

FOOD SAFETY PLAN FOR HOME CATERERS

Information	Your details
Name of Business:	
Address from which business ordinarily operates:	
Name of business owner / food business operator:	
Date this pack was first completed:	
Review Dates: <i>(This document should be reviewed every year and amended, when necessary, particularly if you start making a new product or use new methods of preparation)</i>	

How to complete

All food businesses are required by law to have some sort of food safety hazard analysis to show how they are producing safe food. The attached risk assessment can be used to meet this requirement for small home manufacturers.

You should examine each safety point in turn and complete the right-hand column to indicate how you, as the business operator, will ensure the food you produce is safe.

There are extra boxes included at the end of each section should there be any additional hazards specific to your business, for example if you also produce jams and preserves.

Monitoring

Some aspects of your food preparation will require monitoring, for example ensuring that an adequate cooking temperature is achieved or that chilled food is stored at or below 8°C. Often this will just be a visual check, but where you need to record data such as fridge/freezer and cooking temperatures, a simple daily diary will be sufficient. You can also use the diary to record information about foods produced each day, ingredients (including allergens), suppliers etc.

You may also consider a handover sheet which is given with your produce i.e. details of the product supplied, shelf-life, storage advice etc.

It's advisable to keep production records for 6 months.

CROSS CONTAMINATION

Safety point	Why it is important to food safety	What I do to meet this safety point:
Food handlers should wash hands thoroughly using an antibacterial soap before commencing work, and after handling potentially contaminated foods such as eggshells or raw vegetables.	Bacteria and dirt can spread from the hands of food handlers to the product they are making.	
Clean aprons or clean clothing should be changed into prior to starting work.	Dirty overalls or clothing can contaminate food with anything from bacterial to pet hairs.	
Hair should be tied back, and excessive jewellery should be removed prior to commencing work.	Loose stray hair can contaminate food and jewellery can entrap dirt and bacteria and could also fall off into the food.	
Food handlers who are or have been poorly within the last 48 hours should not handle foods. This includes colds and flu. <i>You may require a back-up plan to ensure orders are met when you are unwell.</i>	Some diseases are contagious and can be passed on to customers through handling food. A '48-hour symptom free' policy is strongly recommended.	
Where finished products are stored in fridges, raw meats should either be stored elsewhere or on the bottom shelves of the fridge.	Cross contamination can easily occur during storage.	
Finished products and ingredients should be covered whilst in storage and during transit.	Covering foods and ingredients will prevent them becoming contaminated.	
Finished products should be boxed, jarred, or wrapped in fresh, clean, nontoxic, food grade packaging.	Foods can become contaminated.	
Fresh raw salad, fruit and vegetables must be washed before service (particularly where vegetables are to be eaten raw).	These foods are grown outside, often in the ground and could have soil/fertilisers on them. Both can contain bacteria sufficient to cause illness.	
Preventing physical contamination of equipment. Jars used for preserves and chutneys must be sterilised before use, provide a safe method for this.	To ensure food containers / packaging prevents physical contamination from for example: dirt/ dust.	
<i>Add any other safety points specific to your business here:</i>		

Safety point	Why it is important to food safety	What I do to meet this safety point:

COOKING AND TEMPERATURE CONTROL

Safety point	Why it is important to food safety	What I do to meet this safety point:
<p>Ensure that a satisfactory cooking temperature is achieved for your products.</p> <p>A temperature of 75°C for a minimum of 30 seconds (or an equivalent temperature/time combination) is recommended</p>	<p>Failure to adequately cook food can lead to the survival and growth of bacteria.</p>	<p>Please specify the different types of food that you make/cook:</p> <p>How will you know whether a satisfactory cooking temperature has been achieved:</p>
<p>Raw egg products, such as some chocolate mousses and cheesecakes should be avoided unless you can demonstrate how you are making them safely.</p>	<p>Products made with uncooked or lightly cooked eggs can carry Salmonella bacteria which can cause food poisoning. Eggs produced under an assurance scheme such as <i>British Lion Mark</i> or <i>Laid in Britain</i> are laid by hens which are vaccinated against Salmonella.</p>	
<p>Ingredients requiring chilled storage (such as dairy items) must be kept in the fridge between 1 - 8°C.</p> <p><i>You should have some method of being able to monitor the temperature of your fridges e.g. an independent thermometer.</i></p>	<p>Bacteria will survive and grow in foods of this type where they are not refrigerated properly. This has the potential to cause food poisoning.</p>	<p>Indicate here how often you will check your fridge temperature:</p> <p>Will you write the temperatures down?</p>
<p>If you are working on a market stall AND have high risk products that require refrigeration (such as fresh cream cakes or cheesecakes) you must have suitable refrigeration available to</p>	<p>Bacteria will survive and grow in foods of this type where they are not refrigerated properly. This then has the potential to cause food poisoning.</p>	<p>If you are operating a stall indicate here what refrigeration methods you have:</p>

Safety point	Why it is important to food safety	What I do to meet this safety point:
<p>keep products at below 8°C. This could include cool boxes with ice packs or portable refrigerators.</p> <p><i>There is an exemption in law for a single period of 4 hours for refrigerated foods to be out of temperature control where they are for service. If you are relying on this exemption, you must be able to demonstrate when the food was first put out and what monitoring you undertake.</i></p>		<p>What methods have you got for checking the temperature throughout the day?</p>
<p>Following cooking, food must be chilled as soon as possible (within 2 hours) and protected from contamination during the cooling process.</p>	<p>Allowing foods to cool slowly can allow the growth of pathogenic bacteria.</p> <p>Food should be covered where possible or protected to avoid contamination</p>	
<p>If you are working on a market stall and supply open foods, such as slices of cake that are not pre-wrapped you must take along a supply of water and cleaning materials for handwashing and equipment.</p> <p><i>Hand gels alone are not sufficient.</i></p>	<p>Facilities for handwashing will enable personal hygiene to be maintained</p>	
<p><i>Add any other safety points specific to your business here:</i></p>		

CLEANING

Safety point	Why it is important to food safety	What I do to meet this safety point:
<p>Domestic pets should be removed from the food preparation area before commencing work.</p>	<p>Animals can carry potentially dangerous bacteria which could contaminate work surfaces. Their hair/fur can also be a source of contamination.</p>	
<p>Domestic kitchen equipment and surfaces must be thoroughly cleaned and disinfected prior to use. Chemical disinfectants should comply with BS EN 1276 or BS EN 13697 – check the label</p>	<p>Bacteria from raw meats or unwashed vegetables can contaminate work surfaces, fridges, and equipment, which can then be spread onto the food being prepared.</p>	<p>Specify the type of cleaning chemicals used:</p>

Safety point	Why it is important to food safety	What I do to meet this safety point:
and be sure to observe any instructions relating to dilution and contact time.		
Reusable cloths should be changed regularly and washed at a hot temperature (boil washed). Alternatively single use, disposable cloths may be used.	Bacteria can easily survive and spread from cleaning cloths onto food that is being prepared or work surfaces.	
Check your working area for anything (particularly very small items), that could drop into your products.	Food could become physically contaminated, posing a risk to customers.	
Fridge shelves must be cleaned regularly.	Fridge shelves can become contaminated with bacteria. This can easily pass onto hands and other products stored in the fridge.	
The kitchen area must be generally clean and tidy, with no evidence of pests such as rodents or insects.	Pests can contaminate foods and ingredients. Attention should be paid to cupboards and larders where bagged foods may attract pests.	
<i>Add any other safety points specific to your business here:</i>		

OTHER

Safety point	Why it is important to food safety	What I do to meet this safety point:
Catering premises should be using good quality, fresh, Grade A eggs. Lion marked eggs, or those produced under the <i>Laid in Britain</i> scheme are from flocks that have been inoculated against Salmonella and are recommended	Ungraded eggs can be from flocks at risk of avian diseases and Salmonella which can contaminate foods produced with them.	
Allergens: it is critical to prevent cross contamination with allergens from different products. Consider ingredients, storage, preparation, and cleaning to prevent cross contamination.	Some people have severe allergic reactions to allergens and cross contamination must be avoided.	

Safety point	Why it is important to food safety	What I do to meet this safety point:
Where foods are prepared in large quantities and then stored you should have some method of being able to identify their shelf life. This includes foods placed in the freezer. Usual methods include date labels.	Stock rotation will ensure that foods beyond their safe use by date are not consumed.	
<i>Add any other safety points specific to your business here:</i>		