Somerset West and Taunton

[redacted]

Food Safety Management System for

the VICTORIA ROOMS Milverton

The person responsible overall for food safety matters is **Philip Knowles.**
Christine Field (Victoria's Café)**, Sally Ackland** (market traders) or **Maggie Dinning** (other events) carry out the necessary checks and ensure compliance.

The following good practices are to be followed on the days the business operates:

Personal Hygiene: Cleanliness & other risks of contamination

All food handlers **wash their hands thoroughly** with bactericidal soap to make sure they are clean before handling any food. They also wear a clean apron/over clothing when handling food and do not wear jewellery or watches which are likely to contaminate food. Only a plain wedding band and sleeper earrings are permitted. Staff with long hair ensure it is tied back and preferably covered.



Staff Fitness to Work: Illness and risk of illness



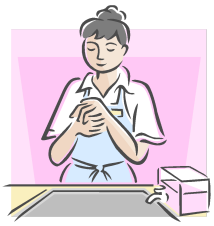
All food handlers are told to **notify their manager** if they are suffering from **sickness, diarrhoea, septic wounds and cuts**. They are also to notify the person currently in charge about any sickness they have suffered whilst on holiday or when any close family members or contacts have suffered any food poisoning symptoms.

Food handlers are not allowed to return to food handling work until they have been **symptom free for 48 hours**.
All food handlers are also notified that they must cover all cuts with a blue waterproof dressing.

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Cleaning: Clean and Disinfected



All food contact surfaces and hand contact surfaces are cleaned and disinfected using a **two stage cleaning process** prior to use each day. The food safe disinfectant we use is **Jantex Multi-Surface Sanitiser Cleaner**. We ensure that the manufacturer's instructions for contact times and dilution rates are adhered to, and that our food safe disinfectant meets the requirements of BS EN 1276. Any spillages of food which may cause cross contamination are cleaned up immediately with the use of the food safe disinfectant. All staff are aware of the cleaning they must do to prevent cross contamination.

To prevent bacteria from spreading we use a new or freshly cleaned and disinfected cloth/paper towel to wipe work surfaces, equipment or utensils used for ready-to-eat foods. We also dispose of or remove for washing cloths that have been used to clean surfaces and equipment used with raw meat, eggs or vegetables.

Safe Food Storage: To prevent cross contamination, labelling and dates

All food is stored to prevent risk of contamination, i.e. raw meat, poultry and fish, unwashed vegetables and eggs **are stored below** cooked and ready to eat foods. All open food is kept covered.



Use-by dates on food are checked daily when the business is operating. The oldest food is always used first and any food past its use-by date is disposed of. Once foods are opened the manufacturer's instructions for storage and shelf-life are adhered to.

Food for employees own use is kept separate from food used for the business and is labelled as such. If necessary food used for the business will be secured where it cannot be tampered with.

Cold Storage: Fridge / Freezer temperatures are regularly checked

Chilled and frozen food purchases for the business (both deliveries and items collected and transported back) are placed in either the fridge or freezer **within 1 hour of purchase**.

The temperature of the **refrigerators** is checked every 4 hours when they contain food for the business, to ensure they store food at **8°C or**

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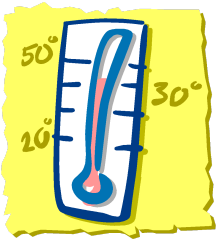
Food Preparation: Food is prepared in a safe way



Ready-to-eat foods will be prepared **completely separately** from raw meat, poultry, fish, eggs and unwashed vegetables. Separate chopping boards will be used for raw and ready-to-eat foods. Work surfaces, equipment and utensils will be cleaned and disinfected between the preparation of raw and ready-to-eat foods.

Cooking and Reheating: Food is thoroughly cooked and we check before serving

Food other that for personal consumption, which is cooked on the premises, is checked visually to ensure it is thoroughly cooked and/or temperature probed to ensure a core temperature of **75°C** is met. Where food had been identified as not being cooked thoroughly, it is returned for further cooking until it satisfies the check(s) outlined above. If there is found to be a fault with the cooking process, all necessary practices will be changed to ensure thorough cooking. When reheating foods a core temperature of **75°C** is met.



Food that is held hot will have been thoroughly cooked or reheated first and will be checked to ensure it is held at a minimum of **63°C.**

The temperature probe is cleaned and disinfected between uses and is checked to ensure it is accurate before use. (Iced water between -1°C & 1°C/boiling water between 99°C & 101°C)

Cooling: Food is cooled quickly

Food will be cooled as quickly as possible but always within **90 minutes** by covering and moving to a cool area. Where necessary food will be portioned, cut, stirred or spread out to speed up cooling prior to being put in the fridge. If food has not been cooled down safely it will be recooked if appropriate or thrown away.

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All food handlers are trained in safe food handling practices

All food handlers are trained in safe food handling practices. A **written record** signed by each food handler to confirm that they have been trained and read this document is kept on-site. (Training can is delivered in house and/or by an external provider to a recognised level). Our food handlers are supervised and will undergo **refresher training** when their knowledge requires updating.



The property is **maintained in good condition** with structural repairs being carried out promptly. Equipment and utensils are replaced as soon as they are found to be damaged or have loose parts. Hand washing facilities are available.



Staff carry out **routine daily checks** to make sure there are no **pests** present in food rooms to ensure that food is not contaminated. If pests are found a pest contractor will be contacted immediately for advice.

Waste will be removed from food rooms regularly and stored in waste containers with close fitting lids. Our waste contractor is Biffa and waste is collected every 2 weeks on a Tuesday.

Allergies



Allergen information is supplied to our customers in the following way(s):

- Orally and on ingredient lists or, for prepacked food, on ingredient labels.
- By posting allergen advice notices at sales points.
- By reminding our customers to speak to us regarding any food allergies.

When we are notified by a client that they have a specific **food allergy**, we will make all reasonable checks that the food they are given does not contain the food they are allergic to (known as an allergen), this includes checking all **ingredients** in a dish.

When we are asked to prepare food free of a particular allergen

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WHEN ANY PROBLEMS ARE DISCOVERED REGARDING THE MATTERS IN THIS DOCUMENT A NOTE OF ANY CORRECTIVE ACTION IS MADE IN OUR DIARY (see attached)

Signed: ***PJ Knowles***, Chairman, Management Committee (Food Business Operator)

Date: 9th October 2021

***Note to Food Business Operator.**

Regulation EC No. 852/2004 requires food business operators to have in place a documented system to show that the food they produce is safe to eat (food safety management system). This system must take account the nature and size of the food business.

In order to assist businesses in meeting this legal requirement the Food Standards Agency has developed the Safer Food Better Business pack for caterers which is targeted at restaurants, cafes and takeaway food premises. In addition, packs have been published for sectors in the retail food industry. (See www.food.gov.uk for more information).

This particular guidance is aimed at those very small catering businesses that operate at a lesser level than the Safer Food Better Business initiative where high risk food might be handled as part of their activity. These will include those businesses such as village halls and charitable organisations preparing occasional food, small bed & breakfast premises (3 beds or less), and other similar low risk businesses. If you are not sure what system you should be using, or are organising a larger one off event please speak to your Environmental Health Officer for further advice.

In order to fulfil the obligation for record keeping you need to fill in the blank spaces in the main document and complete the diary page to record any problems that occur in your business and the actions taken to remedy the

issue. The main document should be signed and dated. This information will be requested as part of the inspection of the premises by the Council's officers.

Clearly, your food safety management system will need to be reviewed from time to time to check that it is still relevant and that all controls are in place. It is also your responsibility to ensure that it is amended to take into account any food preparation operations not covered by the document to ensure the food you provide is safe.

All our publications are available in alternative formats, such as large print or a language other than English and in electronic format. Please contact Environmental Health for further information:

SOMERSET WEST AND TAUNTON COUNCIL
Environmental Health
PO Box 866
Taunton, TA1 9GS
Tel: 03003048000
Email: Enquires@somersetwestandtaunton.gov.uk
Website: www.somersetwestandtaunton.gov.uk

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Diary of any actions taken

Date	Problem/ Corrective Action Taken	Signed

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Diary of any actions taken

Date	Problem/ Corrective Action Taken	Signed

Staff Training Record

Name	Date of Training	Description of Training	Signed

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Staff Training Record

Name	Date of Training	Description of Training	Signed

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Log of Refrigerator Temperature Checks

Date	Event	Fridge 1 or 2	Time	Temp

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Log of Refrigerator Temperature Checks

Date	Event	Fridge 1 or 2	Time	Temp

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Notes