor the standards being achieved by using the Quarterly Hygiene Checklist. This checklist forms part of this document.

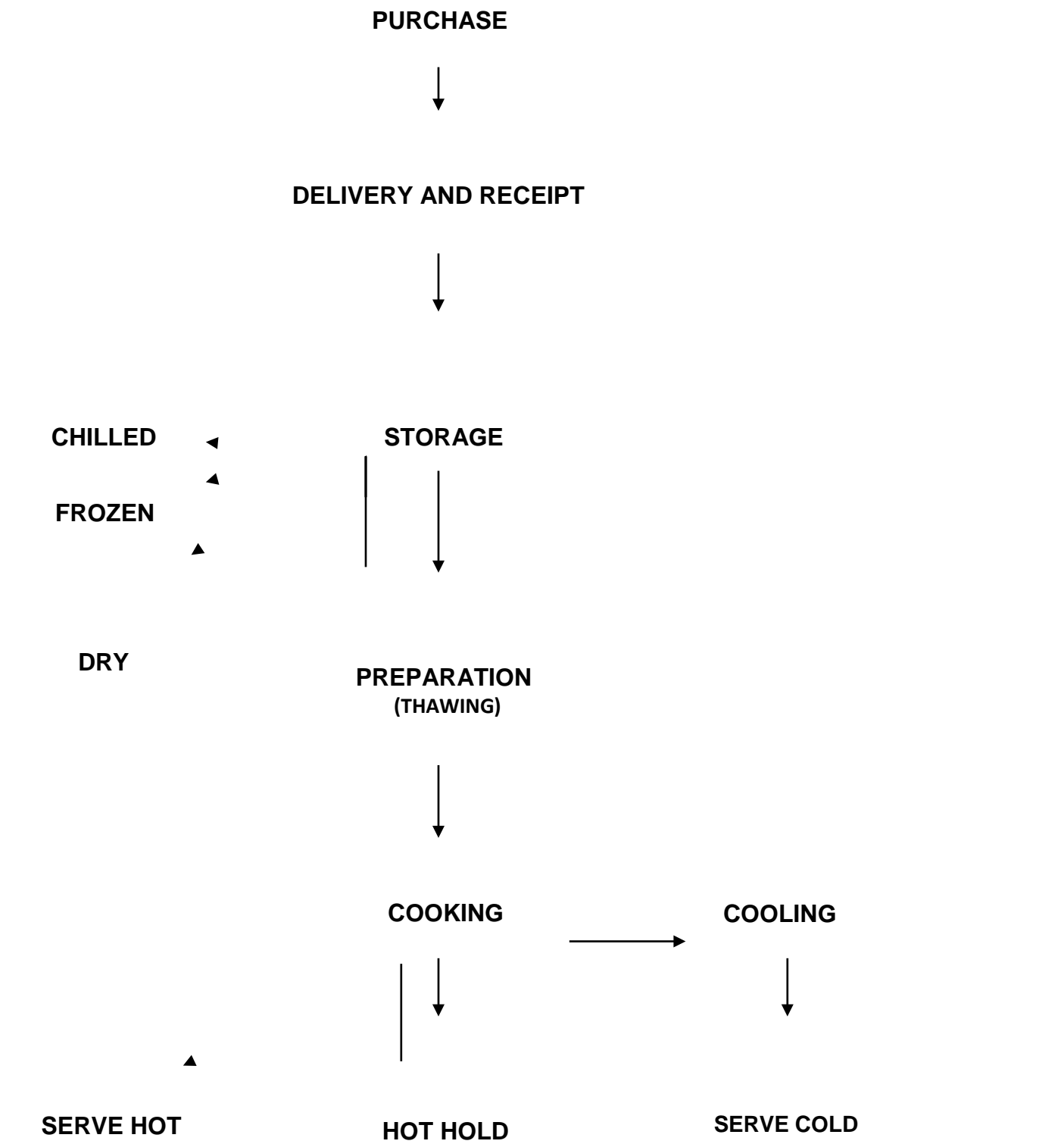
On completion of the hygiene audit this and all the relevant monitoring forms for the last 3 months must be transferred to a 'Prove It' file. **See section 8.**

The 'Prove It' file and personalized copy of Assured Safe Catering must be kept in the kitchen.

The Environmental Health Officer will be checking that the Food Safety Management System (Assured Safe Catering) is fully implemented, monitored and recorded. Any shortfalls such as staff not recording temperatures and carrying out cleaning on the frequencies on the rota will be picked up and will be commented on in their report. It will also affect the star rating given under the 'Scores on the Doors' scheme. **See section 10 for more details.**

Assured Safe Catering

Flow diagram showing the steps in the catering operation that are contained in the analysis for Assured Safe Catering



Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Hazards, Preventative Measures and Control Points

Other steps which could affect the safety of the food are:

- . Personnel
- . Cleaning
- . Pest control
- . Structure

Establishments with blast chillers will require the following steps:

- . Blast chilling
- . Reheating

Establishments exporting meals will require:

- . Exporting hot and coldfood

Establishments receiving exported meals will require:

- . Receiving hot and coldfood

Please contact the Catering and Domestic Services Manager or Catering Development Officer for these specific steps.

Assured Safe Catering Steps

1. Local Purchasing
2. Delivery and Receipt
3. Chilled Storage
4. Frozen Storage
5. Dry Storage
6. Thawing
7. Preparation
8. Cooking
9. Hot Holding
10. Cooling Hot Food
11. Service – Hot
12. Service – Cold
13. Personal Hygiene
14. Cleaning
15. Pest Control
16. Structure of Premises

LOCAL PURCHASE

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Food transported at incorrect storage temperatures Food is past 'use by' or 'best before' date Cross contamination if raw and cooked meats are delivered in the same container Bacterial growth on high risk foods Frozen food is starting to defrost Food is starting to decompose Canned foods are dented, blown or rusty Pest infestation of packaging and containers	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Food purchases will be made from contracted suppliers. See suppliers detail sheet <input type="checkbox"/> Delivery vehicles must be clean and delivery personnel have clean over clothing and practice good hygiene <input type="checkbox"/> All deliveries to be checked visually, prior to storage <input type="checkbox"/> Chilled and frozen food will be checked and stored within 15 minutes <input type="checkbox"/> No goods will be accepted which will not be used prior to the date codes being exceeded <input type="checkbox"/> Damaged canned goods will not be accepted. <input type="checkbox"/> Raw and cooked meats delivered in the same container will not be accepted <input type="checkbox"/> Foods to be checked for freshness, poor quality goods will be returned <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination will not be accepted <input type="checkbox"/> Cleaning products and food delivered in the same container will not be accepted 	On arriving at the Unit: All chilled food deliveries to be temperature tested, recorded and only accepted if less than 8°C All frozen food deliveries to be temperature tested, recorded and only accepted if less than -12°C	Reject any food not meeting the correct temperatures Review shopping procedures
Physical: Packaging materials in poor condition	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination are not accepted 		Reject any goods with damaged packaging

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

LOCAL PURCHASE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Cleaning products and food delivered together	Tick box if you do this: <input type="checkbox"/> Cleaning products and food delivered in the same container are not accepted		Reject any deliveries where this occurs
Allergens: Food delivered for a specific allergen free diet contaminated from other foods	<input type="checkbox"/> Packaging checked		Reject any goods with damaged packaging

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

DELIVERY AND RECEIPT

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Food transported at incorrect storage temperatures Food is past 'use by' or 'best before' date Cross contamination if raw and cooked meats are delivered in the same container Bacterial growth on high risk foods Frozen food is starting to defrost Food is starting to decompose Canned foods are dented, blown or rusty Pest infestation of packaging and containers	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Food is purchased from contracted suppliers. See suppliers detail sheet <input type="checkbox"/> Any local purchases are made from designated suppliers with a 5 star hygiene rating. See suppliers detail sheet <input type="checkbox"/> Delivery vehicles must be clean and delivery personnel have clean over clothing and practice good hygiene <input type="checkbox"/> All deliveries are checked visually, prior to storage <input type="checkbox"/> No goods are accepted which will not be used prior to the date codes being exceeded <input type="checkbox"/> Raw and cooked meats delivered in the same container are not to be accepted <input type="checkbox"/> Foods checked for freshness, poor quality goods are returned <input type="checkbox"/> Chilled and frozen foods are temperature checked and stored within 15 minutes <input type="checkbox"/> Quality of food especially fresh fruit and vegetable is checked <input type="checkbox"/> Damaged canned goods are not accepted. <input type="checkbox"/> Packaging checked 	All chilled food deliveries are temperature tested, recorded and only accepted if less than 8°C All frozen food deliveries are temperature tested, recorded and only accepted if less than -12°C Use red temperature probe for raw products and white/yellow temperature probe for ready to eat products	Do not accept any food not meeting these criteria When returning food complete the Food complaints form to report any difficulties with the delivery

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

DELIVERY AND RECEIPT			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Physical: Packaging materials in poor condition	Tick box if you do this: <input type="checkbox"/> Foods showing any signs of pest infestation or physical contamination are not accepted		Reject any goods with damaged packaging
Chemical: Cleaning products and food delivered together	Tick box if you do this: <input type="checkbox"/> Cleaning products and food delivered in the same container are not accepted		Reject any deliveries where this occurs
Allergens: Food delivered for a specific allergen free diet contaminated from other foods	<input type="checkbox"/> Packaging checked		Reject any goods with damaged packaging

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

CHILLED STORAGE

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Growth of food poisoning bacteria Cross contamination of foods Food decomposing Refrigerator not maintaining a temperature between 1 - 5°C Condensation dropping onto food	Tick box if you do this: <input type="checkbox"/> Refrigerators are not overloaded and food is not placed directly in front of the cooling unit <input type="checkbox"/> Refrigerators are cleaned as per the cleaning schedule <input type="checkbox"/> Stock is rotated to ensure first in, first out <input type="checkbox"/> All food is wrapped, labelled and dated <input type="checkbox"/> Ready to eat and raw foods are stored in separate refrigerators <div style="text-align: center;">or</div> <input type="checkbox"/> Raw foods including eggs are stored beneath cooked foods <input type="checkbox"/> Food which has passed its use by date or is suspect in any way is disposed of <input type="checkbox"/> The temperature of food in refrigerators is checked twice a day <input type="checkbox"/> Only cool food (10°C – 15°C) is placed in the refrigerator	The temperature of food in refrigerators is checked twice a day and recorded to ensure that it is between 1-5°C	If above 5°C for no obvious reason e.g. door left open, contact Technical Services Kitchen Maintenance immediately In the event of refrigerator break down follow the Action List for Fridge and Freezer Breakdowns in the Catering and Domestic Services document. Dispose of any food immediately which exceeds 8°C. If below 1°C adjust thermostat to achieve critical limits
Chemical: Metal contamination from storing food in open cans	Tick box if you do this: <input type="checkbox"/> Food is decanted out of open cans for chilled storage		Dispose of any food stored in an open can
Physical:	Tick box if you do this: <input type="checkbox"/> All food is wrapped, labelled and dated		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Store food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

FROZEN STORAGE

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Bacterial growth in thawing food if freezer not maintaining -18°C Food being stored longer than manufacturer's recommendations Bacterial growth if dense e.g. meat, food is frozen on site	Tick box if you do this: <input type="checkbox"/> All food is wrapped, labelled and dated. <input type="checkbox"/> Ready to eat and raw foods are stored in separate freezers <div style="text-align: center;">or</div> <input type="checkbox"/> Raw food is stored beneath ready to eat foods <input type="checkbox"/> Stock is rotated to ensure; first in, first out <input type="checkbox"/> Food is disposed of if it is beyond the manufacturer's recommended date <input type="checkbox"/> Fresh meat and fish is not frozen on site. (It can be purchased frozen from the frozen food contractor) <input type="checkbox"/> Food once thawed is used within 24 hours and is not be refrozen	The temperature is monitored twice daily and recorded to ensure that it is between -18°C and -22°C	If above -18°C for no obvious reason e.g. door left open, contact Technical Services Kitchen Maintenance immediately In the event of refrigerator break down follow the Action List for Fridge and Freezer Breakdowns in the Catering and Domestic Services If below -22°C adjust thermostat to achieve critical limits
Chemical:	Tick box if you do this:		
Physical: Freezer Burn	Tick box if you do this: <input type="checkbox"/> All food is wrapped, labelled and dated		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Store food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

DRY STORE

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Pest infestation Stock exceeding the 'best before' dates Food deterioration	Tick box if you do this: <input type="checkbox"/> All food is stored off the floor <input type="checkbox"/> Open packets are stored in lidded containers <input type="checkbox"/> Cleaning is carried out as per schedule <input type="checkbox"/> Stock is rotated; first in, first out <input type="checkbox"/> Quality of food and date codes is checked prior to use	Cleaning schedules checked by Manager Hygiene audit by Unit Manager	Staff training Review on next hygiene audit
Chemical: Food stored near chemicals or other substances likely to taint	Tick box if you do this: <input type="checkbox"/> No chemical or cleaning agents are kept in the dry store, including mops and buckets		
Physical: Shelves and paint work in poor condition	Tick box if you do this: <input type="checkbox"/> Shelves and paint work are maintained in a good condition		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Store food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

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Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: Sept 18 Review Due: April 2020
------------------------------------	---------------------------------	---

THAWING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Bacterial growth due to lack of temperature control Cross contamination from raw products Inadequate thawing Contamination from thawed liquid	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Thawing of all raw meat and poultry is kept to a minimum <input type="checkbox"/> All perishable food is thawed on a tray in the refrigerator <input type="checkbox"/> There is sufficient defrosting time as thawing in refrigerators takes longer and there is a greater risk of cross contamination <input type="checkbox"/> Defrost raw food away from high risk, ready to eat foods <input type="checkbox"/> Raw meat, fish and poultry is placed in a sufficiently deep tray to contain thawing liquid and placed at the bottom of the refrigerator <input type="checkbox"/> Foods is covered for protection whilst thawing. <input type="checkbox"/> Temperature test to ensure food is completely thawed <input type="checkbox"/> Label defrosted food for later use with the date it was defrosted and a date it is used by i.e. within 24 hours <input type="checkbox"/> Never refreeze thawed products <input type="checkbox"/> All equipment and surfaces are thoroughly cleaned and disinfected before being used for other foods 	Temperature test and record the completed thawing temperature. It is between 0°C – 5°C	If higher than 8°C dispose of food. If between 5 °C - 8°C label and continue to store in the refrigerator and use within 24 hours If below 0°C thaw for longer
Chemical:	Tick box if you do this:		
Physical:	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Keep all food covered 		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Thaw food for allergen free diets separately and away from other foods, <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

PREPARATION

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Cross contamination from raw foods Cross contamination through poor hygiene practices Pest contamination Bacterial growth on food due to lack of temperature control	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> All equipment and preparation surfaces are clean and disinfected prior to use <input type="checkbox"/> Raw food is prepared in the identified and labelled raw food area away from ready to eat food <input type="checkbox"/> Separate utensils are used for raw and cooked, colour coded wherever possible <input type="checkbox"/> All preparation surfaces are clean and dry <input type="checkbox"/> Food is kept clean, cool and covered <input type="checkbox"/> In summer only open windows if they are screened <input type="checkbox"/> Food is not prepared too far in advance <input type="checkbox"/> High risk food is kept in the ambient kitchen temperature for the minimum length of time Raw food preparation <ul style="list-style-type: none"> <input type="checkbox"/> A disposable apron is worn when handling raw foods e.g. raw meat, fish and raw fruit and vegetables <input type="checkbox"/> Cleaning raw food preparation area Pre-clean - Using disposable paper towels 2 stage disinfection - Stage 1 - Spray with diluted Sanitiser and leave for 30 seconds, dry with disposable paper towel Stage 2 – Repeat stage 1 <input type="checkbox"/> Quality of ingredients is checked prior to preparation <input type="checkbox"/> The cleaning rota is completed in compliance with the schedules 	Hygiene audit by Unit Manager	If quality is poor, substitute the product and follow the food complaint procedures If food is contaminated, store away from other food items and clearly mark the food as 'unfit' follow food complaint procedures Staff training and supervision
Chemical: Inadequate control of cleaning products	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> All fresh fruit, vegetables and salad items are washed prior to use 		

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: Sept 18 Review Due: April 2020
------------------------------------	---------------------------------	---

PREPARATION			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Pesticides and/or insecticides on food	<input type="checkbox"/> cleaning products are used at the correct dilution rate, via pump dispensers and spray bottles		
Physical: Packaging, staff, premise.	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> External packaging is removed away from food preparation areas. <input type="checkbox"/> Building defects are reported to the manager and recorded in the diary 		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Prepare food for allergen free diets separately and away from other foods <input type="checkbox"/> Use separate preparation equipment such as chopping boards, knives etc if able or thoroughly wash and disinfect in between uses <input type="checkbox"/> Use a separate toaster for toasting gluten free bread <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning.

COOKING

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Multiplication Survival of bacteria and spores due to inadequate temperature control	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> An order of work is planned which ensures that the time between an item of food being cooked and served is no more than 30 minutes <input type="checkbox"/> All equipment is clean prior to use <input type="checkbox"/> Rice, kidney beans and other pulses are boiled for 10 mins before simmering <input type="checkbox"/> Large volumes of soups, stews and gravy are stirred in a figure of 8, every 10 mins to prevent cold spots forming <input type="checkbox"/> Pan lids are kept on to prevent condensation <input type="checkbox"/> Where ever possible food is prepare and cooked on the day it is eaten <input type="checkbox"/> Food from previous meals are not reheated <input type="checkbox"/> Joints of meat which are less than 2 kilos in weight <input type="checkbox"/> Meat and poultry is checked to ensure it is cooked - juices run clear i.e. no blood present NB A 35gm sample of all high risks foods cooked each day is stored in a labelled and dated sample bag in the refrigerator for 72 hours. High risk foods include cooked meat, cooked poultry and cooked meat and poultry products such as gravy and stock, milk, cream and custards, eggs, dairy products, fish including shell fish and cooked rice	Test and record the cooked temperature of food using a sanitized, calibrated probe prior to placing in hot holding – it should be between 75° and 82°C (This includes eggs which means the yolk is set and not soft) For kitchens with Blast chillers only: When recording re-heated temperatures highlight the reheat temperature in a different colour	If less than 75°C cook the food for longer, or at a higher temperature until the correct temperature is reached If above 82°C reduce cooking time or temperature to achieve critical limits
Chemical: Incorrect use of cleaning products	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Use cleaning products at the correct dilution rate, via pump dispensers and spray bottles 		
Physical: Staff, equipment and premises	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Keep lids on pans 		

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: Sept 18 Review Due: April 2020
------------------------------------	---------------------------------	---

COOKING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Incorrect use of cleaning products.	Tick box if you do this: <input type="checkbox"/> Use cleaning products at the correct dilution rate, via pump dispensers and spray bottles		
Physical: Staff, equipment and premises.	Tick box if you do this: <input type="checkbox"/> Keep lids on pans.		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Cook food for allergen free diets separately and away from other foods, <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens and Cleaning

COOKING EGGS WITH SOFT YOLKS

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Multiplication Not destroyed by temperature	Tick box if you do this: <ul style="list-style-type: none">┐ Make sure hands are washed before and after handling shell eggs.┐ Only use British Lion eggs by looking for the Lion Trade Mark.┐ Store eggs in the refrigerator but acclimatise to room temperature before cooking for around 30 minutes before use.┐ Store eggs separately from other foods especially raw meat and strong smelling foods.┐ Check the best-before date stamped on each British Lion egg. Do not cook an egg with a soft centre if it has gone beyond its best before date┐ Never use cracked or dirty eggs.┐ Cooked egg dishes should be consumed as soon as possible after cooking. If eggs are not for immediate use, cool rapidly, date label and store in the refrigerator┐ Time and temperature control are important factors in guaranteeing the safety of the eggs you serve to consumers. If salmonella is able to reach the inside of an egg, for example if the shell becomes contaminated, salmonella could grow if it reaches the yolk, which is more likely to happen if the egg is stored for more than three weeks.	Visual check by the Unit Manager. Hygiene audit by the Unit Manager.	Closer supervision and monitoring.

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: Sept 18 Review Due: April 2020
------------------------------------	---------------------------------	---

HOT HOLDING			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Spore germination due to lack of temperature control Condensation dropping onto food	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> The hot cupboard or trolley is pre-heated for 90 mins prior to use <input type="checkbox"/> All food is covered which is being stored Exceptions would be food which would become soft e.g. chips or pastries <input type="checkbox"/> Foods are held hot only once 	Hot holding keeps food between 63°C/75°C Check and record the temperature of food if held for more than 20 minutes Hot hold for no more than 2 hours	If under 50°C, discard of the food immediately If between 50°C and 63°C reheat food and store in the oven until the equipment is repaired Report the failure of the hot holding equipment to the Unit Manager, who must report it immediately to Technical Services Kitchen Maintenance If above 75°C adjust thermostat to achieve critical limits
Chemical:	Tick box if you do this:		
Physical: Equipment	Tick box if you do this: Keep food lidded wherever possible		
Allergen: Cross contamination from other foods	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Store hot food for allergen free diets separately and away from other foods, <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on personal hygiene.

COOLING HOT FOOD

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Bacterial growth if cooling time is exceeded Cross contamination Pest contamination	Tick box if you do this: Where there is no blast chiller <ul style="list-style-type: none"> <input type="checkbox"/> Cooling is avoided by preparing and cooking food on the day it is are eaten <input type="checkbox"/> Only food that is to be served cold is cooked the previous day <input type="checkbox"/> Cooked food is only out of temperature control for 90 minutes <input type="checkbox"/> Hot food is cooled quickly, then place in the refrigerator <input type="checkbox"/> Meat joints are below 2 kg in weight. Once cooked they are portioned or sliced, covered and left to cooled in the most appropriate place e.g. a cool room an open screened window or a sink of cold water <input type="checkbox"/> Hot liquids are cooled in covered shallow containers positioned so that air can circulate around them or in a sink of cold water <input type="checkbox"/> Rice, pasta and potatoes are cooled under cold running water Using a blast chiller <ul style="list-style-type: none"> <input type="checkbox"/> Use blast chiller in accordance with the manufacturer's instructions 	Record the time and temperature when cooking was complete Cool food rapidly – cooling can be achieved more rapidly when portions are small When food reaches room temperature it is placed in the refrigerator. This should not be more than 90 minutes after cooking was complete Record the time and temperature when the food is transferred to the refrigerator Record the time and temperature when cooking was complete. Record time when cooling cycle is complete	Dispose of food. Review procedures to ensure correct temperature is reached within time limit
Chemical: Sprayed cleaning products	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Keep all cooling food covered 		

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: Sept 18 Review Due: April 2020
------------------------------------	---------------------------------	---

COOLING HOT FOOD			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Physical: Staff, premises	Tick box if you do this: <input type="checkbox"/> Keep all cooling food covered		
Allergen: Cross contamination from other foods	Tick box if you do this: <input type="checkbox"/> Cool food for allergen free diets separately and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

SERVE HOT			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Contamination by food handler Cross contamination	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Cooked food is not uncovered until service. See exceptions under Hot Hold <input type="checkbox"/> Separate serving utensils are used for different food items <input type="checkbox"/> Food is not served with fingers <input type="checkbox"/> At the end of service, all food is disposed of unless it can be served cold the next day. Follow the information on the cooling of food <input type="checkbox"/> The time between preparation and service is kept to a minimum. 	Check and record temperature of food prior to service. It is above 63°C. Visual check by Unit Manager Hygiene audit by Unit Manager	If under 50°C, discard of the food immediately If between 50°C and 63°C reheat food and store in the oven until the equipment is repaired Report the failure of the hot holding equipment to the Unit Manager, who must report it immediately to Technical Services Kitchen Maintenance If above 75°C adjust thermostat to achieve critical limits
Chemical:	Tick box if you do this:		
Physical: Food handlers.	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Do not serve food with fingers 		
Allergen: Cross contamination from other foods.	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Serve food for allergen free diets with separate utensils and away from other foods <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

[illegible]

Refer to Hazard Analysis on Allergens, Personal Hygiene and Cleaning

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

PERSONAL HYGIENE			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: Food handlers working with an illness that can affect the safety of the food Food handler's poor hygiene Cross contamination through poor practice	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Catering staff are 'fit for work' i.e. do not have an illness that could affect the safety of the food <input type="checkbox"/> Staff do not wear false nails, fingernails are short clean and unvarnished <input type="checkbox"/> Staff adhere to correct hand washing process - using warm running water, liquid soap and a plastic nail brush, dry thoroughly with paper towels. Taps turned off using a paper towel <input type="checkbox"/> The nailbrush is sanitized at the end of each shift by washing it in the dishwasher <input type="checkbox"/> Hands are washed on all occasions detailed on the Essential of Food Hygiene chart <input type="checkbox"/> Staff wear clean protective clothing as detailed in the catering and Domestic Procedures Manual including hats <input type="checkbox"/> Staff wear a disposable apron over work clothes when handling raw products <input type="checkbox"/> Staff remove jewellery, including stud earrings and make up/perfumes <input type="checkbox"/> Staff cover any cuts with blue, waterproof dressings <input type="checkbox"/> There is no smoking or spitting in the food areas 	Visual check by the Unit Manager Hygiene audit by the Unit Manager	Closer supervision and monitoring
Chemical: Perfumes/aftershaves	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Staff do not wear strong perfumes or aftershaves 		
Physical: From food handlers and their work wear	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Staff wear clean protective clothing as detailed including hats. 		
Allergen: Cross contamination from other foods via hands	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Wash hands thoroughly before handing food for allergen free diets <input type="checkbox"/> All food is wrapped, labelled and dated 		Dispose of any food not meeting this standard

CLEANING

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
<p>Bacterial:</p> <p>Cross contamination when cleaning from raw to cooked or dirty to clean areas</p> <p>Bacterial contamination from cleaning equipment</p> <p>Bacteria surviving due to incorrect dilution rates, use of incorrect cleaning product, insufficient contact time</p>	<p>Tick box if you do this:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carry out the cleaning as detailed on the cleaning schedule, using the designated products on the cleaning system, at the correct dilution rates and where specified the correct contact time <input type="checkbox"/> Cleaning raw food preparation area <ul style="list-style-type: none"> Pre-clean - Using disposable paper towels 2 stage disinfection - <ul style="list-style-type: none"> Stage 1 - Spray with diluted sanitiser and leave for 30 seconds, dry with disposable paper towel Stage 2 – Repeat stage 1 <input type="checkbox"/> Use green coloured cloths for all other kitchen cleaning tasks <input type="checkbox"/> Use red cloths to clean in the staff toilet facilities. <input type="checkbox"/> Wash and disinfect food preparation and hand contact surfaces thoroughly in between tasks using a cloth that has been washed and disinfected <input type="checkbox"/> Store soiled cloths in a lidded bucket and washed at the end of each shift on a 82°C or above wash cycle <input type="checkbox"/> Clean cleaning equipment after it has been used, do not soak mops or cloths 	<p>Visual check by the Unit Manager</p> <p>Audit of cleaning schedules</p> <p>Hygiene audit by the Unit Manager</p>	<p>Closer supervision and monitoring</p>

CLEANING

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Chemical: Consumption of cleaning products Use of the wrong cleaning product Use of the incorrect dilution Incorrect storage of cleaning products Failure to rinse properly	Tick box if you do this: <input type="checkbox"/> All cleaning products not in use are stored away from food in a locked cupboard <input type="checkbox"/> Fit the correct sized pump dispensers to all 5 litre products <input type="checkbox"/> All cleaning products are stored in correctly labelled containers away from food <input type="checkbox"/> Carry out the cleaning as detailed on the cleaning schedule, using the designated products on the cleaning system, at the correct dilution rates and where specified the correct contact time		
Physical: Use of inappropriate or defective cleaning equipment	Tick box if you do this: <input type="checkbox"/> Check condition of cloths and mops prior to use		
Allergen: Cross contamination from other areas in the kitchen	Tick box if you do this: <input type="checkbox"/> Cleaning allergen free preparation area food preparation area Pre-clean - Using disposable paper towels 2 stage disinfection - Stage 1 - Spray with diluted Sanitiser and leave for 30 seconds, dry with disposable paper towel Stage 2 – Repeat stage 1		Dispose of any food not meeting this standard

PEST CONTROL

HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial: From the pests and excreted by them onto food	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Check all food deliveries for infestation and reject if any found <input type="checkbox"/> Clean kitchen and storage areas as per cleaning schedule <input type="checkbox"/> Do not leave any open food in the kitchen <input type="checkbox"/> Store all food off the floor <input type="checkbox"/> Place any open packets of food into pest proof containers i.e. ones with secure lids <input type="checkbox"/> Keep the lids on internal and external waste bins and ensure outside areas are clean tidy and free from weeds <input type="checkbox"/> Remove any unused equipment. <input type="checkbox"/> Remove waste at the end of each shift <input type="checkbox"/> Rotate stock and store it correctly <input type="checkbox"/> Report any defects to the Unit Manager e.g. dripping taps, damage to fly screens, gaps around windows, pipework or doors <input type="checkbox"/> In summer only open doors and windows if they are fly screened 	Monthly visual check by the Cook and Unit Manager Hygiene audit for the Unit Manager	Contact pest control agency if any signs found Closer supervision and monitoring
Chemical: From pest control products, careless use of insecticides	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Do not leave any open food in the kitchen 		
Physical: From pest's bodies, eggs, hair, droppings	Tick box if you do this: <ul style="list-style-type: none"> <input type="checkbox"/> Do not leave any open food in the kitchen 		

Refer the Structure of premises and cleaning

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

STRUCTURE OF THE PREMISES			
HAZARD	CONTROL MEASURES	CCP AND MONITORING	CORRECTIVE ACTION
Bacterial:	Tick box if you do this:	Visual check by the Cook and the Unit Manager Hygiene audit by the Unit Manager Report any defects to Property Division	Follow up defect report if not actioned
Chemical: From misuse of cleaning products	Tick box if you do this: <input type="checkbox"/> Cleaning as per schedule		
Physical: Flaking paint, chipped tabling, shelving etc Worn worktops Nuts and bolts from equipment Dirt and grease from the ventilation system Cobwebs Glass and light fillings	Tick box if you do this: <input type="checkbox"/> Have structural damage repaired as soon as it occurs <input type="checkbox"/> Clean ventilation grills on a monthly basis by washing them in the dishwasher at the end of the day <input type="checkbox"/> All light fitting are fitted with diffusers		

Monitoring Charts

This section contains all the monitoring charts that relate to the Assured Safe Catering Control Points and also information relating to traceability and includes:

- Suppliers/contractors list
- Opening and closing checks
- Freezer monitoring chart
- Fridge monitoring chart
- Delivery temperatures
- Daily cooked temperatures
- Cooling log
- Cleaning schedules
- Probe monitoring charts
- Blank food complaint form
- Monthly pest control awareness record.

General notes on using and retaining monitoring information

It is advised that these forms are copied and a separate 'Prove It' file set up to store completed forms. It is best practice to have a separate appliance chart for each fridge or freezer which is in use and to attach the chart (in a plastic envelope) to the door of the appliance.

Suppliers/Contractors Names and Addresses

Food Supplied	Company Name	Address and phone number
Butcher		
Baker		
Dairy		
Grocer		
Greengrocer		
Frozen Food		
Other e.g. local shop used in emergency or designated take-away		
Pest Control Contractor		

Opening Checks:

The person responsible for producing the meal must complete these checks at the beginning of the day. Extra relevant duties can be added to the list.

CHECK w/c.....	Checked & Initialled							Any Actions to be reported to Manager
	S	M	T	W	T	F	S	
The p.m. temperature of the fridges & freezers has been taken								
All equipment is working properly								
Work surfaces and equipment are clean								
There is a new bag in waste bin								
Clean cloths are in kitchen								
The date on the sanitiser spray bottle and replace if required								

Closing Checks:

The person responsible for producing the meal must complete these checks at the end of the shift. Extra relevant duties can be added to the list.

CHECK w/c.....	Checked & Initialled							Any Actions to be reported to Manager
	S	M	T	W	T	F	S	
The p.m. temperature of the fridges & freezers has been taken								
That no food has been left out								
That food past its "use by" date is thrown out								
That all dirty cloths have been removed from the kitchen								
That waste has been removed and bin bags replaced								
That work surfaces are clean								
That the dishwasher is checked & cleaned								
Any spillages are cleaned away								

Freezer

This appliance must be temperature tested twice a day. The temperature must be between -18°C and -22 °c. The temperature is tested by using the probe thermometer and placing the probe between two packs of food.

Month												
	am	signed	pm	signed	am	signed	pm	signed	am	signed	pm	Signed
1												
2												
3												
4												
5												
6												
7												
8												
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31												

Immediate action if freezer temperature is above -18°C:

- Report immediately to Duty Manager, record action in diary.
- Follow the procedure on freezer breakdown.

Immediate action if freezer is below -22°C:

- Adjust temperature setting.

Fridge

This appliance must be temperature tested twice a day. The temperature must be between 1°C and 5°C. The temperature is tested by using the probe the thermometer and placing the probe between two packs of food.

Month	am	signed	pm	signed	am	signed	pm	signed	am	signed	pm	Signed
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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31												

Immediate action if fridge temperature is above 5°C:

- Report immediately to Duty Manager, record action in dailydiary.
- Follow the procedure on fridgebreakdown.

Immediate action if fridge is below 1°C:

- Adjust temperature setting.

Delivery

The delivery temperature of all frozen and chilled goods must be taken. The delivery temperature of chilled food must be less than 8°C. The delivery temperature of frozen food must be less than -12°C.

Date	Meat				Frozen				Chilled Grocery			
	Test 1 – 2 items			signed	Test 1 – 2 items			signed	Test 1 – 2 items			signed
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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30												
31												

Immediate action if chilled delivery temperature is above 8°C. Do not accept the delivery. Follow the food complaint procedure.

Immediate action if frozen delivery temperature is below -12°C. Do not accept the delivery. Follow the food complaint procedure.

Cooked Food Temperatures

The cooked temperature of all food must be 75°C or above. The following high risk food items must be tested: Protein (stew, roast, pie etc)

- Gravy
- Custard
- Milk puddings, porridge

Where food is reheated in establishments with blast chillers these temperatures must be highlighted to distinguish them from cooked temperatures

	Breakfast			Main meal						Light meal	
	Porridge	Hot item	signed	Main course	Alternative Main course	Savoury sauce	Pudding	Custard	signed	Hot item	signed
1											
2											
3											
4											
5											
6											
7											
8											
9											
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31											

Immediate action if cooked temperature is less than 75°C. Cook the food for longer or at a higher temperature until the food reaches 75°C.

Cooling Log

Centre temperature: 75°c or above after cooking.

Cool foods to Centre Temperature: $<8^{\circ}\text{C}$ in 90 minutes.

Note: Ensure the thermometer probe is sterile before and after use and is calibrated at regular intervals.

[illegible]

Daily Cleaning Rota

Cleaning tasks must only be signed off if they have been completed

DATE	W/C							W/C							W/C						
ITEM	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Checked and signed by designated member of staff:																					

Cleaning tasks must only be signed off if they have been completed

Once printed, this is an uncontrolled document - 32

Cleaning tasks must only be signed off if they have been completed

Once printed, this is an uncontrolled document - 33

Probe Calibration – Ready to Eat Foods

The 'Ready to Eat' probe thermometer must be checked every month to ensure that it is accurate. This is done by -

Hot: Agitate the probe in boiling unsalted water. The probe thermometer should read between 99°C – 100°C and

Cold: Agitate the probe in ice and water. The probe thermometer should read between –1°C and +1°C.

The monitoring chart must be completed every time the probe is checked as a record to prove that this is being carried out.

Month	Year	Temperature in ice water -1°C and +1°C	Temperature in boiling water 99°C and 100°C	Signed	Action if outside the temperature range
January	20				
February	20				
March	20				
April	20				
May	20				
June	20				
July	20				
August	20				
September	20				
October	20				
November	20				
December	20				

Immediate action required if the probe operates outside these temperature ranges

It must be repaired, replaced or re-calibrated.

Probe Calibration – Raw Foods

The **Raw** probe thermometer must be checked every month to ensure that it is accurate. This is done by -

Hot: Agitate the probe in boiling unsalted water. The probe thermometer should read between 99°C – 100°C and

Cold: Agitate the probe in ice and water. The probe thermometer should read between –1°C and +1°C.

The monitoring chart must be completed every time the probe is checked as a record to prove that this is being carried out.

Month	Year	Temperature in ice water -1°C and +1°C	Temperature in boiling water 99°C and 100°C	Signed	Action if outside the temperature range
January	20				
February	20				
March	20				
April	20				
May	20				
June	20				
July	20				
August	20				
September	20				
October	20				
November	20				
December	20				

Immediate action required if the probe operates outside these temperature ranges

It must be repaired, replaced or re-calibrated.

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Derbyshire County Council Food Complaint form

Establishment name	
Phone number	
Address	

URGENT COMPLAINTS

Telephone to: Education Catering, Senior Procurement Officer, Chatsworth Hall – tel: 01629 535693 email: iane.staley@derbyshire.gov.uk

OTHER COMPLAINTS

Please fill in 2 copies of this form on the day on which goods or services were delivered or found to be unfit, unsatisfactory, or delivered outside contracted hours.

Copy 1 to be sent to the Catering Services, Block B, Chatsworth Hall, Matlock, Derbyshire, DE4 3FW

Copy 2 to be retained in the unit





DETAILS OF COMPLAINT

Supplier name	
Date of delivery	
Invoice number	
Product batch code serial number etc.	
NATURE OF COMPLAINT – giving full relevant details, e.g. late/non delivery/items missing/driver's attitude/ damaged goods/telesales service	
Details of the action taken	
Date and time, action taken	
Has the food been isolated pending a decision?	Yes/No
Signed(Catering Supervisor/Manager)	
Date	

To be completed by Procurement Team:

Action taken	
Date and Time, action taken	
Feedback to Establishment	
Signed (Procurement Officer)	
Date	

Monthly Pest Control Awareness Record

PESTS	EVIDENCE	Date.....		Date.....		Date.....	
		x/√	Action if ✓	x/√	Action if ✓	x/√	Action if ✓
INSECTS  Flies Cockroaches Ants	<ul style="list-style-type: none"> Dead or alive Bodies Eggs Larvae Pupae 						
STORED PRODUCT PESTS:  Beetle Mite Weevils	<ul style="list-style-type: none"> Dead or alive Bodies Movement in dried foods 						
RODENTS  Mice Rats	<ul style="list-style-type: none"> Dead or alive Bodies Smear marks Rat runs Droppings Torn or damaged packaging 						
 BIRDS Pigeons	<ul style="list-style-type: none"> Dead or alive Bodies Pecking Droppings 						

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Training Records

This section contains a monitoring form to record all food hygiene training and other catering related training e.g. NVQII, undertaken by staff. Any member of staff who can influence the hygiene of the food is classed as a food handler and therefore must have attended and passed CIEH Level 2 Food Safety in Catering or equivalent. This will include Managers, Care Staff, Domestic Staff, DSWs, RSWs etc. This training must be refreshed every three years or earlier if the Manager has identified a need.

Staff who supervise catering staff (this would include Managers and/or their deputies and Cook Supervisors/Cooks in Charge) must have attended CIEH Level 3 Supervising Food Safety in Catering or equivalent.

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Training Records for Catering Staff and other Food Handlers

Please specify the date the training was completed

Name	Job Title	NVQII, City and Guilds or equivalent	Induction - including the Essentials of Food Hygiene	Foundation Level 2 Food Safety	Intermediate Supervising Food Safety	Please state level		
						Refresher Food Safety Level.....	Refresher Food Safety Level.....	Refresher Food Safety Level.....

NB Include relief food handlers Signature_____ Date_____

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: April 2020
------------------------------------	---------------------------------	--

Hygiene Audits

This section contains the Hygiene Checklist which is a systematic approach for Managers to monitor the standard of the hygiene and hygiene practices within the kitchen.

The checklist must be carried out every three months in:

January

April

July

October

They must be retained in the establishment for three years.

All standards are detailed in the [Catering and Domestic Services Procedures Manual](#).

Complete the checklist by placing a ✓, **x** or **N/a** in either the 'Yes' or 'No' column.

(✓) Yes = Standards being met. **(x)**

No = Standards not being met.

N/a = Not applicable

If 'No' is ticked, identify what action is to be taken, who is to take it and the time scale.

These checklists are part of the 'Assured Safe Catering' system and must be produced for the Environmental Health Officer to examine on an inspection visit.

Quarterly Kitchen Audit

Completed on.....(Date)

By.....

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
STAFF				
Do hand wash basins used by catering staff have hot and cold water, liquid soap, paper towels and a nailbrush				
Do staff use the correct handwashing technique and turn the tap off if appropriate with paper towel? (observation)				
Are the staff wearing designated work wear including hats and is their foot wear appropriate?				
Are staff adhering to the policy on wearing jewellery?				
Is staff changing room clean and tidy and not used as a storage area?				
Is a 'now wash your hands sign displayed in the catering staff toilet?				
Do all 'food handlers know what the policy is in relation to reporting illness?				
Is the essentials of food hygiene' displayed in the kitchen?				
Are blue waterproof dressings available?				
Do other staff entering the kitchen put on a clean white overall and head covering?				

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
BUILDING Are the following clean and in good condition:				
Floor				
Walls				
Ceiling				
Ventilation system				
Sinks				
Work surfaces				
EQUIPMENT Are the following clean, in good condition and working correctly:				
Chopping Boards – should be colour keyed				
Scales and Weights				
Vegetable rumbler				
Food processor/blender				
Mixer and attachments				
Can openers - check cogs				
Heated and general purpose trolleys - check wheels				
Freezers – check door seal				
Fridges – check door seal				
Hot cupboards or bain marie				
Food storage containers				
Pans				
Baking trays and tins				
Utensils – no wooden handled knives, spoons or rolling pins				

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Crockery, cutlery, etc.				
Oven ranges and boiling tops				
Combi ovens or steamers				
Deep fat fryer				
Grill				
Microwave				
Dishwasher				
Storage racks				
Shelving in pantries				
Contents of drawers				
Has all broken, old or unused equipment been removed from the kitchen?				
DELIVERY				
Are the temperature check records for the delivery of chilled and frozen goods up to date?				
Is there a probe thermometer (not red) to take the temperature of ready to eat foods?				
Is there a red probe thermometer to take the temperature of raw foods?				
Are the probe thermometers being calibrated and recorded on a monthly basis?				
STORAGE – DRY STORE				
Is stock being rotated – oldest to the front?				
Is all food stored off the floor?				
Is all food within the 'best before' date code?				

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Are open packets in lidded containers?				
Are the stores pest free?				
STORAGE – REFRIGERATOR				
Are the fridge temperatures being recorded twice a day				
Is all food within the 'use by' date code?				
Is all food covered, labelled and dated?				
Are raw and ready to eat foods stored on separate shelves with raw under ready to eat?				
Is there room for air to circulate in the fridge?				
Are eggs stored at the bottom of the fridge?				
STORAGE – FREEZERS				
Are the freezer temperatures recorded twice a day?				
Is all food covered and dated?				
Are raw and ready to eat foods stored on separate shelves with raw under ready to eat?				
Has any frozen meat been purchased in a frozen state?				
FOOD PRODUCTION				
Are signs displayed on the walls to identify the designated raw and ready to eat food preparation areas?				
Does each area have its own designated colour coded equipment?				

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Is the food processor used to prepare 'ready to eat' items only sited in the 'ready to eat' area?				
Is the vegetable preparation machine used to prepare potatoes and vegetables which will then be cooked sited in the 'raw' area?				
Is quality of food checked prior to use including date codes?				
Is the policy on thawing frozen food adhered to?				
Is high risk food, which will be served cold, stored in the fridge after preparation? e.g. sandwiches.				
Have the recording sheets for cooling foods been completed where required?				
Is the time between cooking and serving for all elements to the meal kept to a minimum?				
Are the cooked food temperature checks up to date?				
Have samples been kept as per policy?				
SERVICE				
Are separate utensils used for serving different foods				
Are all foods stored correctly prior to service, i.e. hot in hot cupboard or chilled in fridge?				
Is all food remaining after service disposed of as per policy?				

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Is information available to identify allergen content of foods?				
GAS REGULATIONS				
Is the appropriate yellow gas sign being displayed?				
Is the ventilation on and a window open if the gas is in use?				
CLEANING				
Are the daily, weekly, monthly rotas up to date?				
Have they been signed as checked by a manager?				
Do staff practice 'CLEAN AS YOU GO' i.e. clean continually throughout the working day?				
Mops, brushes etc. – are they clean and stored separately?				
Are all cleaning chemicals not in use, including dishwasher products, locked up and stored away from food?				
Are the cleaning products the same ones detailed on the wall chart and task cards?				
Are decanted cleaning products in suitable labelled trigger sprays/bottles?				
Is refuse removed at the end of each shift?				
Are all refuse bins foot operated and have the lids in place?				
Is all crockery and cutlery allowed to air dry?				

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: Sept 19
------------------------------------	---------------------------------	---

	Yes =✓ No =× N/a = Not applicable	Action to be taken if no (×)	Initials of Manager to take action & time scale	Date resolved
Does the member of staff preparing the meals know how to make up the sanitiser and the contact time?				
Is the sanitiser in a correctly labelled trigger spray with an additional label stating date made and disposal date?				
Does the notice identifying the raw preparation area detail the 2 stage cleaning process?				
For kitchen with Convotherm Combi ovens only Are staff following the safe system of work when cleaning this equipment?				
PESTS				
Are the monthly pest monitoring charts up to date?				
Is there any evidence of pest activity?				
MANAGEMENT				
Is Assured Safe Catering the most recent version?				
Does the Prove file up contain all the relevant information?				
Has the allergen folder been completed?				
Have all catering staff received the appropriate level of food safety training within the last 3 years?				

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: Sept 19
------------------------------------	---------------------------------	---

Prove It

It is necessary to keep the evidence that supports this documented Food Management System. Once the quarterly management audit is completed all the documents that relate to the last quarter must be moved into a separate folder called the 'Prove It' file. The Supervisor of the Catering team will be responsible for insuring the documentation is managed and up to date. It will be necessary for them to sign off each time quarterly information is moved into the Prove It file

The following pages will assist in setting up this folder.

Prove It File

(Establishment name)

Catering team

Catering Supervisors.....

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Catering Assistants.....

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Documents included:

- Quarterly management hygiene audit
- Temperature charts
- Fridge
- Freezer
- Delivery
- Cooked
- Cooling
- Probe calibration
- Cleaning records
- Last EHO report
- Any food complaints forms
- Pest control monitoring form
- Training records

Prove It File

Please tick appropriate box to ensure all relevant documents are present and complete

	Jan	April	July	Oct	Jan	April	July	Oct
Year								
Quarterly management hygiene audit								
Temperature charts								
Fridge								
Freezer								
Delivery								
Cooked								
Cooling								
Probe calibration								
Cleaning records								
Last EHO report								
Any food complaints forms								
Pest control monitoring form								
Training records								
I ask completed by (sign or initial)								

Version: 7.2 FOI Status: Public	Assured Safe Catering Procedure	Issued: April 2019 Review Due: Sept 19
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The Food Hygiene Rating Scheme

The Food Hygiene Rating Scheme (FHRS) is a scheme run by local authorities in England, Northern Ireland and Wales and in partnership with the Food Standards Agency.

Each business is given a 'hygiene rating' when it is inspected by a food safety officer from the business's local authority. The hygiene rating shows how closely the business is meeting the requirements of food hygiene law.

The food safety officer inspecting a business checks how well the business is meeting the law by looking at:

- how hygienically the food is handled – how it is prepared, cooked, re-heated, cooled and stored
- the condition of the structure of the buildings – the cleanliness, layout, lighting, ventilation and other facilities
- how the business manages and records what it does to make sure food is safe.

At the end of the inspection, the business is given one of the six ratings. The top rating of '5' means that the business was found to have 'very good' hygiene standards. Any business should be able to reach this top rating.

The food safety officer will explain to the person who owns or manages the business what improvements are needed and how they can achieve the top rating of '5'. The local authority will check that these improvements are made.

The FHRS has been designed to make sure that the ratings given to businesses are fair.



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Guidance on the Rating Scheme

5 Star - Excellent = High standard of compliance with statutory obligations and industry codes of recommended practice; conforms to accepted good practices in the trade.

4 Star - Very Good = High standard of compliance with statutory obligations and industry codes of recommended practice, minor contraventions of food hygiene regulations. Some minor non-compliance with statutory obligations and industry codes of recommended practice.

3 Star - Good = some non-compliance with statutory obligations and industry codes of recommended practice. The premises are in the top 50 per cent of premises and standards are being maintained or improved.

2 Star - Fair = some major non-compliance with statutory obligations – more effort required to prevent fall in standards.

1 Star - Poor = General failure to satisfy statutory obligations – standards generally low.

No Stars - Unacceptable = Almost total non-compliance with statutory obligations.