

Guidance on Documented Food Safety Management systems

Written procedures

It is a legal requirement for food businesses to identify their food hazards and have documented procedures in place to control them. Completing the Safe Methods section in 'Safer Food Better Business' (SFBB) is often the easiest way to comply with this requirement.

Businesses that have their own systems are required to identify the food safety hazards within their business and put proper controls in place. These controls are translated into documented procedures and practices.

Within SFBB the 'Safe Methods' are colour coded as follows:

- Cross Contamination (Red)
- Cleaning (Purple)
- Chilling (Blue)
- Cooking (Orange).

Whether you use SFBB or have your own procedures, if you make any changes in the way you do things, make sure they are safe and that you update what you had previously written down.

The following applies to SFBB, but may be used if you have your own system.

Safe Method Completion Record

This is normally located immediately after the Safe Method section. You must sign and date each of the safe methods listed that are relevant to your business. This shows that you have taken responsibility for ensuring that these safe methods are used in your business.

Management Section

For most businesses this contains six parts:

1. **Diary** - tick and sign to confirm that you have completed the opening and closing checks every day. Also use the diary to write down when things have broken down (e.g fridge, hot water), when a repair has been identified/reported (e.g leaking pipe, tiles broken), and what you have done about it. Many business forget to write down these details.



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2. **Four Weekly Review** - If there have been no recurring problems (more than 3 times in 4 weeks, and all else is well, you only need to tick the 'no' boxes to confirm that you have reviewed your operations and do not need to make any changes.
3. **Extra Checks** - Write down how often you will deep clean, carry out maintenance; test the probe thermometer in melting ice/boiling water, check for pests, and any other regular checks which you need to undertake which are not daily checks.
4. **Staff Training Record** - You must complete this to show that each named member of staff has been trained in the safe methods relevant to their job. Copy each relevant safe method as listed in the Safe Method Completion Record into the column under each heading - cross contamination, cleaning, chilling, cooking.
5. **Supplier List** - List all businesses you buy food from. This is used to check that you are buying your food from reputable suppliers, and will enable you and the inspecting Officer to contact them if there has been a problem.
6. **Contacts List** - List contact details for Environmental Health Officer, pest control operator, plumber, electrician, refrigeration engineer, waste contractor etc. This will assist contact when you have a problem and require their services.
7. **Prove it Description** - If the Safe Methods provided do not cover what you do, you are required to complete this section. Some businesses do not need to complete this section. Examples of when it has been completed have included;
 - Example 1: Frying - using floating sausages or fish as an indication that they have reached the safe temperature of 75c.
 - Example 2: Reheating in a microwave - find how long the food should be in the microwave to reach 75c and write down the time e.g two minutes.
 - Example 3: The time taken to defrost a chicken in the bottom of the fridge or in the sink.
 - Example 4: The time taken to cool rice once removed from the steamer and placed in a container. Officers need to see these details written down so that they can be satisfied that the business has safe operational procedures in place.
8. **Prove it records**
Write down the day and details of the test that proved your method was safe.