

THE FOOD SAFETY (GENERAL FOOD HYGIENE) REGULATIONS 1995

General Requirements for Food Premises

(other than Mobile/Temporary/Domestic Premises & Vending Machines)

<u>Changing facilities</u>	<u>Cleanliness and maintenance</u>
<u>Drainage</u>	<u>Handwashing and drying facilities</u>
<u>Layout etc. to permit adequate cleaning and/or disinfection</u>	<u>Layout etc. to be such as to protect against [various possibilities]</u>
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Requirements for Mobile/Temporary/Domestic Premises & Vending Machines

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<u>Protection of food against contamination</u>	<u>Labelling and storage of hazardous and/or inedible substances</u>
<u>Supervision, instruction and training of food handlers</u>	<u>Hazard analysis</u>
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General Requirements for Food Premises

(other than Mobile/Temporary/Domestic Premises & Vending)

Changing Facilities

- Where it's necessary for staff to wear protective clothing (e.g. aprons), this must be stored in a clean area away from areas where food is handled. This is to protect the clothing against the risk of contamination.
- Provision must be made to allow food handlers to change and store their street clothes and personal effects away from open foods. Depending on the size of the operation and the numbers of employees, a changing area away from foods with lockable secure cupboards may be adequate to meet this requirement.

Cleanliness and Maintenance

- Clean premises are essential to control the hazard of contamination of food by harmful microorganisms and by foreign bodies. Ultimately, the degree of cleanliness required will be appropriate to the use of the premises and the nature of the food being dealt with. Food premises also must be maintained to a standard that will allow effective cleaning to be carried out.
- In general, internal surfaces of the structure and equipment fixed to it must be visually clean and kept in a good state of repair.
- Food-contact surfaces must be visibly clean before work commences, cleaned as necessary throughout the day/shift ('clean as you go') to prevent contamination of food, and cleaned at the end of every shift.
- Non food-contact surfaces (e.g. high wall surfaces, light fittings, extract ventilation points etc.) should be cleaned periodically so that dirt does not accumulate.

Drainage

- Drainage systems serving food premises must be capable of efficiently disposing of waste water and soil drainage. They must therefore have sufficient fall to allow all solid and liquid waste to flow away.
- They must also prevent the entry of foul air or effluent from the drainage system into food rooms.
- The system needs to be of sufficient size to cope with any peak loads without blocking or flooding.
- All points of entry into the drainage system must be protected by effective traps.
- Inspection chambers and points must be adequately sealed to prevent odour escape. If at all possible, internal inspection chambers should be avoided.
- It's good practice that toilets should feed into the system after any food preparation/processing areas.

- If open floor drains or gullies are provided, grids should be easy to remove and clean.

Hand Washing and Drying Facilities

Hand washing

- Washbasins for cleaning hands must be provided with
 - hot and cold (or appropriately mixed) running water
 - materials for cleaning hands i.e. soap or detergent. It's good practice to use either:
 - bactericidal detergent from a dispenser, or
 - bactericidal soap, or
 - disinfectant wipes/rubs applied to clean hands
- Where nail brushes are provided they must be kept clean, regularly disinfected and stored so that they drain and dry promptly

Hand drying

- Facilities must be provided for hygienic hand drying. These may include any of the following:
 - paper towels
 - roller paper towels in cabinets
 - washable fabric 'roller towel' in cabinets
 - hot air dryers
- Where disposable towels are used, suitable bins should be provided for their disposal and be emptied regularly
- The use of ordinary fabric towels on which the same part can be used more than once is not recommended, due to the potential for the spread of contamination.

Separate Provision for Hand Washing

In all premises there must be a separate basin that is used only for hand washing.

Layout, Design, Construction and Size - to Permit Adequate Cleaning and/or Disinfection

- The main criterion for food premises is that they must be cleanable i.e. that the premises' layout and design (and/or the equipment used) must allow access to all internal parts of the structure that require cleaning.
- Suitable materials must be used for walls, floors etc. to allow for effective cleaning appropriate to that surface or area.

Layout, Design, Construction & Size - to be Such as to Protect Against...

Accumulation of Dirt

- Suitable construction and surface finish materials must be used to facilitate cleaning.

- The layout, design, construction and size of food premises must be such as to avoid the accumulation of dirt in places less accessible for cleaning.
- It's good practice to avoid sharp corners at wall-floor junctions by the use of coving.

Toxic Materials

- Construction materials must not pose a risk of contamination of foods (by direct contact or vapour)
- Cleaning materials etc. must be safely stored well away from food.

Shedding of Particles

- Surface finishes (particularly those at high level) must not produce flaking paint, fibres etc. This is particularly pertinent over areas where open foods may be kept.

Formation of Condensation

- The layout etc. of premises must be such as to restrict the formation of condensation (and the consequent potential for mould growth) through adequate ventilation.
- In areas prone to condensation e.g. where steam and humidity are generated, enhanced cleaning will be required to prevent mould forming on surfaces.

Layout, Design, Construction and Size - to Permit Good Food

Hygiene Practices

- Layout, space, operating systems etc. in food premises must be sufficient to allow preparation of high risk foods away from areas where they may be exposed to the risk of contamination (e.g. where raw food is handled/processed)
- Layout should result in food 'flowing' from 'dirty' or raw areas to 'clean' or ready-to-eat areas.
- If separate areas are not possible, the layout etc. must allow for effective cleaning and disinfection between operations or handling of the different food types.
- Layout should also avoid deliveries and refuse having to be taken through food preparation areas.
- Steps must be taken to prevent the risk of cross contamination from equipment. This may be achieved by either:
 - using segregated, colour-coded equipment for different food types (recommended), or
 - effective cleaning and disinfection of equipment between operations involving different food types, such as low- and high- risk foods.

Equipment requirements are given in more detail in Chapter V of Schedule 1.

- Materials must be cleanable according to their intended use.
- Possible contamination (by rainwater penetration, defective water services or from mains water (including from ice and steam) must be prevented by proper maintenance.

- The air supply must be designed so that dust, dirt or odours are not brought into food rooms.
- Facilities must be provided to enable good personal hygiene, so that personnel do not act as a source of cross contamination (e.g. wash hand basins, toilets, changing facilities) - all covered in more detail elsewhere in the Regulations
- The structure of the building must be suitably proofed against access by pests (rodents, insects (including flying insects), birds etc)

Layout, Design, Construction and Size - to Provide Suitable Temperature Conditions

- The design and construction of food preparation rooms should avoid the build up of excessive temperatures (as this will lead to the growth of any microorganisms present)
- Food storage rooms and cabinets etc. must be capable of keeping food at suitable temperatures
- Manufacturers' instructions on the siting, use and maintenance of refrigeration equipment should be followed
- It's good advice to ensure proper storage of food items in refrigerated cabinets/stores e.g. by allowing good air circulation and avoiding placing stock above any load line
- Doors of refrigerators, chilled display units and the like should be closed when not in use
- Certain foods are subject to specific temperature control regulations

Lighting

- Lighting must be sufficient:
 - for food handlers to work safely and in a hygienic manner
 - to enable effective cleaning and monitoring of cleaning
 - to enable effective monitoring for pests
- Levels of illumination are measured in units called lux. The following levels are recommended:
 - food preparation areas - 500 lux at worktop level
 - food store rooms - 150 lux at floor level
 - retail sales area - 500 lux
 - toilets and changing rooms - 300 lux
- The Council has available for use a calibrated light meter and can check your lighting levels if you think there might be a problem
- Where artificial lighting is provided it should be positioned so as to avoid glare, reflections or strong shadows
- It's recommended that flush lighting is used to make cleaning easier
- Light fittings in open food areas or in display cabinets should be enclosed to prevent contamination of food in the event of a breakage

Toilets

- Toilets must be provided on the basis of the Workplace (Health, Safety and Welfare) Regulations 1992, the minimum requirement being 1 toilet or WC for up to 5 employees.
- Toilets must be connected to a drainage system through an effective trap.
- It's good practice to have toilet facilities for catering staff separate from those used by customers or visitors.
- Toilets must not open directly into a food room i.e. there should be, at least, an intervening ventilated space between any toilet and a food room. N.B. No food should be stored in this space due to the risk of contamination by aerosols from the WC.
- In view of their potential as a means of spreading contamination, remember to include these washbasins and toilet facilities in your cleaning regime/schedule - particularly hand contact surfaces such as taps and handles.

Ventilation

- Food premises must have suitable and sufficient means of natural or mechanical ventilation
- Mechanical air flow from a contaminated area to a clean area must be avoided
- Ventilation systems must be so constructed as to enable filters and other parts requiring cleaning or replacement to be readily accessible
- All sanitary conveniences within food premises must be provided with adequate natural or mechanical ventilation. The main hygiene reason for this is to prevent contaminating aerosol droplets from the toilet itself from entering food rooms. It similarly also prevents odours.

Supplementary Advice

- Ventilation is necessary to prevent the build up of heat and steam, both of which will encourage the growth of harmful microorganisms on surfaces or in foods. High temperatures can also lead to thermal discomfort and stress in workers. As a target, ambient (room) temperatures should be below 25°C.
- Ventilation may also serve to prevent contamination by dirt and dust and to prevent odours that might affect the suitability of foods.
- For catering premises, unless the premises are small and there is low heat input into rooms where food is cooked, natural ventilation is unlikely to be suitable and sufficient
- In small non-catering premises, natural ventilation provided by openable windows is likely to be sufficient unless specific factors about the premises or type of operation mean that mechanical ventilation is required.
- The simplest mechanical systems include openable ventilators or wall/window mounted fans. These must be placed as close as possible to the source of heat/steam/fumes.

- Where air is drawn into clean areas, the location of the air intakes should be carefully chosen to avoid the risks of taking in dirt/dust/odours/fumes from dirty areas such as waste storage or 'dirty' processing rooms.

Washbasins

- An adequate number of washbasins must be available, suitably located and designated for cleaning hands. Wash hand basins should be marked 'For Hand Washing Only' or similar.
- The number and location of washbasins will be determined by the type of business, size/layout of the premises and the number of staff employed.
- Washbasins must be provided close to toilets facilities and at 'strategic' places in the premises so that all food handlers have convenient access to them, for instance, in catering premises, it's good practice to site basins by the entrance to the kitchen; in larger premises, where high risk open foods are handled, extra basins may be needed in those areas

Specific Requirements for Food Rooms (Rooms Where Foodstuffs are Prepared, Treated or Processed)

FLOORS

- These must be maintained in a good state of repair that allows them to be kept clean, and must be easy to clean and, where necessary, disinfect.
- Disinfection of floors reduces the level of contamination in the food room environment and it's good practice to disinfect all floors periodically. The frequency of such disinfection should be appropriate to any risk e.g. required more frequently in 'high risk' areas of food processing units. Frequent disinfection of floors in catering establishments is therefore not essential, provided floors are kept clean.
- Acceptable surfaces would include flooring tiles (quarry, ceramic or vinyl), vinyl safety flooring, Terrazzo and cast in situ resin flooring.
- **Floor Materials**
These must be:
 - impervious
 - non-absorbent
 - washable
 - non-toxic
- **Floor Drainage**
 - Where appropriate, floors must allow for adequate surface drainage i.e. they must prevent pooling of water in normal use
 - Where there may be significant spillage onto floors or wet cleaning (hoses) is used, floor drains may be provided. In this case the floor must have a suitable fall towards the drains. Modern wet-vac machines may offer an alternative solution in this situation.

WALLS

Wall surfaces

- These must be maintained in a good state of repair that allows them to be kept clean, and
- They must also be easy to clean and, where necessary, disinfect.

Wall surface materials

- These must be impervious, non-absorbent, washable and non-toxic
- Must have a smooth surface up to a height appropriate for the operations.
- Acceptable wall surfaces would include washable painted plaster, epoxy resin and similar coatings, ceramic tiles, stainless steel sheeting, PVC/GRP and other proprietary sheeting.
- The wall surface must be cleanable to a height which might be expected to become soiled with food debris under normal operations. It's recommended that suitable wall finishes are provided 0.5m above any adjacent work surface

- Wall surfaces immediately behind food preparation surfaces or equipment must be able to be disinfected periodically to reduce the risk of contamination of food.

Walls - general

- Ledges, ridges and recesses should be avoided wherever possible as they more easily harbour dirt.
- Wall-floor junctions should be coved where possible to facilitate cleaning
- Where there is a likelihood of damage to wall surfaces, extra protection should be considered (e.g. barriers, posts)

CEILING

- Ceilings and overhead fixtures must be designed, constructed and finished:
 - to prevent the accumulation of dirt
 - to reduce condensation, the growth of undesirable moulds and the shedding of particles
- Any surface must be capable of being cleaned and also periodically maintained to remove any mould growth and other particles/debris that could fall into food. Acceptable surfaces would include:
 - smooth washable painted plaster
 - direct fixed ceiling systems
 - suspended ceilings
- Polystyrene or acoustic/fibre tiles are not readily cleanable and are not suitable for use in high humidity environments. They should not therefore be used where open food is handled.
- Suspended ceilings can help to reduce condensation if used with adequate ventilation. If so used,
 - services could be installed above them
 - they should be readily de-mountable for cleaning
 - there should be access points

WINDOWS

- Windows and other openings must allow effective cleaning and be constructed to prevent the accumulation of dirt.
- Contamination via open windows is most likely to be wind blown debris and dust, unpleasant odours and fumes or that arising from access by pests.
- Windows must be screened if:
 - they open directly into food preparation areas, AND
 - they are opened for ventilation during food preparation, AND
 - screening is necessary to prevent a risk of infestation and/or contamination
- Where dirt build-up on insect proof screens may present a risk of food contamination, they must be designed to be easily removed for cleaning.

- Where there remains any risk of contamination, windows must be kept closed during production, and alternative (mechanical) ventilation used.
- Sloping cills help prevent the accumulation of dirt.

DOORS

- Doors must be easy to clean and, where necessary, disinfect. In general, this means that surfaces must be smooth and non-absorbent. A cleanable paint or sealed finish would comply but unsealed wood would not.
- Any door used by staff who handle open food may be a source of contamination, especially if staff are likely to touch the door with their hands. Handles and finger/push plates are particularly high risk areas and must also be capable of disinfection. Remember to include these key areas in your cleaning regime/ schedule.
- It's good practice that doors should be flush design (flat) to avoid angles and mouldings that accumulate dirt. Doors with push plates are preferable to those with traditional handles.

FOOD CONTACT SURFACES

- Any surfaces (including surfaces of equipment e.g. chopping boards, tabletops, utensils) that come into direct contact with food must
 - be maintained in a sound condition
 - be easy to clean and, where necessary, disinfect
 - in general, be of materials that are smooth, washable and non-toxic
- All surfaces that come into contact with high risk foods must be able to be disinfected regularly.
- Surfaces that would comply include:
 - stainless steel
 - ceramics
 - food grade plastics
- Wooden boards are considered inappropriate for the cutting of high risk foods due to potential difficulties involved in disinfecting them effectively.
- Equipment must be regularly inspected and if found to be damaged so that it cannot be effectively cleaned, or if it poses a physical contamination hazard, it should be safely disposed of. Scuffs and abrasions or similar wear and tear would not generally render equipment unsuitable for use provided it could be, and was, maintained in a clean condition.

Note 1: This regulation is about having equipment that can be cleaned and disinfected. The requirement to actually do so is found in Chapters V and IX of Schedule 1 of the Regulations.

Note 2: There are further requirements for the hygiene of Equipment in Chapter V of Schedule 1 of the Regulations.

FACILITIES FOR THE CLEANING AND DISINFECTION OF TOOLS & EQUIPMENT

- Where necessary, adequate facilities must be provided for the cleaning and disinfection of work tools and equipment (e.g. utensils, food processing equipment/tools, trays, chopping boards, dishes, containers etc).
- These facilities must:
 - be constructed of materials resistant to corrosion
 - be easy to clean
 - have an adequate supply of hot and cold water
- All equipment will need to be cleaned from time to time, the frequency depending on how it's used and the type of food that it's used for. For example, containers used to hold dry ingredients will need to be cleaned less frequently than equipment that comes into direct contact with 'high risk' foods.
- Suitable facilities will include:
 - sinks, together with detergents and disinfectants, for manual equipment cleaning. NB Sinks must be large enough to deal with all the equipment normally used at the premises. It's useful to have a double-bowl sink for cleaning and disinfecting purposes.
 - dishwashers
 - sterilising sinks
 - hoses or other equipment for cleaning and disinfection of fixed equipment
- Draining and/or drying facilities must be provided. Drying of equipment (e.g. by (soiled) drying towels) should not cause recontamination. Ideally, drying cloths will be single use. Air drying is particularly suitable where high temperature washing or rinsing is used.
- It's good practice to provide facilities for draining and drying close to the area where the equipment is washed
- Cleaning chemicals brought into food rooms should be handled safely to prevent contamination of food.

PROVISION OF FACILITIES FOR WASHING FOOD

- Where appropriate, adequate provision must be made for any necessary washing of food.
- Every sink or other facility for the washing of food must have an adequate supply of hot and/or cold potable water as required, and be kept clean.
- If the volume of preparation in a kitchen demands it, separate sinks must be provided for food preparation/washing and equipment washing.
- In smaller operations, however, one sink may suffice for use for both equipment and food washing, PROVIDED that both activities can be done effectively and without affecting food safety. If the same sink is to be used

at different times for both food preparation and equipment washing, it should be thoroughly cleaned between each process.

- Hot water supply is not essential if a sink is to be used exclusively for food preparation.
- It's good practice to have signs above sinks indicating what they can be used for.

Requirements for Mobile/Temporary/Domestic Premises & Vending Machines

SITING, DESIGN, CONSTRUCTION, CLEANLINESS & MAINTENANCE

Siting - must not be close to sources of contamination or pests. Where possible, temporary premises should be sited near to key services such as water, drainage and electricity

Design and construction - if the premises cannot be proofed against pest access, then food must not be stored in the temporary premises unless it is a storage unit or container that itself prevents access of pests. Tents or marquees should be made of cleanable materials or food preparation areas should have washable linings.

Kept clean, maintained and in good repair - food contact surfaces must be cleaned and disinfected frequently. Equipment should be clean before the start of a work session. Other areas where dust or food debris may accumulate must be cleaned periodically. It's good practice to have a cleaning schedule.

PERSONAL HYGIENE FACILITIES

- Where necessary, appropriate facilities must be available to maintain adequate personal hygiene. By way of illustration, if open food is handled hand washbasins will be required, whereas if only pre-packed food is being sold it may not be necessary to provide hand washing or sanitary facilities.
- These facilities will include:
 - facilities for the hygienic washing and drying of hands
 - hygienic sanitary (toilet) arrangements
- Basins, used for hand washing only, must be provided with:
 - hot and cold water, or water at a suitable temperature
 - soap or detergent (It's good practice to use bactericidal soap or detergent)
 - a means of hand drying. N.B. Cloth towels which allow the same area of the towel to be re-used are not recommended; disposable towels or roller towel cabinets are preferred.
- In temporary facilities, hand washbasins must also be provided close to the toilets.
- Protective clothing must also be provided, so as to meet the standards in Chapter VIII (Personal Hygiene) of Schedule 1 to the Regulations.
- In temporary facilities, it's good practice to provide space and secure storage so that staff can change into work clothes outside the food preparation areas.

FOOD CONTACT SURFACES

- Surfaces in contact with food must be in a sound condition and be easy to clean and, where necessary, disinfect.
- Surface materials must therefore be smooth, washable and non-toxic. Surfaces must therefore meet the standards specified in Chapter II of Schedule 1 to the Regulations.
- For temporary premises and stalls it is acceptable to use plastic sheets or impervious cloths which would ordinarily be inadequately robust, provided they are maintained in a clean and good condition.

PROVISION FOR CLEANING AND DISINFECTING UTENSILS & EQUIPMENT

- Hot and cold water, or water at a suitable controlled temperature, must be available for washing tools and equipment together with a supply of detergent.
- It's good practice to use sinks only for washing equipment. Where this is not practicable, sinks should be cleaned between different activities.
- Facilities should be available nearby for draining and drying.
- Suitable disinfectant should be available for food contact equipment.
- Depending on the nature/scale of the operation, alternative means of compliance may include dirty equipment being returned to permanent premises for cleaning. Arrangements must be made however for equipment that needs to be cleaned more frequently (e.g. scoops, tongs) where mobile units are away from permanent premises.

PROVISION FOR CLEANING OF FOODSTUFFS

- Every sink or other facility for the washing of food must have an adequate supply of hot and/or cold potable water as required, and be kept clean.
- If the volume of preparation in a kitchen demands it, separate sinks must be provided for food preparation/washing and equipment washing.
- In smaller operations, however, one sink may suffice for use for both equipment and food washing, PROVIDED that both activities can be done effectively and without affecting food safety. If the same sink is to be used at different times for both food preparation and equipment washing, it should be thoroughly cleaned between each process.
- Hot water supply is not essential if a sink is to be used exclusively for food preparation.
- It's good practice to have signs above sinks indicating what they can be used for.
- For mobiles, facilities for cleaning food may be at the base depot.

WATER SUPPLY

- An adequate supply of hot and/or cold potable water must be available.
- Temporary facilities will ideally be connected to a potable supply, preferably the mains water supply. Where this is not practicable, adequate supplies of water in tanks or containers may be used but these, and supplies in mobiles, must comply with the following standards:
 - must be filled from a potable supply, ideally the mains
 - the tank must be kept clean and disinfected frequently

Note:

It's recommended that tanks are:

- emptied daily and refilled with fresh water
- sterilised with chlorine-based chemicals at least monthly
- enclosed or covered
- separately identified to denote if they are for clean or waste water
- Hot water must be available for the washing of tools and equipment in temporary catering premises.
- If private water supplies are used, they must be of potable standard

WASTE STORAGE & DISPOSAL

- Adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) must be available.
- Solid waste (properly stored in bags or containers) must be removed frequently from food preparation and storage areas. It must be stored in lidded containers whilst awaiting collection from the site.
- Liquid waste will ideally be linked into mains drainage, but holding tanks may be used if access to mains drainage is not available. They must be discharged carefully so that there is no risk of food contamination. They must not be emptied directly on the ground.
- Storage tanks should be kept clean and disinfected periodically.

TEMPERATURE CONTROL

- Adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions must be available. Specific temperature controls will apply to some foods, under the Food Safety (Temperature Control) Regulations 1995.
 - **Chilled storage** - mechanical refrigeration equipment will normally be needed to achieve satisfactory food temperatures. However, in some situations (for very short periods of time) insulated boxes with ice packs etc may be effective

- **Hot holding** - note that insulated boxes will only be effective over short periods of time.
- **Thermometers** - temperature monitoring devices must be available to check that food temperatures are suitable.

PLACING FOOD SO AS TO AVOID THE RISK OF CONTAMINATION

- Foodstuffs must be so placed as to avoid, so far as is reasonably practicable, the risk of contamination. Detailed points in Chapter IX (Provisions Applicable to Foodstuffs) of Schedule 1 to the Regulations will apply. The key points are:
 - ready-to-eat foods must be kept away from raw foods that may contaminate them both in storage and during preparation
 - working surfaces and equipment must be kept clean and disinfected
 - people handling food must avoid spreading contamination. [Further details are contained in Chapter VIII (Personal Hygiene) of Schedule 1 to the Regulations]
- For market stalls etc. foods will usually be exposed to a greater degree than in a conventional outlet; this is acceptable, provided methods used have not been shown to pose a risk to consumers.
- For catering operations, It's good practice to minimise the amount of food preparation in temporary or mobile premises, either by choosing menus that only involve simple cook and serve steps or by arranging more elaborate preparation to be completed in a permanent base kitchen.
- Care must be taken to place open food so that it will not be brushed by passers-by or animals.

OTHER FOOD HYGIENE REQUIREMENTS

EQUIPMENT USED TO TRANSPORT FOODSTUFFS

Cleanliness/Maintenance, Design & Construction

- Conveyances and/or containers used for transporting foodstuffs must be
 - kept clean
 - maintained in good repair and condition
 - designed and constructed to permit adequate cleaning and/or disinfection
- The type of vehicle used must reflect the risk associated with the product being transported. Vehicles used for transporting high risk, open foods must be enclosed and be capable of thorough cleaning and/or disinfection. Family cars should not be used to transport high risk foods - they are suitable only for wrapped foods requiring no temperature control i.e. 'ambient stable'.
- Containers may include trolleys, bags, boxes, trays, crates etc. The type of container that will be suitable and the cleaning necessary will depend on the type of food, and its intended use. Thus, for high risk, open foods, containers should be made of a readily cleanable material such as plastic or metal. The use of colour coding for containers holding different types of food product is good practice.
- Certain foods will also be covered by temperature control regulations and therefore transport equipment will need to be designed/constructed accordingly.

Receptacles and/or Containers - Preventing Contamination

- Receptacles in vehicles and/or containers must not be used for transporting anything other than foodstuffs where this may result in contamination of foodstuffs.
- Food containers must not be used for non-foodstuffs (e.g. cleaning chemicals) where there is a risk of contamination. They could be used for non-hazardous materials (e.g. packaging) provided they are cleaned out thoroughly before food use and pose no risk of contamination.

Bulk Foodstuffs

- Bulk foodstuffs in liquid, granular or powder form must be transported in receptacles and/or containers/tankers reserved for the transport of foodstuffs if otherwise there is a risk of contamination. Such containers must be marked in a clearly visible and indelible fashion, in one or more Community languages, to show that they are used for the transport of foodstuffs, or must be marked "for foodstuffs only".

Different Loads/Segregation

- Where food transport equipment is also used for transporting additional non-food items, or for transporting different foodstuffs at the same time, it's necessary to segregate food from anything that may cause contamination.
- This provision covers situations involving chemicals (taint or toxic hazard) and where other foods may be more contaminated (e.g. raw meat to be kept separate from cooked ready-to-eat meat).
- Food and non-food items may be delivered at the same time in the same vehicle, providing that both are adequately separated and wrapped or packed, and that there is no risk of spillage or contact that may contaminate food.

Cleaning Between Loads

- Where food transport equipment is used for transporting additional non-food items, or for transporting different foodstuffs at the same time, there must be effective cleaning between loads to prevent against the risk of contamination
- The adequacy of cleaning will depend on what has been transported and what is to be transported next. For example, the more contaminated the previous load and the more 'high risk' the next, the more thorough the cleaning must be.
- If the earlier load may have had microbial contamination, for example raw food, then cleaning must also include effective disinfection.

Placing/Protection Of Foodstuffs So As To Minimise Contamination

- Foodstuffs in conveyances and/or containers must be so placed and protected as to minimise the risk of contamination i.e. where there is a risk of contamination, food must be adequately wrapped and/or separated from other materials.
- Fully wrapped/packaged foodstuffs will generally meet this requirement.
- Open foods must be carried in enclosed vehicles or covered containers, sufficient to protect against:
 - dust/debris from the vehicle
 - the container falling into the food
 - dirt/fumes from traffic contaminating the food
- Intact fresh fruits and vegetables need not be carried in enclosed vehicles or covered containers, although it's good practice to treat them the same as other foods.

Temperature Control

- Food transport equipment must be capable of maintaining foodstuffs at appropriate temperatures and, where necessary, be designed to allow those temperatures to be monitored.
- When the food products being transported are required to be sold in a chilled state at a particular temperature then it must be transported at that temperature to prevent spoilage.
- Specific temperature controls will apply to some foods.

- For some journeys, using insulated containers may be adequate. For others, mechanical or cryogenic cooling will be needed e.g. for longer journeys or multiple drops. Whatever method is ultimately chosen, it must be capable of maintaining the legal (temperature) requirements for the foods concerned.
- For home delivery, food should be well protected in primary packaging and insulated containers/vehicles should be used.

Monitoring Food Product Temperature

- For vehicles carrying frozen or chilled foods there must be a means of monitoring product temperature either directly, or indirectly by monitoring the air temperature. This can be achieved either by:
 - thermometers built into vans or containers
 - hand held thermometers (the between pack method is recommended)

NB There is no obligation under the Regulations to provide continuous temperature monitoring throughout a journey.

EQUIPMENT REQUIREMENTS

Minimising the Risk of Contamination

- All articles, fittings and equipment with which food comes into contact must:
 - be kept clean, and
 - be so constructed, and be of such materials, and be kept in such good order, repair and condition, as to minimise any risk of contamination of the food.
- This provision relates to all work surfaces, utensils, food processing equipment etc. that may come into contact with food.
- The degree of cleaning will depend upon the use to which the equipment is put e.g. the standard of cleanliness of a cooked meat slicer is more critical than that of a potato peeler.
- Food contact surfaces must be smooth, free from pits, crevices and chips.
- Equipment must be regularly cleaned, where necessary being dismantled where this allows cleaning to be carried out effectively.
- When equipment or surfaces come into contact with 'high risk' foods, cleaning must include disinfection.
- Equipment must be of materials that are:
 - readily cleanable
 - non-toxic
 - resistant to corrosion
- Suitable materials will include:
 - stainless steel
 - food grade plastics and laminates
 - aluminium and tinned copper (acceptable but are less durable)

Note: Wood is inappropriate for use with 'high risk' foods due to potential difficulties in cleaning/disinfection

- Equipment must not be used when its condition has deteriorated to the point that it:
 - cannot be effectively cleaned, or
 - poses a foreign body hazard, or
 - poses any other risk of contamination
- Advice on hygienic structure and design of new equipment is included in The Supply of Machinery (Safety) Regulations 1992.
- Redundant/disused equipment should be removed from the premises without delay.

Capable of Being Cleaned/Disinfected

- With the exception of non-returnable containers and packaging, food equipment, work surfaces and fittings should be:
 - so constructed,
 - be of such materials, and
 - be kept in such good repair and condition
 as to enable them to be kept thoroughly cleaned and, where necessary, disinfected sufficient for the purposes intended.
- Equipment etc. design should therefore avoid sharp angles and ledges. Joints should be finished at a curved radius to prevent dirt accumulation and to make cleaning easier.
- It's recommended that each piece of equipment has a detailed cleaning schedule - manufacturers' instructions should always be observed.

Installation to Allow Cleaning of Surrounding Area

- All equipment etc. must be installed in such a manner as to allow adequate cleaning of the surrounding area.
- Either installation should allow access around (fixed) equipment for effective cleaning or, alternatively, equipment must be mobile to allow such access to be gained. N.B. Services (gas, water, electricity) should not restrict such mobility when it is required.
- Heavy equipment is best provided with wheels/slides.

FOOD WASTE

Waste Not to Be Allowed to Accumulate

- Food waste and other refuse must not be allowed to accumulate in food rooms, except in so far as is unavoidable for the proper functioning of the business
- Systems must therefore be in place to ensure that refuse containers in food rooms:
 - do not become over full, and
 - are regularly emptied and removed from the room
- It's recognised that a certain amount of working debris is inevitable in kitchens etc., especially at peak periods.

Waste Containers

- Food waste and other refuse must be deposited in closable containers unless the proprietor can show that other types of containers are appropriate.
- Containers must
 - be of an appropriate construction (i.e. suitably durable)
 - be kept in sound condition and, where necessary, be easy to clean and disinfect.
- In food rooms, waste/refuse containers need not be lidded if they are in frequent use and are regularly emptied. This is because they are frequently touched by the hands of food handlers and may therefore be a serious source of contamination.
- Containers should be positioned conveniently for the points where the waste occurs. They should also be of a suitable height for easy and comfortable use, particularly at work benches.
- Once food waste is removed from food rooms it must be placed in lidded, tied or sealed containers.
- It's good practice to fit containers with plastic liners, particularly where wet waste is produced.
- Cleaning schedules should include waste/refuse containers. Containers in areas preparing high risk foods should be disinfected more frequently.
- It's good practice to store bagged refuse either in a bin or in a secure area to prevent access by pests such as birds and rodents.
- Refuse such as cardboard, clean packing materials etc. need not be placed in closed containers provided they are so separated and dealt with so as not to pose a risk of contamination to foods.

Adequate Provision for the Removal & Storage of Waste

- Adequate provision must be made for the removal and storage of food waste and other refuse.
- Refuse stores must be designed and managed in such a way as to
 - enable them to be kept clean
 - protect against access by pests
 - protect against contamination of food, drinking water, equipment or premises.
- A defined area should be designated for the storage of waste pending disposal. If this is inside the premises it must be away from food rooms and be cleared at frequent intervals.
- Storage areas for waste should not be sited immediately adjacent to entrances or windows to food rooms.
- It's good practice to store waste on a hard-surfaced area that can be readily cleaned down and drained.
- Care must be taken to ensure that waste or materials for recycling do not act as an attraction to pests (including rodents, birds, foxes, cats). Proofing

against pest access can be achieved by closed and secured stores, fencing etc. and by using firmly lidded bins.

- Liquid food waste such as oil and cleaning chemicals must be disposed of safely. It will not normally be acceptable to flush significant quantities into the drain. Section 79 (1) (e) of the Environmental Protection Act 1990 states that waste oils must not be poured down the drain. Arrangements for the regular collection of such waste materials should be made. The following waste disposal companies may collect your waste oil (there may be others offering this service):
 - Cleansing Service Group Ltd, Colliery Lane, Bayton Road Industrial Estate, Coventry CV7 9NW. Tel: (024) 7664 4416
 - Castle Environmental, Crompton Road, Ilkeston, Derbyshire DE7 4BG Tel. (0115) 9442994

WATER SUPPLY

Adequate Supply of Potable Water

- There must be an adequate supply of potable (drinkable) water, which must be used whenever necessary to ensure foodstuffs are not contaminated.
- Potable water must be used for the following:
 - cleaning of food
 - inclusion in food recipes
 - cleaning of food equipment
 - cleaning surfaces that come into contact with food or the hands of food handlers
 - hand washing
- It can be assumed that the mains supply in the UK is a potable supply.
- Non-potable water may be used where this will not affect the safety and wholesomeness of the food e.g. flushing lavatories or in closed heating systems.
- Where water softeners or filters are used they should be maintained in good condition so that they do not contaminate the water.
- Where water storage tanks are provided (usually larger premises requiring sufficiency of supply) they must be securely covered, be maintained in good condition and comply with any applicable local Bye-laws

Ice

- Any ice which is to be used in foods, or with which foods will come into contact, must be made from potable water. This ice must be
 - made
 - handled, and
 - storedunder conditions which protect it from all contamination.

- Ice used to cool open food in buffet displays must also be made from potable water.
- Ice making machines must be
 - sited away from sources of contamination
 - cleaned regularly and disinfected periodically (in accordance with manufacturers' instructions)
- Containers (e.g. ice buckets) and utensils used to store and dispense ice should also be cleaned regularly and disinfected periodically.
- Utensils must be made of durable materials that do not become brittle when cold and thereby pose a foreign body hazard from brittle fracture. It's good practice to use brightly coloured utensils with ice.

Steam

- Steam used directly in contact with food must not contain any substance which presents a hazard to health, or is likely to contaminate the product. It must therefore be raised from potable water.

Separate Systems for Potable & Non-Potable Water Supplies

- Water unfit for drinking but used for other purposes not relating to food (e.g. fire fighting) must
 - be conducted in separate systems
 - be readily identifiable
 - have no connection with, nor any possibility of reflux (back flow) into the potable water system
- Outlets for non-potable supplies must be marked "Not for Drinking".

PERSONAL CLEANLINESS AND PROTECTIVE CLOTHING

Personal Cleanliness

Every person working in a food handling area must maintain a high degree of personal cleanliness. Personal cleanliness includes hygienic practices and habits which, if unsatisfactory, may expose food to the risk of contamination. Good hygiene practices include the following:

Clean Hands

Open food handlers must have clean hands when handling food. They must wash their hands:

- as necessary throughout the day,
- BEFORE handling (ready-to-eat) food and putting on (barrier) gloves
- AFTER touching potential sources of contamination [i.e. their body (including orifices such as the nose), raw food, waste material, contaminated surfaces, cleaning equipment], sneezing/coughing, going to the toilet, cleaning, removing gloves.

It's good practice to use a bactericidal detergent or wipes where high risk open foods are being handled.

Where gloves or other barrier handling techniques are used the same rules for hand cleaning should still apply. Gloves should be regularly changed as they become soiled or damaged.

Good Personal Habits

- Not smoking or spitting (due to the risk of both foreign body contamination from cigarettes or ash) and by harmful germs from the mouth/lips)
- Not eating or drinking whilst handling food [Although it is acceptable for cooks to taste dishes during their preparation provided this does not contaminate food].
- Covering cuts or wounds with a waterproof dressing. It's good practice for such waterproof dressings to be brightly coloured (usually blue) to be easily spotted if they come off.
- Not wearing nail varnish, false nails due to the risk of foreign body contamination
- Behaving in a way that may spread bacteria e.g. biting nails, licking fingers, blowing into bags, coughing/ sneezing over food
- Observing hair hygiene i.e. hair may directly contaminate food or be a source of bacteria onto the hand if touched. Open food handlers should therefore keep hair clean and, preferably, covered (with hats, hair nets or snoods, as appropriate)
- Preventing contamination by jewellery. Jewellery can harbour both dirt and harmful bacteria, thus providing a potential source of microbial contamination of food. Jewellery can also become damaged or displaced and contaminate food as a foreign object. Open food handlers should therefore not wear watches, ornate rings, bangles, necklaces etc., although plain band rings and sleeper earrings may be acceptable.

Protective Clothing

- Clothing is a common source of contamination of food and may arise from:
 - foreign bodies e.g. buttons, fibres and debris
 - pathogenic (harmful) microorganisms via cross-contamination from dirty clothing
- Clothing must be clean and should be changed regularly to maintain hygienic standards and protect food from the risk of contamination.
- Standards of clothing may differ depending on the duties carried out.
- It's good practice for ALL visitors to food preparation areas (including maintenance personnel) to wear protective clothing and hats if they present a risk of contamination.
- Where open high risk foods are being handled, protective clothing must be worn. This would ordinarily include a coat, jacket or similar garment which would cover the arms and body to below waist level. All other open food handlers should wear some protective clothing such as an apron, tabard or coat.

- Protective clothing should generally be light coloured, have no loose buttons and have as few pockets as necessary in order to minimise the risk of foreign body contamination arising from pocket contents.
- Staff who handle 'high risk' foods should not travel to and from work in their protective clothing. They should also remove protective clothing if they leave the premises for other reasons, for example to smoke.

FOODBORNE ILLNESS

- No person
 - known or suspected to be suffering from, or to be a carrier of, a disease likely to be transmitted through food, or
 - while afflicted, for example, with infected wounds, skin infections, sores or with diarrhoea
 shall be allowed to work in any food handling area in any capacity in which there is any likelihood of directly or indirectly contaminating food with pathogenic (harmful) microorganisms
- A proprietor, when s/he becomes aware that a member of staff is suffering from one of the conditions listed above, must exclude that member of staff from activities where there may be a risk of him/her contaminating food. This may involve exclusion from work altogether, or exclusion from certain jobs.
- It's good practice to include in contracts/particulars of appointment a requirement to report illnesses etc., to confirm this instruction to all new staff on induction and to ensure that all staff continue to be aware of the requirement through regular reiteration, briefings, noticeboard items etc.
- It's good practice that new food handling staff are asked if they have any history of the relevant illnesses or conditions and if in doubt, to obtain a medical report before commencing employment. A specimen medical questionnaire that may be used on appointment is given in the document, 'Food Handlers Fitness to Work'. Further information on staff health can also be found in this document.
- Where necessary, positive clearance by a medical practitioner may need to be obtained before an affected food handler re-commences work. Advice on return to work parameters and microbiological clearance for a variety of foodborne illnesses has been produced by the council, based on a national guidance document.
- Where a food handler has been formally excluded from work (by the Consultant in Communicable Disease Control [CCDC], acting on behalf of the local authority), the person must not return to work until formally notified that they can do so by the CCDC.

DELIVERY/ACCEPTANCE OF RAW MATERIALS AND INGREDIENTS

- No raw materials or ingredients shall be accepted by a food business if they are known to be, or might reasonably be expected to be so contaminated with:
 - parasites
 - pathogenic microorganisms, or
 - toxic, decomposed or foreign substancesthat after normal sorting and/or preparatory or processing procedures hygienically applied by the food business, they would still be unfit for human consumption.
- To comply with this requirement, systems should be in place to ensure the safety of all foodstuffs delivered to the food business as follows:
 - Critical steps and controls in the food delivery stage (within a hazard analysis system) will need to be identified and implemented, respectively.
 - It's recommended that responsible and designated persons are assigned to receive food deliveries.
 - Routine checks should be made on food deliveries for general condition, signs of visible damage, contamination, date codes etc.
 - Different foods will need to be checked at different frequencies, depending on the degree of risk that they present
 - If any food is found immediately to be unfit or past its 'Use By' date it must be returned on the delivery vehicle. Any food subsequently found to be unfit etc. should be set aside and clearly marked for later return/disposal
 - For chilled or frozen foods, checks should be made that the food is delivered at the correct temperature. You may wish to utilise the temperature reading device on the vehicle or use your own thermometer.
 - You should record the details of any checks and/or temperature readings. A delivery record proforma can be found on page 111 of the Retail Industry Guide. A simple way to do this would be to record them on your (retained) copy of the order/delivery note.
 - Wherever possible, the competence of (potential) suppliers to handle and deliver foods safely should be assessed prior to using them.

STORAGE OF FOODSTUFFS IN APPROPRIATE CONDITIONS

Raw materials and ingredients stored in a food establishment must be kept in appropriate conditions designed:

- to prevent harmful deterioration, and
- to protect them from contamination

Dry Goods - these include fruit & vegetables, dried foods such as pasta, canned or bottled foods etc.

- They must be stored in an area that is clean, dry and free of any infestation. Dry goods should be stored off the floor
 - for hygiene reasons

- to facilitate ready access for cleaning
- to allow ease of monitoring for pests
- There should be good stock rotation procedures in place, primarily for reasons of food quality.
- Packs should be handled with reasonable care to prevent damage to packaging (which may lead to contamination of the food itself, or spillage and consequent attraction to pests).
- Extremes of temperature and humidity should be avoided.
- Part-used packs should either:
 - be adequately re-sealed to prevent contamination, or
 - have the contents transferred to other suitable containers. This is particularly important with regard to canned foods
- Packaging/wrapping materials and catering disposables should also be kept in stores with similar conditions, to prevent any deterioration or risk of contamination.

Chilled Foods

- After delivery, chilled and frozen foods must be placed into suitable, clean chilled and frozen storage respectively. For chilled food this should be done without delay, whilst for frozen food this should be done as soon as practicable.
- Chilled stores must be run at suitable temperatures to comply with the Food Safety (Temperature Control) Regulations 1995. It's good practice to have a system in place to monitor operating temperatures of refrigeration equipment.
- Raw food which may be contaminated should be stored away from ready-to-eat foods. If both have to be kept in the same chiller, they should be kept apart and/or wrapped/covered to prevent cross-contamination. Raw food should be stored on shelves **below** cooked.
- For freezer storage, it's good practice
 - to keep the operating temperature at -18°C or colder
 - to have a system of temperature monitoring
 - to ensure good stock rotation of food within the 'Best Before' dates.

PROTECTION OF FOOD AGAINST CONTAMINATION

- All food which is handled, stored, packaged, displayed and transported must be protected against any contamination likely to render the food:
 - unfit for human consumption
 - injurious to health, or
 - contaminated in such a way that it would be unreasonable to expect it to be consumed in that state. In particular, food must be so placed and/or protected as to minimise any risk of contamination.
- Adequate procedures must also be in place to ensure pests are controlled.

Terminology/Explanations

- **Contamination**- may be either physical (e.g. foreign bodies, chemicals) or microbiological (bacteria, viruses)
- Food would be '**unfit for human consumption**' if it was putrid or toxic or, for example, if it contained very unpleasant 'foreign body' material.
- Food would be '**injurious to health**' if it was contaminated with toxic materials or harmful microorganisms at levels which may cause harm in a substantial part of the population. N.B. An ingredient which showed up as an intolerant reaction in only a few individuals would not be covered.
- Food would be '**contaminated in such a way that it would be unreasonable to expect it to be consumed in that state**' for example if it contained substantial residues (antibiotics, solvents etc)

Further Guidance/Advice

- Protection against contamination risks will depend on:
 - the potential hazard
 - the type of food and how it will be handled.
- For food poisoning microorganisms, preventing the risk will have two elements:
 - protection from initial contamination
 - protection from multiplication (growth) to high numbers that may then cause foodborne illness.
- Raw and cooked foods must be stored apart or covered with suitable wrappings. Where possible, separate utensils should be provided for use with raw and cooked foods. It's recommended that these are colour coded. Where separate equipment (e.g. slicers) cannot be provided, it must be thoroughly washed and disinfected between use on raw and cooked foods.
- The design of display equipment (especially self-service) can be important in removing contamination hazards, as follows:
 - displays that avoid reaching across/over food
 - 'sneeze screens' may help reduce airborne contamination
 - utensils' handles to be longer than the display bowls to prevent them falling into the food
- There should be a physical division between raw and cooked foods in any shared display cabinet

Pest Control

- Pests that might need to be controlled include rats, mice, flying insects, stored food product insects and birds.
- The control of pests has three elements:
 - deterrence (e.g. good housekeeping, regular surveys)
 - pest proofing (e.g. sealing gaps, erecting insect screens across openings such as windows)
 - eradication (e.g. baiting with rodenticides, application of insecticides, installation of electric (ultra violet) fly killers)

- Where pest infestations do arise, it's essential that they are dealt with immediately, effectively and safely (in a manner that does not pose a risk of contamination of food).

LABELLING AND STORAGE OF HAZARDOUS AND/OR INEDIBLE SUBSTANCES

- Hazardous and/or inedible substances, including animal feedstuffs, must be adequately labelled and stored in separate and secure containers.
- Cleaning chemicals etc. must be stored away from food to avoid accidental contamination or taint.
- Food that has become spoiled or food that is past its 'Use By' date must be removed from the food room and/or clearly marked so that it cannot be mistaken for wholesome food. If there is a risk of contamination or taint, it must be kept well away from wholesome food.
- Under no circumstances should cleaning materials etc. be decanted into food containers.
- Ideally, pet food will be stored separately from food for the food operation. If this is not possible, pet food must be clearly labelled and wrapped so that it does not pose a risk of contamination.

SUPERVISION, INSTRUCTION & TRAINING OF FOOD HANDLERS

- The proprietor of a food business must ensure that food handlers engaged in the food business are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities.
- A 'food handler' is defined as "Any person involved in a food business who handles or prepares food whether open (unwrapped) or packaged". N.B. Food includes drink and ice.
- The supervision/instruction/training needed relates to the actual job of the individual and will be dependant on the degree of food product handling and on the type/nature of the food product itself. For example, staff who handle 'high risk' foods will need more supervision/ instruction/ training than those handling 'low risk' foods.
- Special arrangements may have to be made for persons whose first language is not English and/or persons with learning or literacy difficulties.
- Industry Guides provide extensive and useful guidance on how to comply with the legal provision relating to supervision/instruction/training and advice on good practice.
- A guidance note on the assessment of supervision/instruction/training of food handlers has been prepared by Nuneaton and Bedworth Borough Council.

HAZARD ANALYSIS

The proprietor of a food business must identify any step in the activities of the food business which is critical to ensuring food safety and ensure that adequate safety procedures are identified, implemented, maintained and reviewed on the basis of the following principles:

- (a) **analysis** of the potential food hazards in the food business operation.
- (b) **identification** of the points in those operations where food hazards may occur
- (c) deciding which of the points identified are critical to ensuring food safety ("**critical points**")
- (d) identification and implementation of effective **control and monitoring** procedures at those critical points
- (e) **review** of the analysis of food hazards, the critical points and control and monitoring procedures periodically, and whenever the food business's operations change.

Analysis

- This requires an appreciation of the food safety hazards that may be faced in running the particular food business concerned as every food operation will have different hazards depending on the range of foods sold or methods of food preparation etc. The three main hazards are contamination by microorganisms, chemicals or foreign bodies.

Identification of Hazard Points

- Food may pass through many steps in a food business - from delivery and storage through to preparation, cooking, cooling, service etc. It is necessary therefore to identify where any hazards may occur or be introduced at any or all of these steps. In a catering business, for example, the hazards will mostly be associated with:
 - the **contamination** of food
 - conditions where bacteria can **grow** if the food is held at the wrong temperature
 - situations where microorganisms **survive**

Deciding Which Are 'Critical Points'

- Which of the specific hazards identified in your own food operation are critical and need to be controlled i.e. if they are not controlled there is likely to be a risk to food safety.

Identifying And Implementing Controls And Monitoring

- Controls will either reduce a hazard to an acceptable level or eliminate it completely. Examples of types of controls include:
 - using reputable suppliers
 - stock rotation
 - correct temperatures and procedures for storage, cooking, holding/displaying foods
 - separation of raw and cooked foods

- cooling procedures, timings
- cleaning and disinfection of food contact surfaces
- high standards of personal hygiene
- use of clean equipment
- pest control
- The controls should be as precise as possible e.g. it's better to state that foods are to be kept refrigerated at a particular, set temperature (e.g. 8°C, or lower), rather than just stating that 'the food should be kept in the chiller'.
- A control target should be set for every critical control point that has been identified
- When controls have been set, it is then possible to monitor the critical points i.e. check the control targets at a frequency that has been set appropriately for each control. In some cases it may be useful to keep records, as this may allow supervisors etc. to check that the food safety system is being followed.
- Examples of monitoring include checking temperatures, checking date marks, visual/microbiological checks for cleanliness etc.
- A consequence of monitoring is that **corrective action** may be required when monitoring shows that control is not satisfactory. Examples of corrective action include:
 - unclean equipment - take out of service and clean before recommencing use.
 - inadequate fridge temperature - adjust or repair refrigerator
 - inadequate cooking temperature - return to heat for further cooking.

Review

The hazard analysis system must be kept up-to-date. Reviews are therefore needed when operations change or if new products, equipment or procedures are introduced, or if controls or methods of checking are found to be ineffective or impracticable.

PERSONS SUFFERING FROM CERTAIN MEDICAL CONDITIONS

- Where a person working in a food handling area
 - knows or suspects that he is suffering from or that he is a carrier of a disease likely to be transmitted through food; or
 - is afflicted with an infected wound, a skin infection, sores, diarrhoea or with any other similar medical condition (e.g. stomach upset, vomiting)
 in circumstances where there is any likelihood of him directly or indirectly contaminating any food with harmful microorganisms, he must report that knowledge, suspicion or affliction to the food business proprietor.
- It's good practice for proprietors to include in contracts/particulars of employment a requirement to report illnesses etc. A medical questionnaire could also be used on appointment - a specimen can be found in the 'Fitness to Work' publication.

- Such reporting must be done without delay i.e. at the beginning of the shift before starting work.
- Advice on the exclusion of a food handler reporting in this way can be obtained through consultation with a medical practitioner or an Environmental Health Officer in the Food Safety Team at the Council.
- Where an individual has been (informally) excluded from their work on health grounds they should not recommence their normal duties until they no longer present a risk.
- Where an individual has been formally excluded from work (i.e. by legal notice) by an officer of the Council or the Health Protection Agency the person must not return to work until formally notified by the officer that they can do so.
- Consideration might be given specifically to raising the awareness of food handlers returning from foreign travel to this requirement - a self-assessment questionnaire could be routinely used.