



***PERTH &  
KINROSS***  
**COUNCIL**

**Food Safety  
Management System  
(FSMS)**

## Introduction

As a food establishment the preparation and sale of safe food must come first in the day to day operation of the business. Food safety issues are now very much in the public domain with a number of high profile food poisoning outbreaks.

All catering food businesses must comply with EU Regulations 852/2004. These regulations require all food businesses to implement and maintain a documented Food Safety Management System based on HACCP (Hazard Analysis Critical Control Point) principles.

In addition to the above businesses now need to comply with E coli O157 Control of Cross Contamination Guidance. This guidance is available at

[http://www.foodstandards.gov.scot/downloads/E.coli\\_O157\\_Control\\_of\\_Cross\\_-\\_Contamination.pdf](http://www.foodstandards.gov.scot/downloads/E.coli_O157_Control_of_Cross_-_Contamination.pdf)

As a result this document has been compiled to assist businesses implement a HACCP based system. The subject of Food Safety has been broken down into 7 different areas:

- Temperature Control
- Personal Hygiene
- Cleaning
- Risk of Contamination
- Allergens
- Stock Control
- Training

By working through this document you will produce records which will be useful working documents with sufficient prompts to ensure that the safe working practices established by the business are continually applied. It should be noted that this document is not intended as a food hygiene training manual and therefore a good understanding of food hygiene is essential before completion.

Businesses selecting to use this document should work through each of above mentioned sections. The onus is on the food business operator to ensure that the records provided within this document are amended to accurately reflect practices within the food business. .

The information contained within this document will assist businesses in building upon the food safety systems they are already operating. Records must be kept for an appropriate period of time to demonstrate the system is working effectively. The Environment Service currently recommend retaining records for a period of 3 months with the exception of training records which should be retained on a ongoing basis.

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**TEMPERATURE CONTROL  
SECTION  
(including Acrylamide)**

# Guidance on Temperature Requirements

Temperatures must be monitored at each critical stage of the food operations. A digital temperature probe is required and ideally disinfectant probe wipes should be used for cleaning the probe to avoid contamination

<b>DELIVERIES</b>	<b>0°C to 5°C</b> (Chilled Goods, tolerance <b>+ 2°C</b> ) <b>-12°C</b> or cooler (Frozen Goods)
<b>STORAGE</b>	<b>FRIDGES 0°C to 5°C</b> (Tolerance <b>+2°C</b> ) <b>FREEZERS -18°C</b> or colder
<b>DEFROST</b>	All high risk food should be defrosted under cool conditions eg refrigeration.
<b>PREPARATION</b>	Limit time at ambient temperature.
<b>COOKING</b>	<b>75°C</b> or above or where no time is measured equivalent time / temperature formula.
<b>COOLING</b>	All high risk food must be cooled as soon as possible, ideally within 90 minutes.  (Please note cooling can be aided by decanting food into large shallow trays, placing pots in a sink of cold water etc)
<b>REHEATING</b>	<b>82°C</b> or above
<b>HOT-HOLDING</b>	Above <b>63°C</b>
<b>AMBIENT DISPLAY</b>	High-risk foods on display should be held in a refrigerated cabinet. Where this is not possible time outwith refrigeration is permitted, but should be kept to a minimum.  This Service recommends a maximum of 2 hours and disposal of leftovers thereafter.

## **Incoming Food Record – Hot Displayed Foods**

This can be used to record delivery temperature checks and any corresponding corrective actions taken. It is for each individual business to decide how many food items should be temperature checked per delivery.

This record is used to record actual temperature checks conducted for cooking, cooling reheating and hot-holding (including buffets) along with details of any corresponding corrective actions taken.

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## **Cold Storage Record / Probe Accuracy Check**

This can be used to record actual temperature checks conducted of cold food storage units (walk in chills, refrigerators, freezers and cold display units) including details of any corresponding corrective actions taken.

Where “in place” temperature monitoring equipment such as fridge / freezer thermometers are relied upon for daily temperature checking, these readings should be backed up regularly, ideally weekly, using an accurate probe thermometer. Where possible, the business should avoid probing foods. Suitable alternatives would include for example placing the probe within the unit or placing a small container of water in chills clearly marked for temperature testing. These back up checks can be recorded on the spare line below the “Unit Number” provided that this arrangement has been detailed.

Temperature measuring equipment requires to be regularly checked to ensure it is working correctly. This record can be used to record “in-house” probe thermometer accuracy checks, which involves agitating the probe in wet ice and boiling water. If outside the acceptable temperature range of -1 to +1°C for wet ice and 99 to 101°C for boiling water, then the unit should be repaired/replaced accordingly. It is recommended that such checks be conducted monthly or where accuracy is in doubt.

# COLD STORAGE RECORD

Week commencing: \_\_\_\_\_

	Unit No.	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
		am	pm	Init	am	pm	Init	am	pm	Init	am	pm	Init	am	pm	Init	am	pm	Init	am	pm	Init
Chill Storage																						
Chill storage																						
Chill Storage																						
Chill Storage																						
Chill Storage																						
Chill Storage																						
Freezer																						
Freezer																						
Freezer																						
Freezer																						

Action taken when temperature exceeds tolerances	Action:	Action:	Action:	Action:	Action:	Action:

<b>Note Chills :</b> If temperature is below 0°C contact Supervisor If temperature is above 7°C contact Supervisor	Monitoring Officer's Signature:
<b>Freezer :</b> If temperature is above -18°C contact Supervisor Temperature to be at or below -18°C	Date:

<b>Probe check</b>	Agitate Probe in ice and water (-1°C to + 1°C acceptable)	Agitate Probe in boiling water (99°C to 101°C acceptable)		Corrective Action (Replace or Repair)
<b>Month</b> .....	Record Temperature.....	Record Temperature.....	Date.....	Signed.....

## Acrylamide Controls

New EU legislation [Commission Regulation 2017/2158](#) came into force on 11th April 2018 regarding acrylamide. Acrylamide is a chemical substance which is produced as a by-product of the cooking process of starchy foods such as potatoes and bread when cooked at high temperatures (over 120°C). Acrylamide is a chemical hazard (carcinogen) and as such the legislation has been introduced to reduce the level in foodstuffs including:

- Bread
- Fine bakery wares i.e. cookies, biscuits, rusks, cereal bars, scones, cornets, wafers, crumpets, gingerbread, crisp breads and bread substitutes
- Cut and deep fried products from fresh potatoes e.g. chips and French fries
- Products from potato dough e.g. potato crisps, snacks and crackers
- Breakfast cereals (excluding porridge)
- Coffee and coffee substitutes
- Baby food and processed cereal-based food intended for infants and young children.

In line with legislative requirements food businesses need to identify potential sources of acrylamide in their business and put in place measures to ensure levels are kept as low as possible. This needs to be included in your Food Safety Management System. You will need to review your Food Safety Management System to take account of acrylamide as a food safety hazard.

### Guidance

#### To reduce acrylamide in bread and fine bakery wares:

- Increase the moisture content of dough
- Extend yeast fermentation times
- Lower oven temperatures and extend cooking times if necessary
- Avoid dark roasting the crust
- Devise colour standards to show desired colour for cooking e.g. take photos
- Follow manufacturers' cooking instructions carefully when finishing par baked products.

Please note these measures should only be taken if the production process permits and if there is no risk to product safety.

#### To reduce acrylamide in cut and deep fried potato products:

- Use potato varieties with lower sugar content when they are available and compatible with the product.
- Do not store potatoes that will be deep fried in the fridge.
- Before deep frying potato products wash and soak in cold water and rinse in clean water or blanch prior to frying
- Use oils and fats which fry quicker and/or at lower temperatures
- Fry as low as practical
- Temperature
- Skim oils and fats frequently to remove fines and crumbs
- Devise colour standards to show desired colour for cooking e.g. take photos
- Follow manufacturers' cooking instructions when deep frying potato products.

There are additional measures for caterers if they are part of a larger organisation (or franchise) and are centrally supplied with relevant foods. These measures can be found in Annex II Part B of the acrylamide legislation.

#### Central supply

Only accept foods from suppliers that have implemented all the mitigation measures in the acrylamide legislation.

#### Bread and fine bakery wares

Monitor the acrylamide levels in finished products to verify they are below the benchmark levels.

#### Cut and deep fried potato products

- Follow the supplier's storage instructions.
- Work with standard operating procedures and calibrated fryers equipped with computerised timers and programmed to standard settings (time-temperature).
- Monitor the acrylamide levels in finished products to verify they are below the benchmark levels.

#### Coffee

- Ensure the acrylamide levels in supplied coffee are below the benchmark levels.
- Provide a justification from the supplier if this is not possible due to the blend and roast characteristics of the product.

## Acrylamide checks

Potential Sources	Rules Measures to ensure kept as low as possible	Monthly Recorded Supervisory Check Review Procedures dispose of food Retrain staff			
		Date ...	Date ...	Date ...	Comments
		Initials ...	Initials ...	Initials ...	

It is appreciated that it is unlikely you will witness all procedures at any one supervisory monitoring session; therefore the ticksheet should be marked as follows:

- ✓ = correct practice observed
- X = incorrect practice observed and comment on action taken
- N/O = practice not observed

Signature of Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

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# **PERSONAL HYGIENE SECTION**

## Personal Hygiene Rules

Column 1, identify and document personal hygiene rules necessary to avoid personnel contaminating food or use the examples provided. The example already provides a list of personal hygiene rules applicable to most catering operations and can therefore simply be amended, where necessary, to reflect each individual business.

Once Column 1 has been tailored to reflect each individual business, the form can be copied and used as a supervisory check sheet. Such supervisory checks should be ongoing but also documented on a regular basis, ideally weekly, to ensure that the personal hygiene rules / corrective actions are being effectively and continually applied. **Supervisory checks are only required in businesses employing staff** and should cover the following elements:

- Visual observation;
- Questioning staff to check adequacy of training.

In premises where the Manager / Food Business Operator is not involved in the day to day food operation, they should carry out at regular intervals the same checks as those conducted by the supervisor to show commitment from senior management on the importance of food safety and in addition, to check that the supervisor is effectively carrying out their duties. This should therefore include checking records completed by the supervisor since the last management check.

### Handwashing technique

All food handlers must be trained in effective handwashing technique to ensure proper hand hygiene prior to handling ready to eat foods. It must also occur after;

- (a) visiting the toilet
- (b) entry and re-entry into food rooms
- (c) between handling raw and cooked foods (including raw vegetables)
- (d) eating, smoking coughing, sneezing, nose blowing
- (e) handling telephones
- (f) handling money/ working at tills
- (g) handling pens
- (h) switching appliances and lights on and off
- (i) waste
- (j) chemicals

Note: The poster enclosed on 'Effective Hand Washing Technique' should be displayed in a prominent position in close proximity to the hand wash basin within your business.

### Gloves

Having observed a number of bad practices regarding their use, Perth and Kinross Council oppose the use of gloves for food handling however, should you decide to use gloves within your business you must;

- (a) ensure hands are washed thoroughly prior to putting the gloves on and after taking them off.
- (b) Provide disposable gloves ( separate boxes for raw and ready to eat use)
- (c) Be changed after handling raw and ready to eat foods
- (d) Be changed after handling after contact carrying out points (b) – (i) above

### Hygienic hand rubs

Hand rubs can provide an extra level of protection when used as a supplement after effective handwashing. Hand gels **must never** be used as a substitute to handwashing.



## Weekly Personal Hygiene Control and Monitoring Form

List Personal Hygiene Rules	Weekly Supervisory Ticksheet to ensure rules followed				
	Date .....	Date .....	Date .....	Date .....	Corrective actions Dispose/ rework contaminated food, retrain staff
	Initials ...	Initials ...	Initials ...	Initials ...	Comments
1. Food handlers must wash hands regularly using an effective hand washing technique throughout the working day, especially after:					
(a) visiting the toilet					
(b) entry and re-entry into food rooms					
(c) between handling raw and cooked foods (including raw vegetables)					
(d) eating, smoking coughing, sneezing, nose blowing					
(e) handling telephones					
(f) handling money/ working at tills					
(g) handling pens					
(h) switching appliances and lights on and off					
(i) waste					
(j) chemicals					
2. Short, clean fingernails and no nail varnish.					
3. Food handlers should not eat sweets, chew gum, taste food with their fingers or unwashed spoons or blow into glasses to polish them.					
4. Cover cuts, spots and sores with a blue plaster.					
5. Food handlers should not wear earrings, watches, jewelled rings or brooches.					
6. Food handlers should wear head covering or hair tied back					
7. Clean protective clothing should be worn at the commencement of each working day and replaced more frequently should soilage occur. No outdoor clothing and personal effects in food rooms and protective clothing to be removed before leaving the premises.					
9. Food handlers should report symptoms of food poisoning i.e. diarrhoea, vomiting to supervisor. They should be excluded from food preparation until 48 hours after symptoms have stopped.					
10. Hand wash basins to be provided with soap and hand drying facilities, preferably single use towels					
11. Hands should only be washed at the designated wash basins.					
12. Other					

It is appreciated that it is unlikely you will witness all procedures at any one supervisory monitoring session; therefore the ticksheet should be marked as follows:

✓ = correct practice observed

X = incorrect practice observed and comment on action taken

N/O = practice not observed

Signature of Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

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# **CLEANING SECTION**

## Cleaning Rules

Column 1, identify and list all cleaning tasks. To minimise paperwork, tasks with the same cleaning procedure can be grouped together.

Column 2, detail against each item the frequency at which it should be cleaned e.g. at regular intervals throughout day, daily, weekly, monthly etc.

Column 3, detail the cleaning procedure including chemical(s), dilutions, cleaning materials and method of cleaning for each group of cleaning tasks.

Column 4, detail appropriate corrective action procedures to be taken in the event of a breach of cleaning standards. Column 4 details some corrective actions applicable to most catering operations and provides space for additional corrective actions to be added where necessary.

Once columns 1, 2, 3 and the corrective action section of column 4 have been completed. The record can be copied and Column 4 used as a supervisory record. Such supervisory checks should be ongoing but also documented on a regular basis, ideally weekly, to ensure maintenance of a satisfactory level of cleanliness. **Supervisory checks are only required in businesses employing staff** and should cover the following elements:

- Visual observation of cleanliness level;
- Visual observation of cleaning procedure(s);
- Availability of specified cleaning materials;
- Questioning to satisfy adequacy of staff knowledge / training.

In premises where the Manager /Food Business Operator is not involved in the day to day food operation, he should carry out at regular intervals the same checks as those conducted by the supervisor to show commitment from senior management on the importance of food safety and in addition, to check that the supervisor is effectively carrying out their duties. This should therefore include checking records completed by the supervisor since the last management check.

Food business operators are advised to go through any reports they have received from the Food Safety Section and include any points highlighted in any reports within Section 1, tasks.

Food business operators are advised to ensure that the cleaning chemical used is compliant with BSEN 1276/ 13697. If unsure, ask your supplier to confirm in writing to you that their cleaning chemical is compliant, if they fail to do so you should change your supplier to someone who can give you assurances.

### \*Dishwashers

Heat is the most reliable way to kill E.coli O157. If the same utensils and equipment are used for both raw and RTE foods at separate times, they should be heat disinfected or put through an adequate dishwasher cycle between uses.

Any method of heat disinfection is acceptable provided that the process removes E. coli O157 from all surfaces; for example, a sterilising sink or a steam cleaner. Adequate time and temperature combinations may need to be considered and utensils and equipment should be visibly clean prior to any heat disinfection.

See also:

[http://www.foodstandards.gov.scot/downloads/E.coli\\_O157\\_Control\\_of\\_Cross\\_-\\_Contamination\\_.pdf](http://www.foodstandards.gov.scot/downloads/E.coli_O157_Control_of_Cross_-_Contamination_.pdf)

## CLEANING RULES

1. Task	2. Frequency	3. Cleaning Procedure  For each chemical used provide details of dilution rates and contact time	4. Weekly Recorded Supervisory Check Recorded Management Check to include: <ul style="list-style-type: none"> <li>- Visual observation of cleanliness level;</li> <li>- Visual observation of cleaning procedure(s);</li> <li>- Availability of specified cleaning materials;</li> <li>- Questioning of staff to check adequacy of training;</li> <li>- Management to check records completed by supervisor.</li> </ul> Corrective Action: Re - clean / Revise cleaning schedule / Retrain / Review Supervision Arrangements / Dispose of potentially contaminated food / Other .....				
			Date ...  Initials ...	Date .....  Initials ...	Date .....  Initials ...	Date .....  Initials ...	Comments

It is unlikely that all rules will be witnessed during each recorded supervisory / management check and therefore column 4 should be completed as follows:

✓ = correct practice observed / discussed

X = incorrect practice observed / discussed and comment on action taken

N/O = practice not observed / discussed

Signature of Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

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**RISK OF  
CONTAMINATION  
SECTION**

## Risk of Contamination Rules

In this instance control of contamination includes:

- **Minimising risk of harmful bacteria being transferred from raw food , waste material and the catering environment to cooked / ready to eat (RTE) foods;**
- **Avoiding inadvertent consumption of allergens by food allergy sufferers;**
- **Minimising risk of Chemical Contamination;**
- **Minimising risk of Physical Contamination.**

Column 1, identify and document areas within the food operation requiring control of contamination. This column already provides a summary of areas applicable to most catering operations (see below for further information) and therefore can simply be amended, where necessary, to reflect each individual business.

Column 2, document rules specific to the food operation to prevent contamination.

### Summary of areas commonly requiring control of contamination:

1. **Receipt / Collection:** Document rules to minimise the risk of contamination during transit to premises. Check cooked/ready to eat foods are adequately separated in delivery/collection vehicles. Raw/ready to eat foods should be placed in designated areas for decanting prior to storage.
2. **Storage (frozen, refrigerated & ambient):** Document rules to ensure separation and protection of cooked and ready to eat (RTE) foods from raw foods. Leafy and root vegetables must be treated as raw. Also consider storage of haggis and black pudding which may have been treated as raw by your supplier.
3. **Designated raw food areas.** Document rules for the handling and preparation of raw foods. The designation of physically separate surfaces and equipment for raw and ready to eat food is the only reliable means of adequately controlling *E.coli* O157 cross contamination.
4. **Equipment:** Document rules to avoid equipment acting as a vehicle for contamination. Note: **DUAL USE OF EQUIPMENT IS PROHIBITED** unless heat disinfected or by an effective chemical cleaning and disinfection procedure.  
**Complex equipment** must not be dual use. For example vacuum packers, mincers, slicers, water baths, robocoupe etc.  
**Controls must be documented for the following:**
  - (a) Utensils, for example separate knives used for raw and ready to eat foods.
  - (b) Sinks, for example time separation, cleaning and disinfection between uses.
  - (c) Cloths for example colour coded for designated areas.
  - (d) Chopping boards, for example brown board for raw vegetables preparation then green board for further preparation of washed vegetables if to be consumed without further heat treatment. For example, coleslaw..
  - (e) Complex equipment, identify and consider contamination issues such as second hand equipment history.
5. Document **Separation** rules for the following;
  - (a) Clingfilm and other food wrappings/containers
  - (b) Gloves
  - (c) Disinfection/Sanitiser spray bottles
  - (d) Probe thermometers and probe disinfectant wipes.
  - (e) ApronsThis list is not exhaustive.
6. **Protection of Food:** Document rules to protect foods during cooling, defrosting, delivery, service etc.



7. **Washing Food:** Document rules to ensure salad vegetables / fruit are thoroughly washed and peeled where necessary, prior to service. Raw meat and poultry should **not** be washed to prevent spread of contamination.
  8. **Food Allergy Sufferers:** Document rules relating to provision of foods to allergy sufferers. Further advice can be obtained from Environment Services and from the Food Standards Agency website
  9. **Waste Control:** Document rules to ensure:  
suitable and sufficient waste containers are available in appropriate locations within food rooms and frequently emptied
  10. **Maintenance:** Document rules and consider regular checks of the condition of the premises structure, equipment and utensils.
  11. **Pest Control:** Document rules and check for evidence of pests; ensure adequate pest proofing in place. Detail Pest Control Contractor (if used).
  12. **Control of Physical Contamination:** Document rules to ensure non-food associated items are stored appropriately to prevent accidental contamination of food. For example stationery.
  13. **Control of Chemical Contamination:** Document rules to ensure that chemicals do not pose a risk of contamination to food and ensure chemicals are used in accordance with manufacturers' instructions.
  14. **Wrapping and Packaging Materials:** Document rules to ensure wrapping and packaging materials are stored in a designated area to protect it from contamination.
  15. **Materials and Articles in Contact with Food:** Document rules to ensure that food materials used are suitable for food contact.
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- **Private Water Supply:** Businesses who are served by a private water supply should refer to the PWS maintenance document available on the Perth and Kinross Council website.

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## CONTROL OF CONTAMINATION RULES

Business Name.....

1. Areas requiring Control of Contamination	2. List rules to prevent contamination	3. Weekly Recorded Supervisory Check Recorded Management Check to include: - Visual Observation; - Questioning staff to satisfy adequacy of training; - Management to check records completed by supervisor. Corrective action: Dispose of Food / Review rules / retrain staff, clean and disinfect				
		Date ... Initials ...	Date ..... Initials ...	Date ..... Initials ...	Date ..... Initials ...	Comments
<b>Receipt /Collection</b>						
<b>Storage (frozen, refrigerated &amp; ambient):</b>						
<b>Designated raw food areas</b>						
<b>Equipment: DUAL USE OF EQUIPMENT IS PROHIBITED</b>						
(a) Utensils						
(b) sinks						
(c) cloths						
(d) chopping boards						
e) Complex equipment						
<b>Separate raw and ready to eat use:</b>						
(a) cling film						
(b) gloves						
(c) disinfection/sanitiser spray bottle						
(d) probe thermometers						
(e) aprons						
<b>Protection of Food during cooling and defrosting</b>						
<b>Washing of leafy or root Vegetables / Fruit</b>						
<b>Waste Control</b>						

<b>Maintenance</b>						
<b>Pest Control</b>						
<b>Control of Physical Contamination</b>						
<b>Control of Chemical Contamination</b>						
<b>Wrapping and Packaging Materials</b>						
<b>Materials and Articles in Contact with Food</b>						

# **STOCK CONTROL SECTION**

## Stock Controls

1. **Stock Control 1: Incoming foods:** For every purchase visually check:
  - 'use by' dates;
  - 'best before' dates;
  - evidence of damaged packaging / poor quality or contaminated product.
  
2. **Stock Control 2: Storage:** Visually check:
  - No food with expired 'best before' dates;
  - No damaged packaging or poor quality/contaminated product;
  - No food with expired 'use by' dates at close of business each day and prior to use
  - First-in –first-out stock rotation being applied.
  
3. **Stock Control 3: Labelling of bought-in food:** Visually check that:
  - Product removed from original packaging is suitable relabelled to reflect the manufacturers minimum durability date/after opening instructions;
  - Fresh product destined for frozen storage applied with an additional label detailing "date frozen" and "date defrosted" to ensure the remaining shelf life prior to freezing is NOT exceeded.
  
4. **Stock Control 4: Labelling food prepared on premises**
  - List applicable foods and corresponding maximum shelf life.

## Stock Control Rules

1. Areas requiring Stock Control	2. Stock Control Rules	3. Weekly Recorded Supervisory Check to include: - Visual observation; of cleanliness level; - Questioning of staff to check adequacy of training; - Management to check records completed by supervisor. Corrective Action: Dispose of out of date/damaged/unlabelled product, reject delivery, re – train staff, review rules, other .....				
		Date ... Initials ...	Date ..... Initials ...	Date ..... Initials ...	Date ..... Initials ...	Comments
1. Incoming Food	1. For every purchase visually check: <ul style="list-style-type: none"> <li>• use – by dates</li> <li>• best before dates</li> <li>• evidence of damaged packaging / poor quality or contaminated product</li> </ul>					
2. Storage	2. Visually check; <ul style="list-style-type: none"> <li>• No food with expired use – by dates at close of business each day and prior to use;</li> <li>• No food with expired best before dates</li> <li>• No damaged packaging or poor quality/contaminated product;</li> <li>• First in first out stock rotation being applied</li> </ul>					
3. labelling of bought – in food	3. Visually check that; <ul style="list-style-type: none"> <li>• Product removed from original packaging is suitably relabelled to reflect the manufacturers minimum durability date/after opening instructions</li> <li>• Fresh product destined for frozen storage applied with an additional label detailing date frozen and date defrosted to ensure the remaining shelf life prior to freezing is not exceeded</li> </ul>					
4. labelling of food prepared on premises (group foods which have the same shelf life)	4. List below applicable foods and corresponding maximum shelf life  Ensure products labelled accordingly					
5. Other						

It is unlikely that all rules will be witnessed during each recorded supervisory / management check and therefore column 3 should be completed as follows:

✓ = correct practice observed / discussed

X = incorrect practice observed / discussed and comment on action taken

N/O = practice not observed / discussed

Signature of Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

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# ALLERGENS

# Allergen Control

The Food Information for Consumers Regulation (EU FIC) lists the 14 major foods which can cause allergic reactions. These are:

- **celery**
- **cereals** that contain gluten – including wheat (such as spelt and Khorasan), rye, barley and **oats**
- **crustaceans** – such as prawns, crabs and lobsters
- **eggs**
- **fish**
- **lupin**
- **milk**
- **molluscs** – such as mussels and oysters
- **mustard**
- **tree nuts** – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- **peanuts**
- **sesame seeds**
- **soybeans**
- **sulphur dioxide and sulphites** (if they are at a concentration of more than ten parts per million)

A severe food allergy can cause a life-threatening reaction. It is important that you and your staff are aware of the composition of the foods you sell to enable you to cater for customers with food allergies and intolerances.

Food businesses need to understand their own processes and products and identify, manage and communicate allergen risks to their staff and customers who have allergies to certain foods.

You require to document rules which cover how you control allergens from deliveries, storage, and during preparation. In addition you require to document any staff training, how you communicate information with your customers.

**Deliveries** – You require to document how you check foods received from your supplier match those that you ordered or if another brand that you take a note of the ingredient list. This is important as you need to be aware of hidden ingredients.

**Storage** – Document how you store food which contain allergens, for example keeping them separate, clearly marked or in colour coded containers.

**Preparing Dishes** – Document steps taken when preparing or serving food for an allergy sufferer. For example use separate area, clean and disinfect area and utensils, hand washing procedure. Consider the use of oil and do not cook foods in oil used for other foods. Check all ingredients including those which may be hidden e.g. in sauce etc.

**Information to customers** – Document how you display this information to customers and what signage or note you have on menu. In addition how to provide this information e.g. allergen matrix or communicated verbally.

**Training** – Document allergen training for staff and detail what action you would take in the case of an emergency.

Menu-cal tool to assist with identification of allergen/calories:

<https://menucal.fss.scot/Account/LogOn?ReturnUrl=%2f>

Information on Food allergies and access to free online training:

<http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-1>

## Weekly Allergens Monitoring Form

Areas requiring control	Allergen rules	Weekly Recorded Supervisory Check to include:				
		<ul style="list-style-type: none"> <li>• Visual observation;</li> <li>• Questioning of staff to check adequacy of training;</li> <li>• Management to check records completed by supervisor.</li> <li>• Corrective Action: Dispose of food, retrain staff</li> </ul>				
		Date ...	Date ...	Date ...	Date ...	Comments
		Initials	Initials	Initials	Initials	
		...	...	...	...	
Deliveries						
Storage						
Preparation						
Information provided to customers						
Training						

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**TRAINING**

## Instruction/Training Rules

**This record is only required for businesses employing staff, otherwise the business need only ensure that training undertaken is sufficient to ensure safe food handling. (Note: training of food handlers who prepare open high risk food should be at least equivalent to elementary level).**

- a) **INDUCTION** – The business should provide a statement of its intention to induct food handlers and any support staff (e.g. kitchen cleaners). This should include ensuring that before staff starts work in a food area for the first time, they should receive instruction on in-house personal hygiene rules and any other food safety procedures relevant to their initial duties. Thereafter instruction should be enhanced corresponding to any increased work responsibilities. The training record provides an example induction statement for adoption / amendment by the business.
- b) **INSTRUCTION FOR MANAGER(S) / SUPERVISOR(S)** – The business should provide a statement of its intention to give in-house instruction to manager(s) / supervisor(s). This should include a requirement for managers and supervisors to have a working knowledge of all aspects of the in-house food safety management system and in particular should ensure that those responsible for the development and maintenance of the food safety management system have received adequate training in the application of HACCP principles. The training record provides an example manager / supervisor instruction statement for adoption / amendment by the business.
- c) **REFRESHER INSTRUCTION** – The business should provide a statement of its intention to give in-house refresher instruction. This should include details of circumstances which would trigger refresher instruction and should ensure that existing staff under go instruction in this specific document upon adoption by the business. The training record provides an example refresher instruction statement for adoption / amendment by the business.
- d) **FORMAL TRAINING** – The business should provide a statement of its formal training intentions for food handlers and supervisors/ managers. Food handlers are required to be supervised and instructed and / or trained in food hygiene matters to a level appropriate to their work activities. “Training” of food handlers who prepare open high risk food should be at least equivalent to elementary level and take place within 3 months of appointment or as soon as possible afterwards (subject to training being available). In addition it is recommended that food handlers who also have a supervisory role be trained to intermediate level or above. Details of local training centres can be obtained from Environment Services upon request (Telephone Number 01738 476476). The training record can be used to record a formal training statement.
- e) It is the responsibility of the business to ensure all relevant staff are suitably trained and therefore should the business decide to adopt additional training rules these can be detailed under the heading “Other” in the training record.

Business Name.....

### INSTRUCTION / TRAINING RULES

<b>1. Type of Instruction /Training</b>	<b>2. Instruction / Training Rules</b>
<b>INDUCTION</b>	Before a food handler or member of support staff (e.g. kitchen cleaner) starts work in a food area for the first time, they receive instruction on the in-house personal hygiene rules. They also receive instruction on all other food safety rules relevant to their initial unsupervised duties. Thereafter instruction is enhanced corresponding to any increased work responsibility. The individuals training record is used to record instruction provided.
<b>INSTRUCTION FOR MANAGER(S) / SUPERVISOR(S)</b>	Managers and supervisors are required to have a working knowledge of the food safety rules; corrective actions; corresponding supervisory checks and system review requirements. The instruction of new managers / supervisors should correspond to their work responsibilities. The individuals training record is used to record instruction provided.
<b>REFRESHER INSTRUCTION</b>	The frequency and content of refresher instruction in the Food Safety Management System will be directly linked to the outcome of internal or external supervisory checks on the system itself. Also update instruction will be undertaken in response to any changes to the system as part of the on-going review process. All existing staff will undergo instruction in this specific document upon adoption by the business. The individuals training record is used to record refresher instruction.
<b>FORMAL TRAINING</b>	See sub section (d) above
<b>OTHER</b>	





### STAFF INSTRUCTION / TRAINING RECORD

Policies read, understood and accepted

Name of Employee	Temperature Control Rules	Personal Hygiene Rules	Handwashing Technique	Cleaning Rules	Cross Contamination Rules	Stock Control Rules	Training Rules	Allergens

**Insert name of employee and enter date and initials of each policy that employee has read and understood**