## Management Information

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<tr>
<th>Lead Officer</th>
<th>Name:</th>
<th>Laura Nisbet</th>
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<td>Designation:</td>
<td>Development Officer Food and Health</td>
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<td>Tel:</td>
<td>(0131 529 6728) ext 56728</td>
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<tr>
<th>Lead Service Area</th>
<th>Children and Families</th>
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<tr>
<th>Last Review Date</th>
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<tr>
<th>Implementation Date</th>
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<th>Agreed by</th>
<th>Children and Families Health and Safety Committee</th>
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Has Implementation and Monitoring been considered for this procedure: Yes/No: *(please specify)* Yes – Environmental Health will monitor Date 4th November 2015

If appropriate has Health and Safety section had oversight of this procedure: Yes/No: *(please specify)* Health and Safety Working Group for CF Date 4th November 2015

<table>
<thead>
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<th>Name of Health and Safety contact</th>
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</table>
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1. PURPOSE

The Food Hygiene (Scotland) Regulations 2006 and the Regulation of Care (Scotland) Act 2001 require proprietors of businesses that provide food, to prepare a food safety management system and to train staff in the controls, monitoring and recording procedures.

The purpose of this policy is to ensure that children, staff, parents and carers are protected, as far as possible, from preventable exposure and the risk of Microbiological, chemical and physical contamination of food.

Bacteria and viruses of many kinds are present in the environment and are carried by everyone. Most are dormant or harmless, but a few represent a threat to health and can create a major challenge to CEC Educational Establishments.

It is important that clear information on standards of prevention and control of bacterial infection and cross contamination are made available to assist in promoting good practice in Food hygiene and in adhering to Food, health and safety procedures.

This Policy and associated procedures applies to:

- All CEC children and families establishments that run schools and childcare facilities who provide food and includes the provision of snacks and meals
- All childcare providers must have a food safety management system in place
- Procedures attached to this policy will allow you to do this

Background

The aim of this document is to ensure that people handling and preparing food maintain high standards of hygiene and food handling practices in order to minimise health risks to themselves and others. Procedures have been developed to aid the implementation of the Food Hygiene and Safety Policy (provided with this Policy).

The users of our educational establishments are considered a higher risk group in food safety terms because they are vulnerable to the potentially severe effects of food poisoning or other food borne diseases therefore make these procedures even more necessary.

The information detailed in this document is provided for guidance and implementation. All information should be used in conjunction with any information given by Environmental Health.

2. SCOPE

This Policy is designed to be suitable for use in educational establishments.

What’s in this procedure?

This procedure is designed to help you understand and implement a Hazard Analysis and Critical Control Point (HACCP) based system. By following the procedures outlined and signposted in this document you will be able to develop HACCP based procedures which will fit your needs.
The main aim of HACCP is to focus attention on critical points in the food production operation and to take measures to ensure that problems do not occur.

The following areas have been identified as critical points with further information and guidance outlined in each section. The format is identified as ‘HOUSE RULES’. The generic format has been devised in templates to promote standard practice and consistency across CEC Educational Establishments.

These templates cover the following sections:

HOUSE RULES SECTIONS

1. Personal Hygiene
2. Temperature Control - Hot/Cold
3. Cleaning
4. Stock control
5. Housekeeping and Maintenance
6. Cross Contamination Prevention
7. Staff training

The templates are specifically designed for centres to edit, add or contribute to the relevant procedures applicable to the establishment’s environmental needs. Centres are encouraged to adapt the templates to suit the way each individual CEC Educational Establishment operates. Guidance is given in each section on how to do this. If you find that you have additional process steps or require different records, the sections are easily adapted to comply with the necessary food and safety procedures. This generic format and recommended procedures must be followed and implemented.

This Policy is designed to build upon your existing good practices, that is, the safe working practices that you already use as part of your daily routine. The guidance sections have been based on the best information available at the time. Revisions and updates will be issued periodically.

The information in your copy should accurately reflect all of the operations carried out within your establishment. In particular, your House Rules should be written in a manner which can be readily understood by all of your food handling staff. Refer to the Manager or designated Key Worker for these procedures.

For reporting any concerns re maintenance. Managers are to inform the Facilities Management. The helpdesk phone numbers are;

AMEY - 0800 389 6813   MITIE 01257 236 557   CORPORATE PROPERTY 0131 529 7878

How to use these procedures

It is everyone’s responsibility to ensure standards are implemented and regularly reviewed (e.g. annually or if there are significant changes to the establishment), to ensure that they continue to meet legislative requirements and any change in service provision. The information in this document along with the resources and training detailed below will help you do this.

This policy and associated procedures apply to all employees of CEC working in Educational Establishments. Effective Food Hygiene will be achieved through the implementation of this policy and associated procedures by every staff member involved in the provision of Food.

This policy and associated procedures take into account the range of employees, children, parents and carers within the CEC Educational Establishments. The documents establish a framework for guidance to staff.
This policy and associated procedures takes relevant recommendations set out by legislation and guidance into account and incorporates standards produced by

- Retail Safe
- The Food Standards Agency Scotland
- Cook Safe Assurance System
- Regulation of Care (Scotland) Act 2001

Unauthorised breaches of this policy and associated procedures may result in action being taken within the terms of the Council’s Disciplinary Procedure and will be subject to Environmental Health Inspection procedures. It is the duty of every employee while at work to take reasonable care of themselves and others and to cooperate with their employer on issues of Health and Safety. This includes matters relating to food hygiene and safety when handling and preparing food. Members of staff are responsible for complying with the associated food hygiene and safety procedures and relevant training and qualifications.

The Children and Families Department will share this policy and associated procedures with providers, the Care Inspectorate and Environmental Health Department.

It is recommended that food brought into establishments is purchased from reputable food retail establishments. It is at the discretion of the manager of that establishment if there is to be home baking for sale or consumption on the premises. Managers will take into account the relevant potential risk assessment based on the Food, Hygiene & Safety procedures and for persons who have specific dietary needs e.g. persons with food allergies.

The Children and Families Department expects these services to have their own Quality Assurance and Inspection policy and procedures in place. CEC Service Manager for Educational Establishments will provide an equivalent level of safe guards to service users, staff and others.

3. DEFINITIONS

**Audit** - a systematic review of procedures or systems which are used by staff when undertaking particular areas of work

**Care Inspectorate** - is the Scottish Commission for the Regulation of Care which from 1 April 2002 assumed responsibility under the Regulation of care (Scotland) Act 2001. It has responsibility for the registration and regulation of ‘care services’ as defined in the Act.

**Cleaning** - means a physical process used to limit contamination. The process may not eradicate harmful bacteria but must be used in preparation for an effective disinfection process.

**Disinfection** - means a process used to limit harmful bacteria but which is not as effective as sterilisation.

**Food** - hot or cold food snacks or meals or drinks

**Food Business** - establishment where food is being handled or prepared for consumption
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Guidelines - are statements developed to assist staff in decision-making on appropriate actions with regard to a range of tasks.

Incident - is an event or set of circumstances which could lead to an outbreak of contamination or potential infection or have serious implications for the health of an individual (service user, staff or others).

Designated Key Worker - is a designated worker (should be a Manager or appointed by the Manager) with day to day responsibility for ensuring staff and children are complying with the Food Hygiene and Safety Policy

HACCP TERMS (refer to page 13)
1. HAZARDS
2. CONTROLS
3. MONITORING
4. RECORDING
5. CORRECTIVE ACTIONS

Monitoring - is the process of collecting information on performance in a particular area of work. Rigorous systems should be in place to monitor and record consistent good practice in checking and logging on the record sheets as well as corrective actions and corrective measures. Practice of procedures may be intermittent or continuous and can be undertaken routinely or in response to specific incidents or concerns.

Risk - means an occurrence which can have an adverse or positive impact and is measured in terms of its consequences and likelihood.

Risk Assessment - is the identification of foreseeable, potential dangers and can be specific to environments, tasks or activities.

Risk Management - is a systematic approach to the management of risk involving service users, staff and others to remedy corrective actions (Designated Manager or Key Worker)

Standard - means the required/expected level of quality.

Microbiological hazards – include food poisoning bacteria such as Salmonella or E.coli O157.

Chemical hazards – include the accidental or deliberate use of chemicals presence.

Physical hazards - A physical hazard is any extraneous object or foreign matter in a food item which may cause illness or injury to a person consuming the product.

4. POLICY STATEMENT

The City of Edinburgh Council is committed to establishing and maintaining safe and healthy practices around the storage, preparation and serving of food, ensuring compliance with the Food Hygiene Scotland Regulations 2006, the Regulation of Care (Scotland) Act 2001.

The City of Edinburgh Council recognises and acknowledges its responsibility for food safety, and will ensure that all food provision, under the auspices of this policy, is safe and fit for human consumption.

It is our duty to provide information, access to training and supervision in all aspects of food handling. It is the responsibility of all employers/employees to ensure that everyone involved in the care of children and young people is aware of policy and procedures.
4.1 Policy Objectives

Aims to:
- promote high standards of food, hygiene, health and safety requirements as well as provide safeguards for staff, children, parents and carers
- facilitate recommended guidelines and best practice in handling and preparation of food in CEC Educational Establishments
- raise employee awareness and act in accordance with the necessary guidance and procedures relating to safe food handling and consumption
- ensure appropriate and comprehensive guidelines and procedures, resources and training are available to staff
- support risk reduction systems in the control of safe Food Hygiene
- encourage high standards in quality assurance of employees working in schools or childcare settings where food is prepared and served
- identify lines of communication and boundaries of responsibility between employees, Managers, Care Commission and Environmental Health
- inaugurate the regular review of policy, guidelines, procedure and practice
- substantiate that the requirements of the relevant legislation are met

4.2 Training and Learning

The Department recognises the importance of accurate information and guidance relating to Food Hygiene. Head teachers will be responsible for ensuring there are systems in place for employees to access approved policy, procedure and guidance.

Employees should receive education and learning opportunities in Food Hygiene training Courses to warrant that they are adequately trained in preparing and handling food in CEC School/Nurseries, Childcare facilities or establishments. CEC offers an introductory course to Food Hygiene and an E - Learning Elementary Food Hygiene and Safety Courses (free) as well as information on how to access other CPD training through the ORB on HSC Learn Pro.

Managers of CEC Educational Establishments must make new employees aware of their roles in relation to adhering to the Food Hygiene & Safety Policy and associated procedures which are in line with their level of responsibility. This should be undertaken as and when appropriate.

A programme of education for staff will be put in place including a system to inform staff of updates to:
- policy, procedure and guidance
- risk management and corrective measures
- feedback from auditing activities and any corrective action
- specific programmes of education will be in place for staff.

These will be managed by the Manager

PLEASE NOTE: It is desirable that as many employees as possible should hold a relevant qualification in handling and preparing food (e.g. Introductory to Food Hygiene & Safety
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Food Hygiene & Safety Qualification). However, it is necessary for at least one key worker who is responsible for Food Hygiene & Safety (other than the Manager) to be trained in each establishment.

4.3 Contamination and Infection
In circumstances where a facility is closed or access restricted in order to contain contamination or to control an outbreak of infection, the Care Inspectorate and Environmental Health Department must be notified. *(See Appendix (a) Section 7 Infection Control procedure 9.12i “Responding to an Outbreak of Infection”).*

4.4 Planning and Commissioning of Services
Children and Families Department will ensure that the prevention and control of contamination and infection are integral to any service developments. With regards to Food Hygiene and Safety this will include purchase of equipment and furnishings and contracted services this will apply to both Departmental and purchased services.

4.5 Monitoring and Audit
It is the responsibility for Managers and designated Key Workers to monitor and audit practice, procedures and compliance at service level. The ‘HOUSE RULES templates’ for Food Hygiene and Safety will be used to assist in this process. *(Supplementary resources provided).* CEC will take the necessary action to address gaps in policy and practice and when necessary make recommendations to the SMT.

4.6 Policy and Review
The Council is committed to the continuing development of this policy and associated procedures and will endeavour to maintain their accuracy and relevance.

The Managers of the CEC Educational Establishments are responsible for monitoring and reviewing the Food, Health and Safety Policy and associated implementation and procedures as well as their application and effectiveness.

This policy and associated procedures will be regularly reviewed and any recommendations for amendment arising from the review process will be submitted to SMT for approval. Following this and if required, they will be submitted to the Council’s Health and Safety Committee for endorsement.

5. RESPONSIBILITIES

Organisation Responsibilities
The Council is responsible for approving Food Hygiene & Safety policy and ensuring implementation.

5.1 The Chief Executive of the Council
The Chief Executive will ensure that this policy is implemented in the Department of Children and Families and that the effectiveness of this policy and associated procedures are subject to continual review.
5.2 The Director, Department of Children and Families

The Director of Children and Families is responsible, under Health and Safety legislation, for:

- as far as is reasonably practical, ensuring a safe, effective and clean environment in CEC Educational Establishments and for the implementation of the Food Hygiene & Safety Policy and procedures
- the co-ordination of Health and Safety activities within the Department
- ensuring that decisions are implemented in accordance with this policy and associated procedures

5.3 Senior Management Team, Department of Children and Families

The Senior Management Team (SMT) and Establishment Manager has responsibility for:

- ensuring this policy and associated procedures complies with advice and guidance from Environmental Health, Food Safety Standards and that it facilitates co-operative working with professionals from these organisations
- ensuring the policy and procedures comply with national standards and good practice guidelines
- Delegating that the Manager or designated key worker (of CEC Educational Establishments) must oversee the operational management of significant outbreaks of infection. The delegated Manager or key worker will represent the Department, when required, on any group set up to deal with a significant outbreak of contamination or infection

5.4 Departmental Health and Safety

The Children & Families Health & Safety Committee has responsibility for reporting annually to SMT on all aspects of its functions. It has primary responsibility for ensuring departmental Health & Safety is in place on the prevention, management and control of cross contamination and infection.

To achieve this, Health & Safety will:

- produce an annual report on all aspects of the operation and audit of the Food, Hygiene & Safety Policy
- develop and implement policy on the control of cross contamination and infection in line with national guidelines and food safety standards, review this policy, associated procedures and other relevant internal documents regularly, and amend as necessary in line with national developments and best practice. Amendments will be presented as recommendations to SMT for consideration and endorsement
- audit compliance with the policy and procedures as part of Health & Safety
- disseminate relevant, up to date, guidance and learning opportunities
- ensure there is an effective mechanism in place for reporting to and collaborating with NHS Lothian Health Protection Team, the Department of Public Health, Environmental Health Services, Care Inspectorate and any other relevant agency or Council Department
5.5 Managers and Supervisors of CEC Educational Establishments have a responsibility to:

- ensure staff, including new employees, are aware of their responsibilities under this policy and associated procedures and the need to comply with them

5.6 Day to Day Managers of establishments have a responsibility to:

- ensure that staff have access to relevant training
- ensure identification and assessment of Food Hygiene & Safety related risks and identify the measures required to address them
- ensure their immediate line manager is informed of corrective actions as soon as is practically possible. This manager will then quality assure the corrective measures in place
- inform the designated member in the event their line manager is absent

5.7 Food Hygiene Certified Person

In each CEC Educational Establishments it is recommended that at least one person is certified in the Introductory to Food Hygiene & Safety or Elementary Food Hygiene and that a designated key person (The Manager or another person appointed by the Manager) is identified to monitor and review the implementation of the Food Hygiene & Safety Policy for CEC Educational Establishments. In the absence of the day to day manager, responsibility for Food Hygiene & Safety will lie with the designated key worker or other who will report all Food Health & Safety practices to the Manager. To undertake their responsibilities all managers and designated key worker must have access to the Food Hygiene & Safety Policy and any up to date advice and information.

The Manager or designated Key Worker is responsible for:

- the implementation of food hygiene and safety within their CEC Educational Establishments
- the provision of advice on food hygiene and safety and measures on the prevention of the spread of contamination or potential infection in their own service
- reporting to the Manager regarding operational gaps in this policy and associated procedures and incidents of non-compliance of this policy
- reporting an outbreak or significant incident, contamination of potential infection to their immediate line manager and Environmental Health Department

5.8 Employees have a responsibility to:

- comply with this policy and implement the associated procedures
- report any concerns they have which relate to corrective actions to the manager
- Report any operational gaps in this policy or associated procedures or incidents of non compliance to the manager designated key worker or the senior member of staff on duty, whoever is available. If the problem remains unresolved the staff member must persist in raising the issue with the manager.
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6. LEGISLATIVE CONTEXT

Food Safety Act 1990:
Food Hygiene (Scotland) Regulations 2006
The General Food Regulations 2004

7. ASSOCIATED DOCUMENTS

Other relevant City of Edinburgh Council Policies, Procedures and Guidance
Food, Fluid and Nutrition Policy (Health and Social Care)
Other relevant Guidance and information
The Royal Environments Health Institute of Scotland (REHIS)
Food Standards Agency and Retail Safe Food Safety Assurance System
Training Tools (FSA youtube): Food Standards Agency

8. Available on the ORB:

*Information on registration*
- Application for registration of a food business s(Word)
- Flow chart (PDF)

*Staff Training*
- Training house rules (PDF & word)
- Personal hygiene house rules (PDF & word)
- Training courses available

*Cleaning*
- Cleaning house rules (PDF)
- Cleaning schedule (PDF & word)
- Retail Safe Assurance System 2006

*Temperature Control*
- Temperature control house rules (PDF)
- Temperature control check form (word)
- Monthly probe thermometer check (PDF & word)
- Cold food recorded (fridge temperatures) (PDF & word)
- Hot temperature record (PDF & word)

*Cross Contamination*
- Cross contamination prevention house rules (PDF)
- Cross contamination form (word)

*Pest and Waste Control*
- Pest control house rules (PDF)
- Pest control form (word)
- Waste control house rules (PDF)
- Waste control form (word)

*Multi Purpose Forms*
- All in one record (PDF & word)
9. Food Health & Safety Hygiene Procedures

Introduction

These procedures have been developed in order to support the Food Hygiene & Safety Policy and provide a framework for safe working.

Everyone involved in the sale and preparation of food is aware of the importance of good food hygiene practices and of the need to handle food in a safe, clean environment. These procedures and accompanying templates have been designed to assist you to build upon safe working practices.

By following these procedures you will be able to develop ‘HACCP based procedures’ in line with legislative requirements, which will fit your needs.

What is HACCP?

The letters HACCP stand for “Hazard Analysis and Critical Control Point”. HACCP is a widely accepted food management system, which can easily be adapted to suit all sizes and types of food business.

The main aim of HACCP is to focus attention on critical points in the operation and to take measures to ensure that problems do not occur.

What are unwrapped high risk foods?

These are foods, usually high in protein, that require refrigeration and must be kept separate from raw foods. Examples include cooked meats, cooked meat products such as pies and pates, unwrapped sandwiches, egg and dairy products.
Contents

Section 1 - HACCP terms
Section 2 - Glossary of other terms
Section 3 - Model House Rules Template Selection
Section 4 - Business Selector
Section 5 - Records - (Recording forms)
10. Section 1  
HACCP Terms  
This section outlines a number of terms which might not be familiar to you. These terms fall into 5 main categories, which are explained as follows:

1. Hazards
2. Controls
3. Monitoring
4. Recording
5. Corrective Actions

1. Hazards (What can go wrong)
In a HACCP based approach, you need to consider the hazards present in your food business. A “Hazard” is anything that may cause harm to your customers through eating the food you provide.

There are three types of hazard:

- **Microbiological Hazards** – include food poisoning bacteria such as *Salmonella* or *E.Coli 0157*. Food poisoning can be very serious with symptoms such as vomiting, diarrhoea and stomach cramps. The elderly, the very young, in some cases pregnant women and those who are already unwell are particularly vulnerable. In severe cases death may occur due to food poisoning.

  Microbiological hazards are dangerous because they can:
  - **Survive** inadequate cooking, if already present in food
  - **Multiply** to harmful levels, given the right conditions (for example poor temperature control during storage, handling or hot holding)
  - **Spread** from raw foods such as meat, poultry, unwashed fruit/vegetables and raw shell eggs to cooked/ready to eat foods either directly or via staff handling food, work surfaces and equipment – this is known as ‘cross contamination’

  Other microbiological hazards such as certain bacteria, yeasts and moulds may lead to food spoilage.

  To avoid the hazard of food poisoning, you must ensure that food is safe in the first place and also avoid the conditions which allow any bacteria, which are present, to grow in number.

- **Chemical Hazards** – may already be present on certain foods in the form of pesticides or insecticides. Chemical hazards may also arise from incorrect storage and the misuse of chemicals such as cleaning chemicals and rodent baits.

- **Physical Hazards** – include contamination by materials such as glass, plastic, wood, metal, hair and contamination caused by pests.
By working through the business selector flow chart (See Section 3, page 16 and the Orb) you will select the House Rules appropriate to your type of business. You then need to look at controls, which are ways to prevent things going wrong. This can be done by working through the House Rule templates you have selected, and ensuring that the rules are applicable to what food you provide. Remember to think about the food you serve on special occasions too, eg special events, birthdays, baking.

3. Monitoring (Checking your Control Measures)

A HACCP based approach to food safety requires that all controls that are critical to food safety be monitored. Monitoring methods may vary according to the nature of your Controls. (there could be visual checks or temperature checks on food).

4. Recording (Keeping a Record of your Monitoring)

A HACCP based food safety management system requires that the outcome of Monitoring be recorded at a frequency which reflects the nature and size of your business. This is usually done by writing down the information on a form depending on what you do you’ll need to COLD record form or the HOT/COLD record form.

Your HACCP Records must be retained at least 6 months.

5. Corrective Actions (what to do if things go wrong)

Corrective Actions follow on from the Monitoring process and must be recorded. A Corrective Action must follow when Monitoring shows that a Control is not taking place correctly.

Corrective Actions have two functions:

- To deal with the food in question – either by making it safe or by stopping its use
- To prevent the problem happening again – by considering the cause of the failure of the control and taking appropriate action.

The Recording forms have examples of corrective actions and areas for you to note down your corrective actions.

A HACCP based system is a food safety management system which, if used correctly, can help to ensure food is safe.

It is essential that all involved are committed to operating the system in full otherwise the benefits will be reduced and food safety compromised.
11. Section 2

Glossary of other terms

The HACCP terms have already been described. This section provides a glossary of other terms used.

<table>
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<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Action Plan</td>
<td>The documented record of actions to be completed by the person using this policy in order to develop a HACCP based food safety management system designed for their business.</td>
</tr>
<tr>
<td>Allergy</td>
<td>An overly aggressive response by the body’s immune system to foods that non-sufferers would find harmless.</td>
</tr>
<tr>
<td>Ambient Temperature</td>
<td>The temperature of the surrounding environment – commonly used to mean room temperature.</td>
</tr>
<tr>
<td>Bacteria</td>
<td>Groups of single cell living organisms, which are very small and generally can only be seen under a microscope. Some are known to cause food poisoning or food spoilage.</td>
</tr>
<tr>
<td>Bactericidal Detergent</td>
<td>A detergent containing a chemical which is designed to destroy bacteria during the cleaning process.</td>
</tr>
<tr>
<td>'Best Before' Date</td>
<td>The date marked on the label of a food up to and including the date that the food can reasonably be expected to remain in optimum condition if properly stored.</td>
</tr>
<tr>
<td>Core Temperature</td>
<td>The temperature at the centre or thickest part of a piece of food.</td>
</tr>
<tr>
<td>Contamination</td>
<td>The introduction to, or occurrence in, foods of any harmful substance which may compromise the safety or wholesomeness of those foods.</td>
</tr>
<tr>
<td>Disinfection</td>
<td>A part of the overall cleaning process aimed at reducing the level of harmful micro organisms to a level that will not lead to either harmful contamination or spoilage of food.</td>
</tr>
<tr>
<td>Harmful Bacteria</td>
<td>Bacteria capable of causing illness through contamination of food.</td>
</tr>
<tr>
<td>Micro Organisms</td>
<td>Micro organisms include bacteria, viruses, yeasts and moulds. They are very small and generally can only be seen under a microscope but they are present almost everywhere. Not all micro organisms are harmful.</td>
</tr>
<tr>
<td>Unwrapped High Risk Food</td>
<td>Usually considered as food that supports the multiplication of harmful bacteria and is intended for consumption without any further treatment, such as cooking, which would destroy such organisms. Unwrapped high risk food is usually high in protein, requires refrigeration and must be separate from raw foods.</td>
</tr>
<tr>
<td>Process Steps</td>
<td>A sequence of steps typical to a business selling food. The first process step is usually incoming stock and the final step is usually display.</td>
</tr>
<tr>
<td>Ready-To-Eat Food</td>
<td>Foods, which may not require, further cooking or reheating prior to consumption.</td>
</tr>
<tr>
<td>Toxins</td>
<td>Toxins are poisons produced by bacteria capable of causing food poisoning.</td>
</tr>
<tr>
<td>'Use By' Date</td>
<td>A date mark required on microbiologically perishable pre-packed food after which its consumption could present a risk of food poisoning.</td>
</tr>
</tbody>
</table>
12. Section 3

1. House Rules Templates Selection - (Business selector model)

In a HACCP based approach an organisation providing food is required to examine its own operation and identify the controls necessary depending on the risk posed by the products/food provided.

This section is named the business selector model. In order to select the house rules which are appropriate to your operation please complete the following flow chart by answering the questions. By doing this you will have selected a collection of house rules. It is in the House Rules that you will need to do this to identify the controls appropriate to your type of operation.

2. What you need to know

1. On the next page there are 3 Questions. By answering these questions you will be able to select the House Rules appropriate to your type of business. Start at the top of the Business Selector and look to the first question. Decide if the answer is ‘yes’ or ‘no’ and place a tick beside the box which reflects what you do in your business.

2. Repeat this process for the second question, i.e. tick either ‘yes’ or ‘no’

3. Once you have ticked the box that indicates the answer to the second question. You will now have identified the House Rules appropriate to your type of business.
13. Section 4

Business Selector Model

1. DO YOU HANDLE UNWRAPPED HIGH RISK FOOD?

   YES
   
   2. DO YOU HANDLE HOT FOOD?

   NO
   
   This manual could be more than you are required to do by law

   YES
   
   3. DO YOU HANDLE UNWRAPPED HOT FOOD?

       e.g. raw meat, poultry, mince, sausages, bacon

   NO

   BUSINESS TYPE A.
   YOUR HOUSE RULES

   Personal Hygiene
   HOT AND COLD Temperature Control
   Cleaning
   Stock Control
   Housekeeping
   Cross Contamination Prevention
   Training

   BUSINESS TYPE B.
   YOUR HOUSE RULES

   Personal Hygiene
   HOT AND COLD Temperature Control
   Cleaning
   Stock Control
   Housekeeping
   Training

   BUSINESS TYPE C.
   YOUR HOUSE RULES

   Personal Hygiene
   COLD Temperature Control
   Cleaning
   Stock Control
   Housekeeping
   Cross Contamination Prevention
   Training

   BUSINESS TYPE D.
   YOUR HOUSE RULES

   Personal Hygiene
   COLD Temperature Control
   Cleaning
   Stock Control
   Housekeeping
   Training

   YES
   NO

   Now remove the House Rules from RetailSafe that do not apply to your business. For example, Business Type D will remove ‘Hot and Cold Temperature Control’ and ‘Cross Contamination Prevention’.

Once completed Business Selector refer to the House Rules

If you serve hot and cold foods, use the entire house rules except the temperature control rules for serving ‘only cold’ food.

If you serve only cold foods, use all of the house rules except the temperature control rules for serving hot and cold foods.
14. Section 5

Records Templates (Recording forms)

It is essential that the outcomes of your monitoring procedures are recorded at a frequency that reflects the nature and size of your establishment... Similarly, when monitoring reveals that your procedures, laid out in your House Rules, have not been followed, your Corrective Actions must also be recorded. Recording helps you to keep an accurate check on food safety procedures within your establishment and enables you to demonstrate to others that you are controlling hazards in an effective manner.

What paperwork is needed?

Your monitoring checks may be recorded by using one or a combination of the following methods:

1. by using the Recording Forms provided
2. by using Recording Forms which have been drawn up or adapted by you, either in paper copy, electronically or by recording in a diary.

The Records provided, if correctly used, will help you to meet and support the requirements of a HACCP based system and demonstrate it is working effectively.

<table>
<thead>
<tr>
<th>Recording Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLD Record</td>
<td>To record the following:</td>
</tr>
<tr>
<td></td>
<td>• Details of food delivery</td>
</tr>
<tr>
<td></td>
<td>• Monitoring of the refrigerated units (refrigerators, chills and cold display units)</td>
</tr>
<tr>
<td></td>
<td>• Checks to ensure your House Rules have been followed</td>
</tr>
<tr>
<td></td>
<td>• Monthly checks on your probe thermometer</td>
</tr>
<tr>
<td></td>
<td>• The outcome of changes as part of a review (as and when necessary)</td>
</tr>
<tr>
<td>HOT AND COLD Record</td>
<td>To record the following:</td>
</tr>
<tr>
<td></td>
<td>• Details of food delivery</td>
</tr>
<tr>
<td></td>
<td>• Monitoring of the refrigerated units (refrigerators, chills and cold display units)</td>
</tr>
<tr>
<td></td>
<td>• Monitoring of cooking, hot holding, cooling and reheating temperatures</td>
</tr>
<tr>
<td></td>
<td>• Checks to ensure your House Rules have been followed</td>
</tr>
<tr>
<td></td>
<td>• Monthly checks on your probe thermometer</td>
</tr>
<tr>
<td></td>
<td>• The outcome of changes as part of a review (as and when necessary)</td>
</tr>
<tr>
<td>Cleaning Schedule</td>
<td>To record cleaning (this record can be found in the Cleaning House Rules section )</td>
</tr>
</tbody>
</table>

The above records must be kept for a reasonable period of time in order to demonstrate that your system is working effectively.

If you are using the COLD Temperature Control House Rules then the COLD Record is the most appropriate record for you.

Likewise if you are using the HOT AND COLD Temperature Control House Rules then the HOT AND COLD Record would be the most appropriate record for you.
15. Section 6

HOW TO USE THE HOUSE RULES TEMPLATES

- The House Rules templates are to help you to check that you are adhering to the Food, Health & Safety Hygiene Policy.

- The templates are designed to supply you with appropriate information so that you are able to comply with the Policy; as well as the flexibility to incorporate additional ‘House Rules’ pertinent to your own establishment (*extra bullet points left blank for you to fill in at your own discretion*).

- **The House Rules templates** (*see appendix Section 4 on page 17*) should be used as a guide and check list alongside the Recording Forms

- **The Recording Forms** (*see appendix Section 5 on page 18*) are the everyday forms you will refer to and use when monitoring and checking Food, Health & Safety procedures

- Refer to the Retail Safe Assurance System if you require further guidance and information. [http://www.food.gov.uk/multimedia/pdfs/retailsafe.pdf](http://www.food.gov.uk/multimedia/pdfs/retailsafe.pdf)

- Keep the House Rules Templates and Recording forms in an accessible folder within your establishment

- Keep your Training Records up to date and ensure that all staff are aware of where these documents are kept.

1. The House Rules templates are taken from the Retail Safe Assurance System endorsed by the Food Standards agency and Environmental Health Department: Service for Communities Email: [environmentalhealth@edinburgh.gov.uk](mailto:environmentalhealth@edinburgh.gov.uk) Telephone: 0131 529 3030
16. Appendices

(a) House Rules
   - Personal Hygiene
   - Temperature Control (Cold Food only)
   - Temperature Control (Hot and Cold Food)
   - Cleaning
     i. Cleaning Schedule
     ii. Monthly Record
   - Stock Control
   - Housekeeping
   - Maintenance
   - Cross Contamination
   - Training

(b) Section 7 Infection Control procedure 9.12i “Responding to an Outbreak of Infection”

(c) Food Hygiene Guidance note
   - The Essentials of Food Hygiene

(d) Cleaning House Rules
   - Cleaning and Disinfection
   - Procedure for washing Equipment in a Single Sink/Dishwasher

(e) New Standards for Detergents/Sanitisers used by Food Businesses
   - Pamphlet of Chemicals meeting the Standards

(f) Effective Hand washing Technique
   - Display Poster

(g) FSA E.coli 0157
   - information on preventing the threat of E.coli in Food Businesses