SMALL RETAILERS DOCUMENTED FOOD SAFETY MANAGEMENT SYSTEM

This information is for small retailers that do not prepare their own food but which sells food that needs to be kept cold.

SUBJECT			
Staff Training & Personal Hygiene	Have your staff been trained on the essentials of food hygiene? • Ensure that you always wear clean clothing and keep yourself clean. • Your hands must always be washed thoroughly Before handling food; before starting work; after using the toilet; after handling waste; after every break; after blowing your nose. • If you see something wrong - tell your supervisor. • Ensure that perishable food is kept refrigerated. • Keep all equipment and surfaces clean and clean as you go. • Follow any food safety instructions either on food packaging or from your supervisor. **See training record**		Have staff been given Hygiene Awareness Instruction? • Temperature Control • Food Poisoning • Food Storage • Waste Disposal • Awareness of Pests **See training record**
Good Housekeeping, Temperatures & Cleaning	Repair structural damage as soon as it happens. **Why?** It makes it easier to clean and prevents pests from entering. Do you do this? Yes/No If not, what do you do?	Make sure all equipment is kept in good working order. (Fridges/Freezers/Chiller cabinets etc) **Why?** Legally chilled foods must be kept lower than 8°C Frozen foods must be kept lower than -18°C To prevent the growth of harmful bacteria **How?** Check the temperature of fridges & freezers on a regular basis. Use the display temp on the fridge or use a thermometer. If temperatures are higher, ensure an engineer is called in to fix the problem and ensure it runs at the correct temperature. Chilled food that has been above the required temperature for more than 4 hours must be disposed of Do you do this? Yes/No If Not, what do you do?	**Effective cleaning is essential to get rid of harmful bacteria and stop them spreading** Do you have a cleaning schedule? **See cleaning schedule template** Do you use a **disinfectant**? Yes/No A disinfectant reduces the number of bacteria to a safe level What do you do?

Pest Control	Do you check your premises regularly for pests? Yes/No **Why?** Pests carry food poisoning harmful bacteria **How?** Carry out daily checks in the mornings for droppings, gnawed packaging, urine stains on products, insects, eggs, maggots etc **See daily check sheet**	If you find that you have a problem with pests that you cannot deal, with call a pest contractor to assist in getting rid of them. Put contact number here of local pest contractor.	If you have had pests, wash and disinfect any equipment and surfaces that may have come into contact with pests. Note – mice continually urinate when moving around so bear this in mind if you have had mice etc. and clean accordingly. Contact the Environmental Services Department (food team) if you have had pests. 01246 345345 (ask for the food team)
Use By & Best Before Dates	Food with a '**Use by Date**' must **not** be used after the date it has displayed on it. It **is** an offence to sell food past its 'Use by Date' **Remove food from display at the end of the day or first thing in the morning before you open.**	Food with a '**Best Before Date**' is the date manufacturers of the product state this product will be at its best. It is **not** an offence to sell food past its 'Best Before Date', but the quality could change. **It could be offered for a reduced price stating clearly that it is on offer as past its 'Best Before Date'. Remove from sale if not sold within a reasonable time**	Strict stock control of all food products will highlight issues around 'Use by Dates' & Best Before Dates' to ensure the food you are selling is **safe to eat** and of **good quality.** **See daily check sheet**	Are your ready to eat products e.g. sandwiches, sausage rolls etc. sale or return. Yes/No If not what are your control measures to ensure that this type of product is not sold past its 'use by date'.

STAFF TRAINING RECORD

This template is of a staff training record. It has been devised to assist small businesses in ensuring that all staff receive the information they need to follow your documented food safety management system.

TRAINING PERFORMED	Staff member to sign and date when aware	Staff member to sign and date when aware	Staff member to sign and date when aware	SIGNED BY MANAGER
Essentials of food Hygiene				
Hygiene Awareness Instruction				
Fitness to Work				
Housekeeping & Cleaning				
Pest Control				
Use by Dates & Best Before Dates				

CLEANING SCHEDULE

	Fridge Temp less than 8°C	Freezer Temp minus 18oC	Check for Signs of Pests	Everywhere is Clean	No food is past its 'use by date'	Food past its 'best before date' put on offer or removed from sale	Everything is in good working order? If not make note of action taken	

Area/ Equipment	Frequency	Cleaning/ Material	Method
Chiller display unit	End of day	Food safe disinfectant and disposable cloth	Wipe down with hot soapy water then spray food safe disinfectant and leave for the minimum contact time stated on the bottle.

Template Daily Check Sheet

Manager/Owner (initial when checks are made) monthly check on cleaning and if cleaning schedule is being followed by staff												
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