HOUSE rULES

Based on CookSafe

[Date]

company name

[Company address]

**CONTENTS**

**HOUSE RULES**

Training – Example House rule PAGE 02

Training – Blank House rule PAGE 03

Personal Hygiene - Example House rule PAGE 04

Personal Hygiene - Blank House rule PAGE 05

Return to work Questionnaire PAGE 06

Temperature Control - Example House rule PAGE 07

Temperature Control - Blank House rule PAGE 08

Cross-contamination Prevention - Example House rule PAGE 09

Cross-contamination Prevention - Example House rule - Cont PAGE 10

Cross-contamination Prevention - Blank House rule PAGE 11

Allergen Management – Example House Rule PAGE 12

Allergen Management – Blank House Rule PAGE 13

 Allergen Identification Table – Blank PAGE 14

Allergen Management – Blank House Rule PAGE 15

Pest Control - Example House Rule PAGE 16

Pest Control – Blank House Rule PAGE 17

Waste Control - Example House Rule PAGE 18

Waste Control - Blank House Rule PAGE 19

Maintenance - Example House Rule PAGE 20

Maintenance - Blank House Rule PAGE 21

Stock Rotation - Example House Rule PAGE 22

Stock Rotation - Blank House Rule PAGE 23

Acrylamide Management PAGE 24 - 26

**Monitoring Records**

Allergen Matrix – Blank PAGE 27

Weekly All-In-One – Blank Monitoring Record PAGE 28

Weekly record and Corrective actions – Blank PAGE 29

Weekly record and Corrective actions – Blank PAGE 30

Monthly Probe Thermometer Check Sheet PAGE 31

Cleaning Schedule PAGE 32

Allergen Declaration Poster PAGE 33

**TRAINING HOUSE RULE**

**This is an example of how to fill in this house rule**

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| New Staff Training including Induction | All staff will receive training appropriate to their duties. All staff will receive instructions on Personal Hygiene House rules prior to starting. See relevant section in cooksafe manual i.e. Hygiene Awareness Instruction (link below). Documented training records will be kept.   |
| Supervision of Staff | All staff must be properly supervised. In a one-person business, supervision will not be possible. In this case, the person working in the business must have sufficient training and knowledge to work unsupervised. |
| Retraining | Where there is an observable breach of the house rules the employee will be retrained. This is recorded.  |
| Refresher Training |  Employees will undergo refresher training if required. |
| Vocational and Formal TrainingFood handlers Training forStaff Handling High Risk Foods Manager/Supervisor Training | All staff will receive instructions on Personal Hygiene house rules and effective hand washing.  High risk food handlers have formal food hygiene training and/or be supervised.Those in charge of our food preparation area will have the skills and experience related to Intermediate level or the certificate.  |
| HACCP Based Training | Those in charge of the day to day running of the food preparation and service understand their H.A.C.C.P. system, including house rules and verify all documentation. Internal training based on CookSafe. |
| Confirmation of compliance to the house rules | * See CookSafe Monitoring Record/Booklet
* Weekly Record completed by appointed person
 |
| Other Training |   |

Please see the relevant sections in the guidance documents within the CookSafe Manual.

[​CookSafe Manual | Food Standards Scotland](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual#publication-downloads)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Training.**

**TRAINING HOUSE RULES**

Enter a statement of your Training House Rules in the table below:

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| New Staff Training including Induction |   |
| Supervision of Staff |   |
| Retraining |   |
| Refresher Training |   |
| Vocational and Formal TrainingStaff Handling Low Risk Food TrainingStaff Handling High Risk Food TrainingManager/Supervisor Training |   |
| HACCP Based Training |   |
| Monitoring/checking and any other records appropriate to the Training House Rules | • Weekly Record |
| Other Training |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Training House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe**

##### PERSONAL HYGIENE HOUSE RULES

This is an example of how to fill in this house rule

**The food business operator must complete a new house rule for Personal Hygiene.**

|  |  |
| --- | --- |
|  Describe | * Control Measures and Critical Control Limits (where applicable)
* Monitoring and frequency
 |
| Rules on: Effective Hand Washing Technique ( including how you will minimise hand contact ) | Staff will be trained on hand washing techniques including the use of clean disposable towels to turn off the water where elbow or knee taps are not available. We have designated hand washing facilities supplied with hot and cold water, soap and hand drying facilities. We reduce hand contact time on ready to eat foods by using designated tongs.Hands will be washed :1) Before starting work.2) Before handling food.3) After using the toilet.4) After handling dirty vegetables, raw meats, eggs or shellfish.5) After breaks.6) After blowing your nose, coughing or smoking.7) After empting waste bins |
| Personal Cleanliness | Individuals must have high standards of personal cleanliness and hygienic practices when handling food. The person in charge will observe that standards are being maintained. In the preparation and cooking area food handlers will not eat, have uncovered cuts and sores, wear jewellery which present a physical hazard or items such as I pods or mobile phones, have dirty or false finger nails or wear nail polish when preparing food. Spoons will be used to taste food and long hair will be tied back or covered. |
| Protective Clothing | Clean protective clothing is used each day. Protective clothing is not to be worn outside of the premises and the correct protective clothing must be worn in all food preparation areas. Where staffs handle both raw and ready to eat separate colour aprons will be provided for handling different types of food i.e. red for raw and green for ready to eat. Protective clothing used in raw preparation is stored apart from ready to eat protective clothing. An alternative to colour coding would be disposable apronsGloves are not a substitute for effective hand washing practices  |
| Rules on :* Reporting illness
 | Food handlers will report to the person in charge before starting work if they have had stomach or bowel trouble or have been exposed to someone showing food poisoning symptoms i.e. diarrhoea, stomach upset or vomiting. Covid – Staff must complete daily LFTs if positive or are symptomatic must **self-isolate** and book a PCR test and let management know asap. If -ve PCR result you may return to work.Food handlers will also report if they have infectious skin trouble, nose or throat problems, infected weeping eyes, ears or infected wounds which cannot be properly covered. Those food handlers who meet any of these descriptions must be excluded from handling food. |
| Rules on :* Exclusion/return to Work
 | Any gastric illnesses must be clear of symptoms for at least 48 hrs before returning to work. After the exclusion those in charge must decide when people can handle food again. Certain illnesses may require a longer exclusion period.If off due to covid two -ve LFTs must be obtained over two consecutive days after isolation period is over. A return to work form is filled out  |
| Monitoring/Checking  | * Daily Monitoring recorded in Weekly Record
 |

Please see the relevant sections in the guidance documents within the CookSafe Manual.

[​CookSafe Manual | Food Standards Scotland](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual#publication-downloads)

***PERSONAL HYGIENE HOUSE RULES*** **HOUSE RULES** PERSONAL HYGIENE4.12(c)

Enter a statement of your Personal Hygiene House Rules in the table below:

|  |  |
| --- | --- |
|  Describe | * Control Measures and Critical Control Limits (where applicable)
* Monitoring and frequency
 |
| Rules on: Effective Hand Washing Technique ( including how you will minimise hand contact ) |  |
| Personal Cleanliness |  |
| Protective Clothing |  |
| Rules on :* Reporting illness
 |  |
| Rules on :* Exclusion/return to Work
 |  |
| Monitoring/Checking and any other appropriate records used by your business | * Weekly Record
 |

Signed ………………… Position in the business ………………………… Date……………….

**The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

**RETURN TO WORK QUESTIONNAIRE HOUSE RULES** PERSONAL HYGIENE 4.12(d)

***PART 1*** *(To be completed by all Food Handlers when returning to work after an illness)*

**Name:** …………………………………………………………..**Date of Return:** ………….………

Please answer the following questions:

**During your absence from work, did you suffer from any of the following:**

*Please tick and date when the symptoms ceased*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Date that the symptoms ceased** |
| (a) | Diarrhoea? |  |  |  |
| (b) | Vomiting? |  |  |  |
| (c) | Discharge from gums/mouth, ears or eyes? |  |  |  |
| (d) | A sore throat with fever? |  |  |  |
| (e) | A recurring bowel disorder? |  |  |  |
| (f) | A recurring skin ailment? |  |  |  |
| (g) | Any other ailment that may present a risk to food safety? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

**Have you recently taken medication to combat diarrhoea or vomiting?** Please tick

**Signature** (Food Handler)………………………………………………**Date**…………………………

*---------------------------------------------------------------------------------------------------------------------------*

**PART 2** (*To be completed by the Manager/Supervisor)*

If the answer to all of the above questions was ‘**No’**, the person may be permitted to return to food handling duties. ***(Complete and sign below)***

However, if the answer to any of the questions was ‘**Yes’,** the person should not be allowed to handle food until they have been free of symptoms for 48 hours or, if formally excluded, medical advice states that they can return to their duties. Alternatively, in the case of food handlers with lesions on exposed skin (hands neck or scalp) that are actively weeping or discharging, they must be excluded from work until the lesions have healed. **(See PART 3)**

**I confirm that………………………………………………………may resume food handling duties.**

**Signature** *(Manager/Supervisor)*……………………………………. **Date**………………………..

--------------------------------------------------------------------------------------------------------------------------

**PART 3** (*To be completed by the Manager/Supervisor after medical advice has been taken)*

**What medical advice was received by the employee?**

 *Please tick*

|  |  |
| --- | --- |
| (a) Exclusion from work until medical clearance is given |  |
| (b) Move to safe alternative work until clearance is given |  |
| (c) Return to full food handling duties |  |

If (a) or (b) is ticked, appropriate action must be taken. If (c) is ticked, the food handler may resume duties immediately.

**I confirm that…………………………………………… may resume food handling duties**

**Signature** *(Manager/Supervisor)*…………………………………  **Date** ………………………

**TEMPERATURE CONTROL HOUSE RULES**
**This is an example of how to fill in this house rule.**

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Temperature Control Measure and Critical Limits** | **Monitoring Method, Frequency and Record(s) used** |
| **Purchase, Delivery/ Receipt, Collect** | * **Accept/Collect/Transport at target temperature for chilled 1-50C**
* Critical Limit temperature for chilled is 80C
* **Accept/Collect/Transport at target temperature for frozen ­is - 180C**
* Critical Limit temperature for frozen is - 120C
 | Probe each deliveryObtain invoice Check foods are within target temperature on collection/transportationRecord in all-in-one record |
| Storage | * Chilled food **target temperature is 1to 50C**. Critical limit is 80C.
* Freezers food **target temperature is -180C**. Critical limit is -120C.
 | Probe twice daily refrigerated goods and once daily frozen goods and record in all-in-one record |
| Preparation | * Keep cooked/ready-to-eat food within the chill or refrigerator until it is required, then prepare/handle without delay
* Thoroughly defrost all frozen foods in a chill, refrigerator or cool area
* Thoroughly defrost all frozen foods prior to cooking (unless specified otherwise by the food manufacturer)
 |  Supervised activity |
| Cooking | * When cooking poultry, rolled meat joints, stews, casseroles, minced meats and meat products, ensure the centre reaches a suitably high temperature for example 75°C or above
* Whole cuts of beef and lamb which have not been rolled or skewered and are to be served pink or rare, may not need to reach this temperature but should be properly cooked at a suitably high temperature
* Similarly, steaks cooked “rare” need not be cooked to this temperature but you should ensure that the external surface has been cooked at a suitably high temperature to kill any bacteria on the surface of the meat
 | Probe and record temperatures in all-in-one record.  |
| Hot Holding (including buffets) | * Foods which are held hot prior to serving must be kept at above 63°C.
* These foods should be placed in appropriate equipment, for example a pre-heated bain-marie/hot cabinet , as soon as possible after reheating or cooking
* Foods should be covered to protect from contamination
 | Probe and record temperatures in all-in-one record  |
| Cooling | * Hot food should be cooled as quickly as possible and then refrigerated. No longer than 90mins
* Cool food in small portions and/or in shallow containers
* DO NOTplace “hot” food in refrigerators
 | Supervised activitySet timer to 90minsRecord in all-in-one record  |
| Reheating | * Reheat food thoroughly until the core temperature is not less than 82°C.
* Reheat the finished dish only once
 | Supervised activityProbe and record in all-in-one record   |
| Service and Delivery to Customers | * Chilled foods being served cold should be kept under refrigeration (5°C or below prior to service)
* Foods being served hot must be kept above 63°C
* Chilled food being delivered cold (5°C or below)
* Food being delivered hot must be above 63°C
 | Probe foods prior to dispatchCheck foods are delivered in insulated bags Periodically check temperature at delivery pointRecord in delivery record |
| Confirmation of Compliance of this house rule  | Weekly record completed by appointed person  |  |

Please see the relevant sections in the guidance documents within the CookSafe Manual.

[​CookSafe Manual | Food Standards Scotland](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual#publication-downloads)

Signed ………………… Position in the business ………………………… Date……………….

**The food business operator must complete a new house rule for Temperature Control.**

**TEMPERATURE CONTROL HOUSE RULES**

Enter a statement of your Temperature Control House Rules in the table below:

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Temperature Control Measure and Critical Limits** | **Monitoring Method, Frequency and Record(s) used** |
| Purchase, Delivery/Receipt, Collect |   |   |
| Storage |   |   |
| Preparation |   |   |
| Cooking |   |   |
| Hot Holding(including buffets) |   |   |
| Cooling |   |   |
| Reheating |   |   |
| Service and Delivery to Customers |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Temperature Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe** Food Safety Assurance System

**CROSS CONTAMINATION PREVENTION HOUSE RULES
This is an example of how to fill in this house rule**

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery | We ensure that any vehicle delivering food to the premises will be clean and that there is separation between raw and ready to eat food. On receipt of delivery we handle raw and ready to eat foods separately within the designated areas. Deliveries are then unpacked and made ready for storage. All areas are cleaned and sanitised after each delivery. Raw food temperatures are taken using an infrared probe to prevent cross-contamination. Separate raw and ready to eat probes are available.For temperature control procedure see temperature house rule |
| StorageReady to Eat Foods inc Washed Salad **TOP**Prepared FoodsRaw SaladRaw Veg and Boxed EggsRaw Meats and Fish **BOTTOM****Fridge Layout** | Raw meat and fish are stored at the bottom of the fridge in colour coded containers These containers are only to be used for raw products and washed separately. We keep raw and ready to eat separate in our fridges at all times. We apply separation of raw and ready to eat in our freezers. Our fridges and freezers have sufficient room to allow for separation and stock rotation. Where possible have separate fridges for ready to eat and raw products..Raw dirty vegetables and vegetables **not** marked ready to eat will be stored in solid protective containers off the floor. There will be sufficient facilities to allow safe storage of ambient ingredients, cleaning and checking for pests.Raw products will be defrosted in colour coded containers at the bottom of the fridge to prevent spillage. Containers used for defrosting are cleaned and sanitised after use.  |
| Preparation**RED – RAW MEAT****BLUE – RAW FISH****YELLOW – COOKED MEATS****GREEN – WASHED SALAD & FRUIT****BROWN – UNWASHED VEGETABLES****WHITE – BAKERY AND DAIRY** | **We have designated raw and ready to eat preparation areas** **Raw preparation areas** This area is cleaned and sanitised before and after each useDesignated colour coded boards to ensure there is no direct contact between raw products and work surfacesDesignated colour coded knives and boards are used when preparing raw products which are cleaned and sanitised after useDesignated clingfilm is used for raw food (red sticker) Disposable aprons are used for raw prep and disposed of after use and when leaving raw prep area Designated red coloured cleaning equipment e.g. cloths, basin, mop & mob bucket We use detergent sanitiser which meet the BS EN standards 1276 or 13697 for cleaning utensils and surfaces**Ready to eat preparation areas**This area is cleaned and sanitised before and after each useDesignated colour coded boards and knives are used for ready to eat foodsProtective aprons are wornDisposable blue cleaning cloths and blue roll are usedDesignated clingfilm is used for ready to eat food Designated cleaning equipment e.g. basin, mop & mob bucket We use detergent sanitiser which meet the BS EN standards 1276 or 13697 for cleaning utensils and surfaces. Fruit and vegetables are washed in potable running water When the same sink is used for food preparation and cleaning and disinfection, ensure the sink is cleaned and disinfected between each use using a two staged claeaning and sanitisation method see cleaning house ruleIn the preparation and cooking areas food handlers will adhere to the personal hygiene house rule at all times. |
| Cooking/Cooling | Use separate utensils Cooking equipment to be cleaned and disinfected after use Probes used for checking temperatures will be cleaned and sanitised after each useFood being cooled will be covered and cooled within 90mins away from windows and doors and never in the raw food area.  |
| Monitoring  | Supervisory Checks, Cleaning Schedule and Weekly Record |

Please see the relevant sections in the guidance documents within the CookSafe Manual.

[​CookSafe Manual | Food Standards Scotland](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual#publication-downloads)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Cross Contamination.**

**CROSS CONTAMINATION PREVENTION HOUSE RULES
Think** **SAFE** Enter a statement of your **Cross Contamination Prevention House Rules** in the table below :

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery |   |
| Storage*Including where any**defrosting is carried out* |   |
| Preparation |   |
| Cooking/Cooling |   |
| Monitoring/checking and any other appropriate records used by your business | • Weekly Record |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Cross Contamination Prevention House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

**ALLERGEN MANAGEMENT HOUSE RULES**

This is an example of how to fill in this house rule

|  |  |
| --- | --- |
|   | **Allergen Management House Rules**Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Deliveries and labels | We check ingredient listings on all products delivered to ensure that we identify any allergens used in our premises. |
| Storage and avoiding cross contamination | We use a number of products that contain allergenic ingredients and cannot therefore guarantee our products/dishes are allergen free due to cross-contamination within the kitchen. However, every effort will be taken to prevent cross-contamination.  |
| Preparing goods for sale without allergens | Items for sale are prepared on clean surfaces, using clean utensils and the correct designated equipment. Once the goods are prepared, they are stored in lidded containers within the required storge area. We use time separation and cleaning to prevent cross-contamination on goods without allergens. Allergenic ingredients are handled in the kitchen with controls in place but guarantees cannot be made due to risk of cross-contamination. |
| Staff Training | Allergy awareness is part of our staff’s induction training. Chefs and kitchen staff work to standardised recipes, ingredients lists and methods of preparation. Changes cannot be made without updating the above.All staff will know how to get allergen information to the customer. Staff are aware that they must give accurate advice and must never guess what is in a dish. All staff undergo the food standard Scotland allergen training course. |
| Communicating with your customers | * Signposting detailing where to obtain allergen information will be provided. This is provided …………………………………………..
* Allergen matrix is completed and available to customers on request
* Information is communicated to the customer by the chef on duty or other appointed person
* Allergen information is reviewed and updated when there is product changes, ingredient changes, staff changes and during periodic review
 |
| What to do in the event of an emergency | The emergency phone number is…999 |
| Conformation of compliance to this house rule | • Supervisory checks, recipes and allergen matrix completed by appointed person |

Please see the relevant sections in the guidance documents within the CookSafe Manual.

[​CookSafe Manual | Food Standards Scotland](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual#publication-downloads)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Allergens.**

**ALLERGEN MANAGEMENT HOUSE RULES**

Enter a statement of your **Allergen Management House Rules** in the table below:

|  |  |
| --- | --- |
|   | **Allergen Management House Rules**Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Deliveries and labels |   |
| Storage  |   |
| Preparing dishes |   |
| Staff Training |   |
| Communicating with your customers |   |
| What to do in the event of an emergency |   |
| Monitoring/checking and any other appropriate records used by your business | • Weekly Record |
|  |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Allergen Management House Rules are an essential component of your HACCP based system and must be kept up to date at all times**

**ALLERGEN IDENTIFICATION TABLE**

Write a list of the food used in your business which contains these allergens.

The table below lists the most common allergens and provides examples of foods which typically contain them:

|  |  |
| --- | --- |
| **Allergen** | **Examples of typical foods which contain this Allergen** (please note this list is not exhaustive) |
| **Cereals containing Gluten** e.g. wheat, rye, barley, oats | Bread, pasta, cakes, pastry, sauces, soups, batter, stock cubes, breadcrumbs, semolina, couscous, some meat products. |
| **Celery and Celeriac** e.g. stalks, seeds and leaves. | Salads, soups, celery salt, some meat products. |
| **Eggs** | Cakes, sauces, pasta, mayonnaise, some meat products, glazed products. |
| **Fish, Crustaceans and Molluscs** e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters | Some salad dressings, fish extracts, oils, and paste, Soy and Worcestershire sauces, relishes. |
| **Milk** | Milk powder, yoghurt, butter, cheese, cream, ghee, foods glazed with milk, ice cream. |
| **Mustard** | Mustard paste, seeds, leaves, flour, powder and liquid mustard, salad dressings, marinades, soups, sauces, curries, some meat products. |
| **Peanuts** | Arachis oil, peanut butter, flour, satay sauce, refined peanut oil. |
| **Other Nuts** e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts. | In sauces, desserts, bread, crackers, ice cream, praline (hazelnut), nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings.  |
| **Sesame Seeds** | Oil or paste, tahini, houmous, halva, furikake, Gomashio, bread. |
| **Soya** e.g. flour, tofu or bean curd, textured soya protein, soy sauce, edamame beans. | Some ice cream, sauces, desserts, meat products, vegetarian products. |
| **Sulphur Dioxide and Sulphites** | Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider. |
| **Lupin Seeds and Flour** | Some types of bread and pastries. |

**ALLERGEN IDENTIFICATION TABLE**

Write a list of the food used in your business which contains these allergens.

|  |  |
| --- | --- |
| **Allergen** | **Foods used which contain this allergen** |
| **Cereals containing Gluten** e.g. wheat, rye, barley, oats |  |
| **Celery and Celeriac** e.g. stalks, seeds and leaves |  |
| **Eggs** |  |
| **Fish, Crustaceans and Molluscs** e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters  |  |
| **Milk** |  |
| **Mustard** |  |
| **Peanuts**  |  |
| **Other Nuts** e.g.walnuts, cashews, pecan, Brazil, pistachio , macadamia, Queensland nuts |  |
| **Sesame Seeds** |  |
| **Soya** e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans. |  |
| **Sulphur Dioxide and Sulphites**  |  |
| **Lupin Seeds and Flour** |  |

**PEST CONTROL HOUSE RULES**

This is an example of how to fill in this house rule.

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Pest Proofing of the premises | The premises are maintained to ensure they are in good order and are checked weekly to ensure there are no access points and the premises is adequately pest proofed. |
| Insect Screens | All windows and doors with direct access to the food preparation area will be protected with fly screens, door brushes and door strips.   |
| Electronic Fly-Killing Devices | Our devices are located in the kitchen and are not directly above a food surface. They are cleaned on a regular basis and the bulbs changed every year or when necessary. |
| Good Housekeeping | To prevent pest infestation we have cleaning schedules, stock rotation procedures, maintenance procedures. Waste is stored in clean, lidded bins which are emptied regularlyStaff will report any signs of pest activity to the management. |
| Pest Control Contractor |  Is ……………………………………………… orWe complete in-house checks. (add or delete as appropriate) |
| Checking and Inspection | * Visual Inspection completed daily and issues reported
* Our contractor comes a minimum of once every 3 months or if required more frequently. \*Or\*
* Where no contract is in place - We contact a contractor if there is any pest activity. (delete as appropriate)
 |
| Confirmation of compliance to this house rule | • Weekly Record completed by person in charge |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**PEST CONTROL HOUSE RULES**Enter a statement of your **Pest Control House Rules** in the table below :

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Pest Proofing of the premises |   |
| Insect Screens |   |
| Electronic Fly-Killing Devices |   |
| Good Housekeeping |   |
| Pest Control Contractor |   |
| Checking and Inspection |   |
| Monitoring/checking and any other appropriate records used by your business | • Weekly Record |
|   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Pest Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe** Food Safety Assurance System

**WASTE CONTROL HOUSE RULES**

This is an example of how to fill in this house rule.

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Waste in Food Rooms | We have enough lidded bins to meet our waste disposal requirements. Our bins are pedal operated, lined with a bin bag, not allowed to overflow, emptied frequently and cleaned and disinfected at the end of each day.  |
| Food Waste Waiting Collection | Our external waste bins are of a suitable construction to prevent pests, they must not over flow and be positioned away from access routes to the premises .We check our holding area after collection to ensure the area is clean and tidy.Our waste contractor is ……………………………………………………. |
| Oil Disposal |  Our contractor is…………………………………………………………… |
| Sanitary waste/waste disposal unit | Our contractor is ……………………………………………………………. |
| Confirmation of compliance to this house rule |  Weekly record completed by the person in charge. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Waste Control Rule.**

**WASTE CONTROL HOUSE RULES**

Enter a statement of your **Waste Control House Rules** in the table below :

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Waste in Food Rooms |   |
| Food Waste Waiting Collection |   |
| Sanitary Waste/ Waste Disposal Units |   |
| Monitoring/checking and any other appropriate records used by your business | • Weekly Record |
|   |   |
|   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Waste Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe** Food Safety Assurance System

**This is an example of the how to fill in the MAINTENANCE HOUSE RULES**

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery Vehicles | Will be checked to ensure they are in a good working order and clean condition. (delete if not applicable to your business) |
| Premises Structure:• General• Walls• Floor• Ceiling• Drains | These premises are maintained to a level to ensure they are fit for the purpose of food preparation. All walls, floors, ceilings and drainage systems are checked for signs of disrepair, reported and repaired. |
| Light Fittings/Covers | The premises should be adequately lit. Light tubes and bulbs should be in working order and have the appropriate protective covering.  |
| Work Surfaces |  All work surfaces will be smooth and impervious for ease of cleaning. |
| Sinks and Hot water | Sinks and hot water supply will be kept in good order to meet the cleaning demands of the business.  |
| Equipment/Utensils | All equipment/utensils will be maintained in a good working order  |
| Ventilation System, Canopy, Grease Filters | Will be maintained in a good working order and clean condition. |
| Confirmation of compliance to this rule | • Weekly Record completed by person in charge |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Maintenance.**

**MAINTENANCE HOUSE RULES**Enter a statement of your Maintenance House Rules in the table below :

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery Vehicles |   |
| Premises Structure:• General• Walls• Floor• Ceiling• Drains |   |
| Light Fittings/Covers |   |
| Work Surfaces |   |
| Equipment/Utensils(list main items of equipment) |   |
| Ventilation System, Canopy, Grease Filters |  |
| Monitoring/checking or any other appropriate records used by your business | • Weekly Record |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Maintenance House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe** Food Safety Assurance System

**STOCK CONTROL HOUSE RULES -** This is an example of how to fill in this house rule.

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery of Food Including:• ‘Use by’ Dates• ‘Best before’ Dates• Physical Condition | Incoming goods will not be accepted if there are obvious signs of contamination i.e. dampness, odours, the packaging has been compromised thus creating a source of cross contamination. We use reputable suppliers.We will not accept goods which have expired their use by or best before date and do not have a clearly marked date or do not meet our minimum shelf life requirement. |
| Tracability / Product Specification Documentation | We will retain all invoices and only except goods that come with the necessary documentation to allow for full traceability / product specification  |
| Storage Including:• ‘Use by’ Dates• ‘Best before’ Dates• Protection of Food | All foods are stored in the appropriate conditions and date coding adhered to. We follow manufacturers storage instructions after opening perishable goodsRefrigerated / Frozen foods are stored at the appropriate temperature.Fridges will not be over loaded to allow for stock control. Dry goods will be stored in cool, dry, ventilated conditions on shelves off the floor. Stock will be accessible to allow for inspection for spillages, pest, and cleaning. There will be space to allow control of stock rotation .Non pre-packed foods to be stored in lidded containers with the original best before dates. We do not top up with new stock. We use a First-In First-out system.  |
| Stock rotation Including:• Decanted Food• First-in-first-out• Damaged Stock | Food stuffs taken out of the original packaging will have the original use by date clearly marked on the appropriate container.Damaged stock and stock out with its use by date will be discarded. We will check date codes of stock regularly.  |
| Labelling of bought-in High Risk Foods which have been removed from their original packaging | High risk foods will be re-labelled with the original use by date when taken out of the original packaging and stored according to manufacturer’s instructions. High risk foods to be frozen will be clearly marked with both the original use by date and the date of freezing. Once defrosted the new use by date is the difference between the date of freezing and the original use by date. |
| Labelling of High Risk Foods prepared on the premises | High risk foods prepared in house and stored.Chilled days use byFrozen date frozen plus a new 3months date |
| Protection of Food Including:• Defrosting• Hot Holding• Service/Delivery | Defrosting of products will be carried out in containers at the bottom of our fridge. Cooling of cooked product will be done covered in an appropriate place within the critical limit for cooling (90 minutes)Food on display will follow the first in first out rule. We do not top up food being held hot e.g. (buffets or soup kettles) We only hot hold for a maximum of 4hours. All food stuffs on display will be protected by sneeze guards or appropriate means i.e. lids or wrapping. Raw food on display always kept apart from ready to eat. |
| Confirmation of compliance to this house rule | • Weekly Record completed by person in charge or appointed person  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The food business operator must complete a new house rule for Stock Control.**

**STOCK CONTROL HOUSE RULES**Enter a statement of your **Stock Control House Rules** in the table below:

|  |  |
| --- | --- |
|   | Describe• Control Measures and Critical Limits• Monitoring including frequency |
| Delivery of Food Including:• ‘Use by’ Dates• ‘Best before’ Dates• Physical Condition |   |
| Storage Including:• ‘Use by’ Dates• ‘Best before’ Dates• Protection of Food |   |
| Stock rotation Including:• Decanted Food• First-in-first-out• Damaged Stock |   |
| Labelling of bought-in High Risk Foods which have been removed from their original packaging |   |
| Labelling of High Risk Foods prepared on the premises |   |
| Protection of Food Including:• Defrosting• Hot Holding• Service/Delivery |   |
| Monitoring/checking and any other appropriate records used by your business | • Weekly Record |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |   |  Position in the business  |   | Date |   |

**The Stock Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**

Cook**Safe** Food Safety Assurance System

ACRYLAMIDE MANAGEMENT

**WHAT IS ACRYLAMIDE?**

It is important not to over-cook certain foods. Over-cooking or burning certain foods means that these foods can be higher in acrylamide.

Acrylamide is a chemical that is formed naturally when some foods; containing asparagine (an amino acid) and sugars; are cooked at high temperatures (above 120⁰C) such as by frying, roasting, baking, grilling and toasting.

Legislation is in place to reduce acrylamide levels in food, as it is a probable carcinogen in humans.

What foods?

|  |
| --- |
| If you cook the following types of foods, you should put in place practical steps to reduce acrylamide. |
| Potato products such as chips, French fries, other deep cut (deepfried) and sliced potato crisps, including potatoes that are deep fried and finished in the oven. | Bread products such as loaves, bread rolls and baguettes, toast and toasted sandwiches. | Sweet bakery products such as cookies, biscuits, scones, gingerbread, wafers, crumpets. | Savoury bakery products such as crackers, crisp bread, breadsticks. | Fried products such as doughnuts,fried bread, battered products. |

The tables below advise on what to do when purchasing, receipting and storing these types of products.

|  |  |  |
| --- | --- | --- |
| Safety point | Why? | Tick if you do this |
| When buying raw potatoes ask your supplier for advice on the best variety to use for the type of cooking you are doing. | Certain potato varieties are lower in asparagine (an amino acid) and natural sugars and using these will help to keep acrylamide levels lower. |  |
| Store raw, unpeeled potatoes that are going to be fried, baked or roasted in a cool, dark place, above 6⁰C. Do not store in the fridge. | Potatoes stored in the fridge can form more sugars, which can mean higher levels of acrylamide when the food is cooked. |  |
| When buying products from a supplier tell them you will not accept over-cooked or burnt products. | Check deliveries and reject products that are over-cooked or burnt as these could have higher levels of acrylamide. |  |

The tables below advise on what to do when preparing these types of products.

|  |  |  |
| --- | --- | --- |
| Safety point | Why? | Tick if you do this |
| Cut foods, such as potatoes, to similar sizes. | This will help all foods to cook more evenly and help reduce acrylamide formation. |  |
| Where possible, when making home-made chips, or cut potatoes that are going to be deep-fried, follow one of these steps as each remove excess sugars and help to keep acrylamide levels lower: |
| Soak (for 30-120 mins) in cold water after cutting. Rinse with clean water and drain. |  |
| Or – Soak for a few minutes in warm water.Rinse with clean water and drain. |  |
| Or – Blanch potatoes before cooking. |  |
| Where possible, and when the preparation process allows, when making bread or dough products follow this step: |
| Extend the yeast fermentation time. | This will help to keep acrylamide levels lower in the finished product. |

The tables below advise on what to do when cooking these types of products.

Cook foods to a golden yellow, or lighter colour. Manufacturers will have designed cooking methods best suited to their products.

|  |  |  |
| --- | --- | --- |
| Safety point | Why? | Tick if you do this |
| Follow manufacturers’ cooking instructions as appropriate. | The manufacturer has tried and tested cooking methods specifically for its products. |  |
| Deep-fry potato products, such as chips and French fries to a golden yellow, or lighter colour. The oil temperature for cooking should ideally be below 175⁰C. | Cooking to a golden yellow, or lighter colour, and deep-frying at lower temperatures will keep acrylamide levels low. |  |
| When deep-frying take care not to over-fill baskets. Fill the basket only half way. | This will help the foods to cook more evenly and help reduced acrylamide formation. |  |
| Keep cooking oil quality at its best by skimming often to remove crumbs and food particles left in the oil. | This will prevent crumbs and food particles left in the oil from over-cooking; preserving the oil quality and keeping acrylamide levels low. |  |
| Filter, change oils and clean cooking equipment as often as needed or as recommended by suppliers. | Reusing old, dirty oil and cooking equipment will increase the levels of acrylamide in deep fried foods. |  |
| When baking bread and sweet or savoury bakery products cook to a golden yellow, or lighter colour. Use the lowest oven temperature possible for the food. | Baking foods at lower oven temperature to a golden yellow, or lighter colour will reduce acrylamide levels. |  |
| When cooking foods such as toast and toasted sandwiches do not over-toast or burn. | Cooking bread to a golden colour, or lighter, will help to keep acrylamide levels lower |  |
| Where possible, set a timer to mark the cooking time. This could be built-in or you can use a separate timer. | This will remind you to cook foods for the right time and help keep acrylamide levels low. |  |

|  |
| --- |
| Colour charts |
| Some suppliers have produced colour charts to show what colour is the best for certain foods to keep acrylamide levels low. You can ask if your supplier has these available. You do not have to use colour charts, but they can be useful for training your staff.Colour charts for fries can be found <http://goodfries.eu/en> and for rolls <https://corporateeurope.org/sites/default/files/attachments/2016-04-25_rev.3_serving_europe_code_of_practice_final.pdf> . |

|  |  |
| --- | --- |
| What to do if things go wrong?  | How to stop this happening? |
| Dispose of foods that are over-cooked or burnt | Review your cooking method.Lower the cooking temperature or use different equipment.Re-train staff on the correct method.Improve staff supervision.Repair or replace equipment that is broken or defective.Write down what went wrong and what you did about it in your diary |

**DISHES AND THEIR ALLERGEN CONTENT - [INSERT THE NAME OF YOUR FOOD BUSINESS HERE]**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DISHES | Celery | Cereals containing gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Mollusc | Mustard | Nuts | Peanuts | Sesame seeds | Soya | Sulphur Dioxide |
|  | **Celery** | **Cereals containing gluten** | **Crustaceans** | **Eggs** | **Fish** | **Lupin** | **Milk** | **Mollusc** | **Mustard** | **Nuts** | **Peanuts** | **Sesame seeds** | **Soya** | **Sulphur Dioxide** |
| Tuna Salad [example] | **✓** |  |  | **✓** | **✓** |  | **✓** |  | **✓** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Review date: |  | Reviewed by: |  | Food Standards Agency food.gov.uk | You can find this template, including more information [at www.food.gov.uk/allergy](http://www.food.gov.uk/allergy) |

**Weekly All-in One**  **Week Commencing**

|  |
| --- |
| **Delivery checks Chilled 1-50 C (Critical limit 8 0 C) Frozen -18 0 C ( Critical limit -120 C )** |
|  | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Supplier |  |  |  |  |  |  |  |
| Invoice No. |  |  |  |  |  |  |  |
| Goods delivered |  |  |  |  |  |  |  |
| Chill Temp |  |  |  |  |  |  |  |
| Frozen Temp |  |  |  |  |  |  |  |
| Visual Checks |  |  |  |  |  |  |  |
| Date Codes |  |  |  |  |  |  |  |
| Accept/Reject |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Cold Temperature Checks Fridge 1-50 C (Critical limits 8 0C) Freezer -18 0C (Critical Limit -12 0C)**  |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  | Fridge F’zer | Fridge F’zer | Fridge F’zer | Fridge F’zer | Fridge F’zer | Fridge F’zer | Fridge F’zer |
| Fridge 1 F,zer 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 2 F’zer 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 3 F’zer 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 4 F’zer 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 5 F’zer 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Cooking Temperature Checks above 75 0C (Critical limit 750C)** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp |  |  |  |  |  |  |  |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp. |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Cooling Temperature Checks (Cool and into refrigerated storage within 90 minutes). This is a Critical limit** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Food Sample |  |  |  |  |  |  |  |
| Start Time |  |  |  |  |  |  |  |
| Finish Time |  |  |  |  |  |  |  |
| Food Sample |  |  |  |  |  |  |  |
| Start Time  |  |  |  |  |  |  |  |
| Finish Time |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Hot Holding Temperature Checks Above 63 0C (Critical limit 63 0C)** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp |  |  |  |  |  |  |  |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Reheating Temperature Checks Above 820 C (Critical limit 820C)** |
|  | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp. |  |  |  |  |  |  |  |
| Food Sample |  |  |  |  |  |  |  |
| Core Temp |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Cleaning Schedule (Cleaning carried out as per Cleaning Schedule in Kitchen)** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Initials |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**WEEKLY RECORD**

|  |
| --- |
| **The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using ‘**Cook**Safe’**. You can choose to complete this record as either a weekly or monthly record. |

|  |  |
| --- | --- |
| **WEEK COMMENCING:** |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEMS** | YES | NO | N/A | If the answer is `No`, then enter the deviations observed and corrective actions taken |
| **TRAINING** Have the **House Rules** been followed? |  |  |  |  |
| New Staff training including Induction Rules |  |  |  |
| Formal Training/Retraining Rules |  |  |  |
| Other Training |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL HYGIENE** Have the **House Rules** been followed? |  |  |  |  |
| Hand Washing Rules |  |  |  |
| Personal Cleanliness Rules |  |  |  |
| Protective Clothing Rules |  |  |  |
| Illness/Exclusion/Return to Work Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLEANING** Have the **House Rules** been followed? |  |  |  |  |
| All specified equipment and areas cleaned as per cleaning schedule |  |  |  |
| Cleaning Chemicals Rules to include contact time, application and dilution  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CROSS CONTAMINATION PREVENTION** Have the **House Rules** been followed? |  |  |  |  |
| Rules on Delivery  |  |  |  |
| Rules on Storage |  |  |  |
| Rules on Preparation |  |  |  |
| Cooking and Cooling |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PEST CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Pest Proofing, Insect Screens/Fly-killing Devices Rules |  |  |  |
| Good Housekeeping Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WASTE CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Waste in Food Rooms and Waste Collection Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAINTENANCE** Have the **House Rules** been followed? |  |  |  |  |
| Premises Structure Rules |  |  |  |
| Equipment Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STOCK CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Rules on stock control measures |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TEMPERATURE CONTROL**  Have the **House Rules** been followed? |  |  |  |  |
| Have the **Temperature Control House Rules** been followed? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACRYLAMIDE CONTROL**  Have the **House Rules** been followed? |  |  |  |  |
| Have the Acrylamide **Control House Rules** been followed? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECORDS** |  |  |  |  |
| Have all necessary Temperature Checks been recorded using the correct recording form/s? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager/Proprietor’s Signature**  |   | **Date**  |   |

**MONTHLY RECORD**

|  |
| --- |
| **The following ongoing checks should be carried out by the Manager or Proprietor during each working week and should be carried out by all businesses using ‘**Cook**Safe’**. You can choose to complete this record as either a weekly or monthly record. |

|  |  |
| --- | --- |
| **DATE:** |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEMS** | YES | NO | N/A | If the answer is `No`, then enter the deviations observed and corrective actions taken |
| **TRAINING** Have the **House Rules** been followed? |  |  |  |  |
| New Staff training including Induction Rules |  |  |  |
| Formal Training/Retraining Rules |  |  |  |
| Other Training |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL HYGIENE** Have the **House Rules** been followed? |  |  |  |  |
| Hand Washing Rules |  |  |  |
| Personal Cleanliness Rules |  |  |  |
| Protective Clothing Rules |  |  |  |
| Illness/Exclusion/Return to Work Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLEANING** Have the **House Rules** been followed? |  |  |  |  |
| All specified equipment and areas cleaned as per cleaning schedule |  |  |  |
| Cleaning Chemicals Rules to include contact time, application and dilution  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CROSS CONTAMINATION PREVENTION** Have the **House Rules** been followed? |  |  |  |  |
| Rules on Delivery  |  |  |  |
| Rules on Storage |  |  |  |
| Rules on Preparation |  |  |  |
| Cooking and Cooling |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PEST CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Pest Proofing, Insect Screens/Fly-killing Devices Rules |  |  |  |
| Good Housekeeping Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WASTE CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Waste in Food Rooms and Waste Collection Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAINTENANCE** Have the **House Rules** been followed? |  |  |  |  |
| Premises Structure Rules |  |  |  |
| Equipment Rules |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STOCK CONTROL** Have the **House Rules** been followed? |  |  |  |  |
| Rules on stock control measures |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TEMPERATURE CONTROL**  Have the **House Rules** been followed? |  |  |  |  |
| Have the **Temperature Control House Rules** been followed? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACRYLAMIDE CONTROL**  Have the **House Rules** been followed? |  |  |  |  |
| Have the Acrylamide **Control House Rules** been followed? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECORDS** |  |  |  |  |
| Have all necessary Temperature Checks been recorded using the correct recording form/s? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager/Proprietor’s Signature**  |   | **Date**  |   |

**MONTHLY PROBE THERMOMETER CHECK**

**Probe thermometer recording details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Reading in Iced Water** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Reading in Boiling Water** |   |   |   |   |   |   |   |   |   |   |   |   |
| **Checked by** |   |   |   |   |   |   |   |   |   |   |   |   |

• The readings in **iced water should be -1°C to +1°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

• The reading in **boiling water should be between 99°C and 101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date and Details of Yearly Calibration** |   | **Date of next Yearly Calibration** |   |

|  |
| --- |
| **N.B. The electronic display unit should be checked at least once per year. Manufacturers may offer a calibration service.** |

Cook**Safe** Food Safety Assurance System

Any disinfectant or sanitiser used must at least meet official standards of **BS EN1276: 1997** or **BS EN 13697: 2001**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items and Areas to be Cleaned** | **Frequency of Cleaning** | **Method of Cleaning(including dilution of chemical required)** | **Monitor and Record(Signed by the person responsible for the cleaning)** |
|  |  |  | **M** | **T** | **W** | **T** | **F** | **S** | **S** |
| **Food contact surfaces: e.g.**Work surfaces, chopping boards Food contact equipment; e.g.Pots, containers & cutlery etc. |  After each useAfter each use | Remove food waste, clean with hot water & detergent, them use food grade SanitiserRemove food waste, wash in bactericidal detergent them rinse. |   |   |   |   |   |   |   |
| SinksWaste bins & Floors | DailyDaily | Empty, remove waste, degrease, wash with hot water them sanitise.Washed & Disinfectant |   |   |   |   |   |   |   |
| **Equipment:**Cooking & hot holdingFridge.Freezers | Daily & Weekly CleanDaily & WeeklyWhen necessary | Remove debris clean & sanitiseHand contact surfaces daily.Deep clean weekly including seals.Defrost & deep clean. |   |   |   |   |   |   |   |
| Shelves, walls, ceilings etc.Extraction ,Canopy & Filters | Weekly Weekly or as necessary | Remove debris, & wash with hot water & detergentDegrease and Clean. |   |   |   |   |   |   |   |
| **Occasional Supervisory checks (not required every day)** |   |   |   |   |   |   |   |

FOOD ALLERGIES

and

INTOLERANCES

Please speak to our staff about the ingredients

in your meal, when making your order.

Thank you.