



Safer Food Better Business

for Bed and Breakfast Premises



How to use this pack

Welcome to Safer food, better business for Bed and Breakfast premises

Is this pack for me?

This pack is for you if you operate a Bed and Breakfast business from a primarily domestic premises or produce food from home on a small scale. A small scale would be considered to be 10 or less at any single meal or less than 20 meals per day for “high risk” foods or the production of low risk food on an infrequent basis.

If you think this pack does not cover all the food preparation and cooking you do, contact the Environmental Health Service at your Local Authority for advice.

For details of food safety in Chichester District visit www.chichester.gov.uk/foodsafety or call 01243 534602

How does this pack help me comply with the law?

Regulations introduced in January 2006 say that you must be able to show what you do to sell food that is safe to eat and have this written down. The pack helps you to do this.

This pack is based on the principles of HACCP (hazard analysis critical control point), but you will not find words such as HACCP or HAZARD in this pack because we have cut all the jargon.

Who should take charge of the pack?

The person who is responsible for the day-to-day running of the business is the best person to work through the pack.

It is a good idea to involve other staff to help the pack work in your business.

Can I use Safer food, better business for caterers instead?

If you are already using Safer Food, Better Business for caterers, you can continue using it if you prefer.

How does the pack work?

The pack contains '**safe method**' sheets and a diary. The safe methods are divided into four different sections, each with a different colour and symbol. The sections are named after 'the 4 Cs', which are the four main things to remember for good food hygiene: Cross-contamination, Cleaning, Chilling and Cooking. There is also a diary section.

Cross-contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto food from other food, worktops, hands or equipment/utensils. These harmful bacteria often come from raw meat/poultry and eggs. Other sources of bacteria can include people, pests, pets, and laundry.

Food also needs protecting from 'chemical contamination' (where chemicals get into food, e.g. cleaning products) and from 'physical contamination' (where objects get into food e.g. broken glass).



Cleaning

Effective cleaning is essential to get rid of harmful bacteria and stop them spreading to food.



Chilling

Chilling food properly helps to stop harmful bacteria from growing. Some foods need to be kept chilled to keep them safe, such as foods with a 'use by' date. You also need to take care with frozen foods, especially when defrosting.



Cooking

It is essential to cook food properly to kill any harmful bacteria. If it is not cooked or reheated properly, it might not be safe for elderly people or children to eat.



Diary

The diary is an important part of the pack. It helps you keep the records you need to comply with the law. The diary contains 'action sheets' and '3-monthly review' sheets. You can find out more about these under 'How to use the diary' – and in the introduction to the diary section.

How to use the safe methods

Front

Safe method: Keeping food cold

It is very important to keep certain foods cold because harmful bacteria can grow in them if they are not chilled properly. It is also important to take care when freezing or defrosting food.






The 'Safety point' column highlights things that are important to make food safely.

Pictures help to illustrate the safety points.

The 'Why' column tells you why the safety point is important.

The 'How do you do this?' column is for you to write down what you do.
In some places you only need to tick a box and in other places write a small amount.

| Safety point | Why? | How do you do this? |
|---|---|--|
| <p>Certain foods need to be kept in the fridge to keep them safe e.g.</p> <ul style="list-style-type: none"> • Food with a 'use by' date • Food that says 'keep refrigerated' on the label • Cooked food e.g. food you have cooked in advance or leftovers • Ready-to-eat food such as sandwiches, salads and some desserts | <p>If these types of food are not kept cold enough, harmful bacteria could grow.</p>  | <p>Do you put these types of food into the fridge (or freezer) straight away:</p> <ul style="list-style-type: none"> • When you return with shopping or when food is delivered? <input type="checkbox"/> • After you have used it? <input type="checkbox"/> • After you have cooked and cooled down food? <input type="checkbox"/> <p>If not, what do you do?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| <p>Put food that you buy frozen e.g. ice cream, in the freezer straight away unless you are going to use it immediately.</p> | | |
| <p>Make sure that you do not use food after its 'use by' date.</p> | <p>Food that has passed its 'use by' date might not be safe to eat.</p> | <p>It is a good idea to check 'use by' dates every day.</p> |
| <p>Make sure your fridge is set at 5°C or below and your freezer is working properly.</p> | <p>Setting your fridge at 5°C will make sure the food is kept at 8°C or below. This is a legal requirement in England, Wales and Northern Ireland.</p> | <p>You can check this using a fridge thermometer. Some fridges will have a digital display to show what temperature they are set at but you should check regularly that the temperature shown on the display is accurate, using a fridge thermometer.</p> |
| <p>You should check the temperature of your fridge every day. You only need to write it down if something goes wrong.</p> | | |
| <p>If you take prepare packed lunches it is a good idea to use a cool bag and ice blocks to keep the food cold until it is eaten.</p> | <p>It is important to keep chilled food cold to prevent harmful bacteria from growing.</p> | <p>Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>If you cook food that will not be eaten immediately (or have leftovers), cool it down, ideally within 90 minutes, and then put it in the fridge or freezer.</p> | <p>Harmful bacteria can grow in food that is not cooled down as quickly as possible and then put in the fridge or freezer.</p> | |
| <p>Use up any leftovers within 48 hours.</p> | | |
| <p>You can make food cool down more quickly by dividing food into smaller portions.</p> | | |

Sometimes the pictures are marked with one of these symbols:  = right  = wrong

Back

| Safety point | Why? | How do you do this? |
|---|---|--|
| <p>Defrosting Food should be thoroughly defrosted before cooking (unless the manufacturer's instructions tell you to cook from frozen).</p> <p>If the manufacturer gives instructions on how to defrost the food, follow these.</p> | <p>If food is still frozen or partially frozen, it will take longer to cook. The outside of the food could be cooked, but the centre might not be, which means it could contain harmful bacteria.</p> | <p>Do you check food is thoroughly defrosted before cooking? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, what do you do?</p> |
| <p>Ideally, defrost small amounts of food in the fridge. (Try to plan ahead and allow enough time for foods to defrost in this way.)</p> | <p>Putting food in the fridge will keep it at a safe temperature while it is defrosting.</p> | <p>Do you use this method? Yes <input type="checkbox"/></p> |
| <p>You could also defrost food in the microwave on the 'defrost' setting as long as the food is going to be cooked straight away.</p> | <p>This is a fast way to defrost food.</p> | <p>Do you use this method? Yes <input type="checkbox"/></p> |
| <p>Only defrost foods at room temperature if they do not need to be kept in the fridge e.g. bread.</p> | <p>Foods will defrost quite quickly at room temperature but harmful bacteria could grow in some food if it gets too warm while defrosting.</p> | <p>Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Think twice!</p> <p>Once food has been defrosted keep it in the fridge and use it within 24 hours. Do not freeze the food again.</p> | | |
| <p>What to do if things go wrong</p> <ul style="list-style-type: none"> If you notice food has passed its 'use by' date, throw it away. <p>If your fridge is not working properly, you should:</p> <ul style="list-style-type: none"> Move food that needs to be kept cold to another fridge (if you have one) or a cold area, or put it in a cool bag containing an ice block. If you cannot do this use the food straight away, or if you do not know how long the fridge has been broken down, throw the food away. If food that should be kept cold, has been left out of the fridge for a long time and is no longer cold, you should throw it away. <p>If you find that your freezer is not working properly, you should do the following things:</p> <ul style="list-style-type: none"> If food is still frozen (i.e. hard and icy) it should be moved to another freezer straight away, if you have one. If you do not have another freezer, defrost the food safely and use within 24 hours. If food has begun to defrost you should continue to defrost it safely. If food has fully defrosted (i.e. it is soft and warm), throw the food away. | | |
| <p>Write down what went wrong and what you did about it on your action sheet.</p> | | |
| <p>Safe method completed: Date: _____ Signature: _____</p> | | |

The 'What to do if things go wrong' column gives practical tips on how to tackle problems.

If things go wrong, write down what happened and what you did in your action sheet. Each safe method reminds you to do this.

To complete the pack you need to work through each section and complete all the safe methods that are relevant to you. Fill in the date and sign each safe method when you have completed it.

3-monthly review



Fill in the date

Tick to say you have completed your 3-monthly review.

Write down details of any serious or persistent problems and any changes in the way you are working.

Give details of any action you are going to take, or have taken, as a result of the problem/change. Also write down any changes you need to make to your safe methods.

| Date | 3-monthly review completed | Details of a serious or persistent problem or The change in the way you are working | What you are going to do, or have already done, about the problem or Any changes you need to make to your safe methods |
|----------|----------------------------|--|---|
| 25.06.09 | ✓ | Have had issues with short dates on "Superveg" supermarket deliveries. | Changed supplier. Now using "Bestbuy" grocers. |
| 25.09.09 | ✓ | No problem/changes | No action to take |
| | | | |
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EXAMPLE

Questions

What do I do next?

Work through the pack and fill in all of the safe methods that are relevant to you.
Most bed and breakfast premises will need to fill in all the safe methods. But if, for example, you only serve cold food e.g. continental breakfasts, then the 'Cooking and reheating' safe method would not be

Remember that once you have worked through the pack, you need to make sure you are following the safe methods every day.

Do I need to keep lots of daily records?

No, you will not need to keep lots of daily records. Once you have worked through the pack and filled in all of the relevant safe methods, you will only need to fill in the action sheet if you have a problem or something changes, and to complete the 3-monthly review. See the 'How to use the diary' section for

It is a legal requirement to keep a record of what food products you have bought, who you bought them from, the quantity and date. Usually the easiest way to do this is to keep all your receipts, even for small amounts. This is so that – if there is a safety problem with food you have provided – you or an enforcement officer from your local authority can

Keep these records in a way that makes it easy for you or an enforcement officer to check them. There is no set time for how long you need to keep these. As a guide, keep them for at least four weeks after you have provided the food to your guests.

What if I need extra copies of the safe methods or diary pages?

If you need a new copy of a safe method, you can

If you need more copies of the action sheet or the 3-monthly review sheet, you can either download them or photocopy the sheets in the pack before you have

Does anyone else need to use this pack?

If anyone helps you to prepare or serve food, it is very important to train them in all the safe methods that are relevant to what they do. Make sure they have worked through the 'Personal hygiene' safe method before they do any work with food. You should also supervise them to check they are following the safe methods properly. Keep a note of any training on the Action sheet in your diary.

Questions

Where can I get more information?

For more information about food safety and food hygiene training, talk to the environmental health service at your local authority. For details of

For details of Food Standards Agency publications visit www.food.gov.uk or call 0845 606 0667

Cross-contamination



Cleaning



Chilling



Cooking



Diary




Safe method:

Personal hygiene

It is important to follow good personal hygiene to help prevent bacteria from spreading to food.

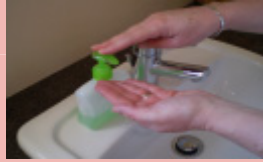


| Safety point | Why? |
|--------------|------|
| | |
| | |
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| | |
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| | |
| | |

| Safety point | Why? |
|---|---|
| <p>You should always wash your hands properly before preparing food or touching ready-to-eat foods e.g.</p> | <p>Harmful bacteria can spread very easily from hands to food, work surfaces and equipment.</p> <p>Washing your hands properly at the right times helps to prevent this.</p>  |

Washing hands effectively

Step 1:
Use warm water and soap.



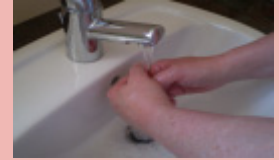
Step 4:
Rub in between fingers,
round thumbs and fingertips.



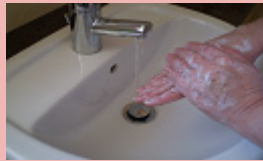
Step 2:
Make a lather.



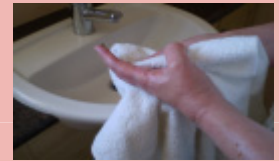
Step 5:
Rinse with clean water.



Step 3:
Rub back of hands and fingers.



Step 6:
Dry hands thoroughly with a
clean towel that you only use
for drying hands.



Think twice!

- Make sure anyone else who prepares food or uses the kitchen, understands the importance of personal hygiene.

What to do if things go wrong

If you think someone who is helping you has not washed their hands, make sure they wash them straight away and emphasise how important it is to wash their hands when working with food.

Write down what went wrong and what you did about it on your action sheet.



Safe method completed: Date: _____ Signature: _____

Safe method:

Food storage and preparation

It is very important to store and prepare food carefully, and keep sources of bacteria away from food preparation




| Safety point | Why? | How do you do this? |
|---|---|---|
| <p>Ideally, store raw and ready-to-eat foods separately. If they are in the same fridge, store raw meat and poultry below ready-to-eat foods, such as salads, sandwiches and desserts.</p> <p>Cover cooked and other ready-to-eat foods.</p> <p>If you are defrosting raw meat or poultry, make sure that none of the liquid that comes out of it gets onto other food.</p> | <p>This helps to prevent harmful bacteria spreading from raw foods to ready-to-eat foods.</p>  | <p>Do you store raw meat and poultry? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, do you follow this advice? Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| <p>Never use the same worktop, chopping board, knives or other equipment for preparing raw foods (such as meat and poultry) and for ready-to-eat foods, unless they have been thoroughly cleaned and disinfected in between. See the 'Cleaning' safe method.</p> | <p>Harmful bacteria from raw foods such as meat/poultry can spread from chopping boards and knives to other foods.</p>  | <p>Do you always use a clean knife and chopping board for preparing ready-to-eat foods? Yes <input type="checkbox"/></p> <p>If not, what do you do?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| <p>When preparing fruit, vegetables and salad ingredients wash them thoroughly with clean water before eating.</p> | <p>Fruit, vegetables and salad ingredients may have harmful bacteria on the outside. Washing will help clean them and remove some of the bacteria.</p> | |

Use by and best before dates – what they mean

'Use by' date – this is about safety. Do not serve food after this date – this is against the law. Even if it looks and smells fine, eating food after its 'use by' date could make people ill.

'Best before' date – this is about quality. Food should be safe to eat after the 'best before' date, but it might begin to lose its flavour and texture. Eggs are an exception – they should always be used by their 'best before' date.

| Safety point | Why? | How do you do this? |
|--|---|--|
| <p>Laundry If your washing machine is in the kitchen, do not bring dirty laundry into the kitchen while food is being prepared.</p> <p>Never put dirty laundry or laundry baskets on worktops.</p> <p>Always wash your hands properly after touching dirty laundry.</p> | <p>This helps to prevent dirt and bacteria spreading from laundry to</p>  | <p>If your washing machine is in the kitchen, do you follow this advice? Yes <input type="checkbox"/> No <input type="checkbox"/> If not what do you do?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| <p>Pets Keep pets away from food, dishes and worktops and away from people when they are eating.</p> <p>Make sure you wash and disinfect worktops before preparing food.</p> | <p>Pets can spread harmful bacteria to food.</p> | <p>Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, do you follow this advice? Yes <input type="checkbox"/> If not, what do you do?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |

| Safety point | Why? |
|--|--|
| <p>Maintenance Make sure you keep food preparation areas in good condition.</p> <p>Replace damaged equipment, utensils and dishes straight away e.g. replace worn chopping boards, cracked dishes, chipped glasses.</p> | <p>This makes cleaning easier and helps to prevent pests.</p> <p>Dirt and bacteria can collect on damaged equipment/utensils and loose parts might fall into food.</p> |

- What to do if things go wrong**
- If raw meat/poultry has touched or dripped onto ready-to-eat or cooked food, throw away the food.
 - If ready-to-eat or cooked food has been prepared using a worktop, chopping board, knife or other equipment that has been used with raw meat/poultry and not cleaned and disinfected afterwards, throw away the food.
 - If dirty laundry or pets have been on a worktop, remove them and wash and disinfect the worktop straight away.
 - If objects such as broken glass get into food, throw away the food.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method: Food allergies

It is important to know what to do if you have guests with a food allergy, because these allergies can be life threatening.



| Safety point | Why? |
|--|---|
| If someone asks if a dish contains a certain food, check all the ingredients in the dish (and what they contain), as well as what you use to cook the dish, thicken a sauce and to make a garnish or salad dressing. Never guess. A customer may also give you a 'chef card' listing the foods that they are sensitive to. | If someone has a severe allergy, they can react to even a tiny amount of the food they are sensitive to. You can find out more about allergies, including chef cards, at: http://www.food.gov.uk/safereating/allergyintol/guide/ |
| Keep a copy of the ingredient information of any ready-made foods you use. | This is so you can check what is in them. |
| When you have been asked to prepare a dish that does not contain a certain food, make sure work surfaces and equipment have been thoroughly cleaned first. Make sure staff wash their hands thoroughly before preparing the dish. | This is to prevent small amounts of the food that a person is allergic to getting into the dish accidentally. |
| Give detailed information in the name or description of dishes on the menu, especially if they include the foods listed below, e.g. chocolate and almond slice, sesame oil dressing. Remember to update the menu when recipes change | This allows people with food allergies to spot that dishes contain certain foods. |

| Type of food | What to look out for |
|----------------|---|
| Peanuts | Peanuts, also called groundnuts, are found in many foods, including sauces, cakes and desserts. They are common in Thai and Indonesian dishes, e.g. satay sauce. Watch out for peanut flour and groundnut oil too. |
| Lupin | Flour or seeds from the lupin plant are used in some bread, pastries, pies, waffles, pancakes, battered products and doughnuts. |
| Nuts | People with nut allergy can react to many types of nut, including walnuts, almonds, hazelnuts, Brazil nuts, cashews and pecans. Nuts are found in many foods, including sauces, desserts, crackers, bread and ice cream. Watch out for nut oils, marzipan and ground almonds too. |
| Milk | People with milk allergy need to avoid foods containing milk, yoghurt, cream, cheese, butter and other milk products. Watch out for dishes glazed with milk and ready-made products containing milk powder. |
| Eggs | Eggs are used in many foods including cakes, mousses, sauces, pasta and quiche. Sometimes egg is used to bind meat products, such as burgers. Watch out for dressings containing mayonnaise and dishes brushed with egg. |
| Fish | Some types of fish, especially anchovies, are used in salad dressings, sauces, relishes and on pizzas. Fish sauce is commonly used in Thai dishes. |

| | |
|------------------------|--|
| Shellfish | People who are allergic to shellfish often need to avoid all types, including scampi, prawns, mussels, oysters, cockles, scallops, crab and squid. Watch out for shrimp paste and oyster sauce in Chinese and Thai dishes. When you are checking food labels, look out for the words 'shellfish', 'crustaceans' and 'molluscs', as well as the names of the individual types of shellfish. |
| Soya | Soya comes in different forms, for example, tofu (or beancurd), soya flour and textured soya protein. It is found in many foods, including ice cream, sauces, desserts, meat products and vegetarian products such as 'veggie burgers'. |
| Gluten | People who have gluten intolerance (also called coeliac disease) need to avoid cereals such as wheat, rye and barley, and foods made from these. Wheat flour is used in many foods such as bread, pasta, cakes, pastry and meat products. Watch out for soups and sauces thickened with flour, foods that are dusted with flour before cooking, batter and breadcrumbs. |
| Sesame seeds | Sesame seeds are often used on bread and breadsticks. (Be careful because the seeds can fall off and get into other foods.) Sesame paste (tahini) is used in some Greek and Turkish dishes, including houmous. Watch out for sesame oil used for cooking or in dressings. |
| Celery | People who are allergic to celery can react to celeriac (the root of the plant), celery stalks and leaves. Celeriac and celery are sometimes used in salads and soups, or served as a vegetable. Watch out for celery salt and celery seeds, which are used as a seasoning in lots of foods, such as soups and meat products. |
| Mustard | People who are allergic to mustard will react to any food that comes from the mustard plant, including liquid mustard, mustard powder, the leaves, seeds and flowers, sprouted mustard seeds and mustard oil. Mustard is sometimes used in salad dressings, marinades, soups, sauces, curries and meat products. |
| Sulphur dioxide | Some people with asthma can react to sulphur dioxide. This is used as a preservative in a wide range of foods, particularly meat products such as sausages, and dried fruit and vegetables. Sulphur dioxide is also found in wine and beer. |

What to do if things go wrong

If you think a customer is having a severe allergic reaction:

- Do not move them.
- Ring 999 and ask for an ambulance with a paramedic straight away.
- Explain that your customer could have anaphylaxis (pronounced 'anna-fill-axis').
- Send someone outside to wait for the ambulance.

How to stop this happening again

- Make sure all your staff understand how important it is to check all the contents of a dish if asked by someone who has a food allergy.
- Make sure you keep ingredient information for all ready-made products and staff know to check it.
- Review the way that staff prepare a dish for someone with a food allergy – are they cleaning effectively first and using clean equipment?
- Improve the descriptions on your menu.
- Train staff again on this safe method.
- Improve supervision.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method:**Pest control and chemical contamination**

Effective pest control is essential to keep out pests and prevent them from spreading harmful bacteria. It is also very important that you prevent chemicals getting into food.

**Safety point****Pests**

Check regularly for signs of pests, for example, in your food cupboards.

Make sure no food or dirty plates are left out at night and clean up any food on the floor.

Why?

Pests can carry harmful bacteria.

These are a source of food for pests.

Safety point**Chemicals**

Always read the label and follow the instructions on how to use chemicals.

Never let pest control bait/chemicals, including sprays, come into contact with food, packaging, equipment or worktops.

Store cleaning chemicals (e.g. bleach, detergents) separately from food and make sure they are clearly labeled.

Keep all cleaning and pest control products out of reach of children.

Why?

This is important to make sure that chemicals work effectively.

Chemicals are likely to be poisonous to people.

Storing chemicals properly is important to keep food safe.

What to do if things go wrong

- If you see signs of pests, call your local authority or a pest contractor immediately.
- If you think any equipment, worktops or utensils have been touched by pests, wash and disinfect them to stop harmful bacteria from spreading.
- If you think food has been touched by pests in any way, throw it away.
- If pest control or cleaning chemicals get into food, throw the food away.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method: Cleaning

It is essential to keep your food preparation areas clean to get rid of harmful bacteria and stop them spreading.



Safety point

Regularly wash/wipe and disinfect all the items people touch frequently, such as worktops, sinks, taps, handles, switches and high chairs.

You can either use soapy water followed by a disinfectant, or an all-in-one antibacterial kitchen spray that cleans and disinfects. Remember to follow the instructions on the label.

Allow these items to dry naturally or dry them with disposable kitchen towel.

Wash worktops, chopping boards and knives thoroughly before preparing food. Wash and disinfect them after preparing raw meat/poultry or eggs.

You can disinfect these by using a disinfectant or an all-in-one antibacterial kitchen spray or by washing them in a dishwasher, if appropriate.

Wipe up any spills as soon as they happen.

Always use a clean cloth to wipe worktops, equipment or utensils. Ideally, use disposable kitchen towel wherever possible.

Make sure cloths are thoroughly washed, disinfected and dried between tasks (not just when they look dirty).

It is important to also wash and disinfect tea towels and oven gloves regularly.

Ideally, wash cloths, tea towels, aprons and oven gloves in a washing machine on a hot cycle above 60°C. This will disinfect them. Or if you wash them by hand, make sure all the food and dirt has been removed before disinfecting them with very hot clean water.

When cleaning up accidents (e.g. vomiting or diarrhoea) make sure that you clean, wash and disinfect the area thoroughly.

Do not allow kitchen cloths to be used elsewhere in the house, e.g. when cleaning up in bathrooms and toilets.

Why?

It is important to keep these items clean to prevent dirt and harmful bacteria being spread to people's hands and then from their hands to food or other areas.



This will help prevent dirt and harmful bacteria spreading onto food from the surface or equipment.

Using dirty cloths or tea towels can spread harmful bacteria very easily. Using disposable kitchen towel will make sure that any bacteria picked up on the towel will not be spread.



This prevents harmful bacteria from spreading.

This is to prevent harmful bacteria spreading to the kitchen.

Follow the manufacturer's instructions on how to use and store cleaning chemicals. When you clean worktops/chopping boards, make sure that any cleaning chemicals you use are suitable for surfaces touched by food.

Keep all chemicals out of reach of children.

Using and storing chemicals correctly is important to make sure they are effective and to keep food safe.

What to do if things go wrong

- If you find that any item in your kitchen is not properly clean, wash and disinfect it and allow it to dry.
- If you think that a kitchen cloth has been used elsewhere in the house, throw the cloth away or wash and disinfect it before you use it again.


Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method: Keeping food cold



It is very important to keep certain foods cold because harmful bacteria can grow in them if they are not chilled properly. It is also important to take care when freezing or defrosting food.

| Safety points | What | How do you do this? |
|--|---|---|
| <p>Certain foods need to be kept in the fridge to keep them safe e.g.</p> <ul style="list-style-type: none"> • Food with a 'use by' date • Food that says 'keep refrigerated' on the label • Cooked food e.g. food you have cooked in advance or leftovers • Ready-to-eat food such as sandwiches, salads and some desserts <p>Put food that you buy frozen e.g. ice cream, in the freezer straight away unless you are going to use it immediately.</p> | <p>If these types of food are not kept cold enough, harmful bacteria could grow.</p>  | <p>Do you put these types of food into the fridge (or freezer) straight</p> <ul style="list-style-type: none"> • When you return with shopping or when food is delivered? <input type="checkbox"/> • After you have used it? <input type="checkbox"/> <p>cooled down food? <input type="checkbox"/></p> |
| <p>Make sure that you do not use food after its 'use by' date.</p> | <p>Food that has passed its 'use by' date might not be safe to eat.</p> | |
| <p>Make sure your fridge is set at 5°C or below and your freezer is working properly.</p> <p>You should check the temperature of your fridge every day. You only need to write it down if something goes wrong.</p> | <p>Setting your fridge at 5°C will make sure the food is kept at 8°C or below. This is a legal requirement in England, Wales and Northern Ireland.</p> | |
| <p>If you take prepare packed lunches it is a good idea to use a cool bag and ice blocks to keep the food cold until it is eaten.</p> | <p>It is important to keep chilled food cold to prevent harmful bacteria from growing.</p> | |
| <p>If you cook food that will not be eaten immediately (or have leftovers), cool it down, ideally within 90 minutes, and then put it in the fridge or freezer.</p> <p>Use up any leftovers within 48 hours.</p> <p>You can make food cool down more quickly by dividing food into smaller portions.</p> | <p>Harmful bacteria can grow in food that is not cooled down as quickly as possible and then put in the fridge or freezer.</p> | |

| Safety point | Why? | How do you do this? |
|--|---|--|
| <p>Defrosting Food should be thoroughly defrosted before cooking (unless the manufacturer's instructions tell you to cook from frozen).</p> <p>If the manufacturer gives instructions on how to defrost the food, follow these.</p> | <p>If food is still frozen or partially frozen, it will take longer to cook. The outside of the food could be cooked, but the centre might not be, which means it could contain harmful bacteria.</p> | <p>Do you check food is thoroughly defrosted before cooking? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, what do you do?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| <p>Ideally, defrost small amounts of food in the fridge. (Try to plan ahead and allow enough time for foods to defrost in this way.)</p> | <p>Putting food in the fridge will keep it at a safe temperature while it is defrosting.</p> | <p>Do you use this method? Yes <input type="checkbox"/></p> |
| <p>You could also defrost food in the microwave on the 'defrost' setting as long as the food is going to be cooked straight away.</p> | <p>This is a fast way to defrost food.</p> | <p>Do you use this method? Yes <input type="checkbox"/></p> |
| <p>Only defrost foods at room temperature if they do not need to be kept in the fridge e.g. bread.</p> | <p>Foods will defrost quite quickly at room temperature but harmful bacteria could grow in some food if it gets too warm while defrosting.</p> | <p>Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

Think twice!

Once food has been defrosted keep it in the fridge and use it within 24 hours. Do not freeze the food again.

What to do if things go wrong

- If you notice food has passed its 'use by' date, throw it away.

If your fridge is not working properly, you should:

- Move food that needs to be kept cold to another fridge (if you have one) or a cold area, or put it in a cool bag containing an ice block. If you cannot do this use the food straight away, or if you do not know how long the fridge has been broken down, throw the food away.
- If food that should be kept cold, has been left out of the fridge for a long time and is no longer cold, you should throw it away.

If you find that your freezer is not working properly, you should do the following things:

- **If food is still frozen** (i.e. hard and icy) it should be moved to another freezer straight away, if you have one. If you do not have another freezer, defrost the food safely and use within 24 hours.
- **If food has begun to defrost** you should continue to defrost it safely.
- **If food has fully defrosted** (i.e. it is soft and warm), throw the food away.
- **If food that needs to be kept frozen** (e.g. ice cream) has started to defrost, do not refreeze it. Use it immediately or throw it away.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method:

Cooking safely – bacon, sausages and eggs

If you cook bacon, sausages or eggs, it is very important to handle them carefully and cook them properly.



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Think twice!

Staff should always wash their hands after handling raw meat or eggs and before handling ready-to-eat foods, such as bread.

If you cook bacon, sausages or eggs that you do not serve immediately remember to keep them above 63°C or

Check it

It is very important to check that the food you sell is properly cooked.

| | | | |
|--|---|--------------------------|--------------------------|
|  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | | <input type="checkbox"/> | <input type="checkbox"/> |

Probes

How do you do this?

Probe type



Where to use the probe

These are generally easy to use and accurate. They can be used with lots of foods, but they are not suitable to go in the oven.

How to use the probe

Insert the probe. Wait for the display to stabilise before taking a reading. Clean the probe thoroughly and disinfect it before you use it again. This helps to prevent cross-contamination.

Checking your probe

It is essential to know that your probe is working properly, so you can rely on its readings. So you should check it regularly. The manufacturer's instructions should include details of how often a probe needs to be checked and how to tell if it is accurate.

A simple way to check a digital probe is to put it in iced water and boiling water:

- The readings in iced water should be between -1°C and 1°C .
- The readings in boiling water should be between 99°C and 101°C .

If the reading is outside this range, you should replace your probe or return it to the manufacturer to be calibrated.

Looking after the probe

It is very important to keep your probe clean, otherwise it could spread dirt and harmful bacteria to the food you are testing. When a probe has been inserted into food, clean it with hot water and detergent or use probe wipes.

You need to look after your probe to prevent it from getting damaged and help keep it working properly. Do not leave a digital probe inside your fridge or freezer, or on hot surfaces. When you are not using it, store it safely, away from extreme temperatures and liquids. Keep the probe in its case, if it has one. Avoid banging or dropping your probe. If the battery is low, replace it immediately.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____

Safe method: Cooking and reheating safely

Thorough cooking kills harmful bacteria. It is also very important to reheat food properly to kill harmful bacteria that may have grown since the food was cooked.



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| Types of check | Types of food |
|--|---|
| <p>Check that food you are cooking or reheating is very hot (steaming) all the way through. Check the centre of dishes such as shepherd's pie or lasagne.</p> | <p>Circle the types of food you use this check for and add any others.</p> <p>Types of food: stew, curry, soup, gravy, pasta dishes, fish, rice, pies and pasties, fish fingers, pizzas, stir fries.</p> <p>Other foods:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| <p>Check that pieces of chicken are very hot (steaming) in the middle. The meat should not be pink or red and the juices should not have any pink or red in them.</p> <p>If you are cooking a whole chicken, check the meat in the thickest part of the leg.</p> | <p>Types of food: chicken drumstick and leg, chicken curry, chicken nuggets.</p> <p>Other foods:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| <p>Check that pork and processed meat products, such as sausages and burgers, are very hot (steaming) all the way through with no pink or red in the centre.</p> | <p>Types of food: burgers, sausages, meatballs, pork chops, gammon.</p> <p>Other foods:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |
| <p>Check that all the outside surfaces of meat are fully cooked.</p> | <p>Types of food: lamb chops, lamb cutlets, steak.</p> <p>Other foods:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> |

Safety point

Eggs

Do not serve raw eggs or make foods with raw or partially cooked eggs (e.g. home-made mayonnaise, mousse or ice cream) because these can contain harmful bacteria. Do not let children taste cake mixture containing raw eggs.

Avoid giving eggs with runny yolks to children and pregnant women.

For other egg dishes and foods containing eggs e.g. scrambled eggs, omelettes and quiche, check they are very hot (steaming) all the way through.

Do not use eggs after the 'best before' date. After this date there is a greater chance of harmful bacteria growing in the eggs. Ideally keep eggs in the fridge.

Rice

When you have cooked rice, make sure you keep it hot until it is eaten or cool it down as quickly as possible (ideally within one hour) and then keep it in the fridge. Use cooked rice within 24 hours and reheat it until very hot (steaming).

Rice can contain spores from a type of harmful bacteria. If cooked rice is left at room temperature, the bacteria could start growing again from the spores. These bacteria will multiply and may produce toxins (poisons) that cause food poisoning. Reheating will not get rid of these.

How do you do this?

Do you cook egg dishes and foods containing eggs thoroughly until they are very hot (steaming)?

Yes No

If not, what do you do?

Do you either keep rice hot or cool it down as quickly as possible and keep it in the fridge?

Yes No

If not, what do you do?

food is safe to eat, always check it is very hot (steaming) all the way. You should only reheat food once.

What to do if things go wrong

- If food is not properly cooked or reheated, cook it for longer.
- Speed up the cooking process, for example by dividing the food into smaller quantities, or using different equipment.
- Check that your oven/hob/microwave is working properly.

Write down what went wrong and what you did about it on your action sheet.

Safe method completed: Date: _____ Signature: _____



Introduction



What is in this diary section?

The diary includes:

- Action sheets
- 3-monthly review sheets

These are an important part of the records you need to keep about food to comply with the law. An environmental health officer from your local authority may want to check these if they visit you.

If you need more copies of the action sheet or the 3-monthly review sheet, you can either download them from www.chichester.gov.uk/saferfoodbetterbusinessbedandbreakfast or photocopy the sheets in the pack before you have filled them in.

What do I need to do?

This pack has been designed to involve as little paperwork as possible. That means that, once you have worked through the pack and you are following your safe methods, you do not have to write anything down, unless there has been a problem, or something has changed or it is time for your 3-monthly review.

If there are any problems or changes, fill in the action sheet to give details of the problem/change and what you are going to do, or have already done, about it.

How to complete the 3-monthly review

Every three months you should look back at previous months and identify any serious or persistent problems, or any changes in the way you are working. You may need to take action to solve a problem, or make changes to your safe methods. Fill in the details on the 3-monthly review sheet.

If you notice a recurring problem before the 3-monthly review is due, you should always take action at the time to resolve it, rather than waiting until the next review. Make a note of what you have done on your action sheet.

Some businesses might prefer to keep more records than required by this pack, that is fine, but make sure you still use the action sheet and 3-monthly review

Changing a safe method

Sometimes you might need to change one of your safe methods because of a problem or a change in the way you are working. If you can change the current copy of the safe method so it is still clear to read, then add the date of the change at the bottom and also make a note on your action sheet.

Sometimes you might need a new copy of the safe method (you can download this from www.chichester.gov.uk/saferfoodbetterbusinessbedandbreakfast

Sign and date it at the bottom when you have filled it in and keep it in your pack.

You can throw away the old copy of the safe method. Don't forget to make a note of what you have done on your action sheet.

Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
|----------|---|---|----------|
| 25.06.09 | Found a pack of sliced ham out of date in the fridge. | Threw the ham away and checked the rest of the 'use by' dates in the fridge. Found no other problems. | SH |
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Action sheet



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| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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Action sheet



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| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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Action sheet



Make a note of any problems or changes and what action you took. Also note if you have trained anyone who helps you prepare or serve food.

| Date | Details of the problem/change | What you are going to do, or have already done, about the problem/change | Initials |
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3-monthly review



The 3-monthly review is an important part of the records you need to keep about food to comply with the law. Every three months you should look back at previous months and identify any problems. If you had a serious or persistent problem (the same thing went wrong three times or more), make a note of it below and also write down what you are going to do, or have already done, about it.

There might also have been changes in the way you are working with food e.g.:

- Have you changed the ingredients, types of food or recipes you use?
- Are you using any different equipment?

If there have been any changes like these, you will need to review your safe methods to make sure they are up to date. Make a note of what has changed below and give details of any changes you need to make to your safe methods.

If you need a new copy of a safe method, you can download one from

www.chichester.gov.uk/saferfoodbetterbusinessbedandbreakfast

Remember to sign and date the safe method after you have filled it in.

| Date | 3-monthly review completed | Details of a serious or persistent problem or The change in the way you are working | What you are going to do, or have already done, about the problem or Any changes you need to make to your safe methods |
|----------|----------------------------|--|---|
| 25.06.09 | tick | Have had issues with short dates on "Superveg" supermarket deliveries. | Changed supplier. Now using "Bestbuy" grocers. |
| 25.09.09 | tick | No problem/changes | No action to take |
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