



Safer Food Better Business Update

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Dear All,

It is ten months since the start of the Safer Food Better Business programme and its time to update you on the progress made.

May we take this opportunity to thank you for all your hard work and your positive feedback. If you need any more information or have some suggestions on improving the pack, please let us know.

To date, 300 businesses have attended our seminars held at Carmel Church, Keyham and 200 businesses have completed the pack following coaching sessions.

Good Idea's from businesses:

- Questionnaire on key points of each section completed by staff and kept in personal file (see our version on www.plymouth.gov.uk/sfbb)
- Opening and Closing Checks have been expanded into checklists by a number of businesses. This is particularly useful where you have a number of different supervisors working different shifts and ensures effective communication.
- Use your own hardback diary or individual daily record sheets instead of the SFBB diary sheets and review your system at the beginning/end of each month.
- Set up a training session for staff on the new requirements and to ensure they understand your new procedures
- Photocopy each section and give to your staff to read before a training session
- Use the SFBB folder as an induction training pack for new staff.
- Photocopy your employees training certificates and keep a copy in the SFBB folder so you have proof of your training in one place.

Training record sheet (located in diary section)

We have asked the Food Standards Agency to review this sheet. The individual lines should have the titles of each safe method i.e.

Name:	
Telephone no:	
Address:	
Safe method	Date
On first day:	
Personal hygiene	
Opening and closing checks	
Cross-contamination	

Each line should state the safe method titles: -

- Personal Hygiene
- Cloths
- Separating Foods
- Pest Control
- Maintenance
- Food Allergies
- Physical and Chemical Contamination

What to include on your diary entries?

Are you finding it difficult to think of things to write on your diary sheets?

There are lots of things you can record, for example: -

- Deliveries received and if any goods were rejected
- Food thrown out as end of use by date
- Temperature records of fridges, freezers and cooked/hot held food
- The daily cleaning tasks that have been completed
- Deep cleaning e.g. extraction cleaned
- Staff sickness so you can ensure complying with 48 hour rule
- Reminder notes to yourself or colleagues
- General problems found during opening/closing checks
- Visit from your pest control contractor and any problems found/action taken
- Faulty equipment/maintenance tasks required
- Visit from maintenance contractor e.g. refrigeration engineer
- Staff training days

The diary is a good way to keep all your records in one place. It's useful to look back over the month and see if there are any outstanding tasks, which need to be completed. You may be waiting for a machinery part to be fitted or an outstanding delivery.

Care Homes – additional requirements

The Food Standards Agency have advised that Care homes catering for vulnerable groups should also record the temperatures of their fridges, freezers and cooked food. If this applies to you then use the diary sheets for these records.

Diary Refills

Refills can be obtained free of charge through the FSA publications line on Tel: 0845 606 0667, Fax: 020 8867 3225 or by email at foodstandards@ecgroup.co.uk.

Cleaning Schedules – lighten your load! Get other people to do some of the hard work!

Many businesses have found the cleaning schedule sheet in the diary very useful or have created their own version. This has helped keep on top of cleaning tasks and ensured everyone does their fair share.

Extra Sheets

We have produced an additional 'Training safe method' to provide additional guidance on training requirements. We have also produced a staff-training questionnaire, which can be used during induction/refresher training. These are available from our website.

Change to Agency advice on the cooking of pork

There have been a number of changes to the advice provided on the cooking of pork products. The Food Standards Agency used to advise that whole cuts of pork should be thoroughly cooked in order to kill the parasitic nematode *Trichinella spiralis*.

Subsequently, it was decided that as the organism was very rare in pork production in the EU, and because third country imports are required to be tested for this organism, this advice was no longer applicable and that joints and cuts of pork could be cooked to taste. It was this advice that was taken into account when Safer Food Better Business was written.

However, recent cases of Hepatitis E infection could potentially be associated with pork production. The Advisory Committee on the Microbiological Safety of Food (ACMSF) therefore recommended recently that the Agency should amend the previous advice and that all pork products including liver should be cooked thoroughly.



CookSafe/Safe Catering version

Safer Food Better Business is the version that is being used throughout England. However, Scotland has produced a version called 'Cook Safe' and Northern Ireland has the 'Safe Catering Guide'. These systems are based on a more traditional HACCP approach, however you may find some of their recording sheets useful. These are available to download from

www.food.gov.uk/catering

SFBB for retailers

The Agency has launched SFBB for small retail businesses. The pack was developed with a working group including representatives of SPAR, Snax 24, Jackson Stores, the Association of Convenience Stores and the British Retail Consortium, as well as enforcement officers and colleagues from FSA Scotland, Wales and Northern Ireland. It has been designed for small retailers such as small convenience stores, newsagents and health food shops, who sell pre-packed food where the cold chain must be maintained. It includes a 'Cooking and preparation' section that covers specific activities that are commonly undertaken in small retail shops such as "baking off" bought-in products and preparing ready-to-eat foods.



The pack is available for businesses to order free of charge from the FSA Publications Department by calling 0845 606 0667 or by email at foodstandards@ecgroup.co.uk. The pack is also available on-line and available to download from the Agency's website at www.food.gov.uk/retail.

Contacts list	
Subsidiary/branches	Local Franchisee
Contact name	Franchisee
Telephone	Franchisee
Address	Franchisee
Contact name	Local Franchisee
Telephone	Local Franchisee
Address	Local Franchisee
Contact name	Local Franchisee
Telephone	Local Franchisee
Address	Local Franchisee

Useful parts of Retail Pack for Caterers

There is a Contacts List, which is useful to add to your catering pack

Cooking and Preparation Section

Café's, Snack Bar's and Bed and Breakfast establishments may find parts of the Cooking Section more relevant to their business. For example the 'Preparation – ready to eat foods' safe method, covers the preparation of sandwiches and salads and there is also a safe method for cooking bacon, sausages and eggs.

You can download all of these pages from the website on www.food.gov.uk/retail. Alternatively, please contact us and we will send you the relevant pages.



Scores on the doors

Since the introduction of the Freedom of Information Act 2004, many local authorities have published food hygiene inspection data. The systems, known throughout the industry as 'Scores on the Doors' attribute a score for each food outlet, based upon their latest inspection report.

Food businesses are inspected at different frequencies, depending on the food risk they present to the public's health. Each inspection results in a risk score and banding, which determine how often they are inspected.

At the end of your routine food hygiene inspection, you are provided with an inspection report form advising you of our findings and any legal requirements and/or recommendations. We have recently updated this form to include an overall assessment of the standards found in your food business. This assessment is based on the condition of the premises, the operating standards and the working practices seen by the inspecting officer during the inspection. It also takes account of the information obtained from the food business operator or manager or the person responsible at the time.

There are three categories, 'Action required', 'Satisfactory' and 'Good'. The category awarded to your food business following the most recent inspection is now available for the public to view on our website. For further information please visit our website

www.plymouth.gov.uk/inspectionfoodpremises or contact us on 01752 304141.



Choose Health Awards 2006

We have launched an award scheme for catering businesses in Plymouth.

There are three separate awards and businesses can apply for one, two or all three.

These are:

- Healthy eating
- Safe eating
- Smoke freedom

Who can apply for the award?

This award scheme is open to all catering businesses in Plymouth including pubs, hotels, restaurants, cafes, shops and takeaways. Businesses can apply for one, two or three of the categories. The initial award and certificate are free of charge but there will be a charge for

inclusion in the Guidebook to Healthy Eating in Plymouth, to be published after the initial launch of the award scheme.

For further information, please contact Mr Dan Preece on 01752 304743 or complete an application form available on the website at <http://www.plymouth.gov.uk/choosehealthawards>

Chinese and South Asian Cuisine

There has been a delay by the Food Standards Agency in producing a pack for Chinese and South Asian cuisine. The packs should be produced by January 2007 and we will run courses for these next year.

The Food Hygiene Guide for Businesses booklet is now available in different languages and can be found on the FSA's website on <http://www.food.gov.uk/aboutus/publications/pubsminority>

Training Courses

Plymouth City Council has achieved considerable success over recent years with its courses, which are recognised across the south west as being to the highest standard. Our training portfolio currently includes a wide range of courses.

Course fees are kept as low as possible to encourage candidates to undertake training. Foundation courses are subsidised with funding issued by the Learning Skills Council, and in partnership with the Plymouth College of Further Education. Please contact us for current price offers. The maximum charge for foundation courses is £38 per candidate.

Our current portfolio of courses consists of:

- Foundation Food Hygiene Course
- Intermediate Food Hygiene Course
- Advanced Food Hygiene Course
- Level 2 Award in Healthier Food and Special Diets (Nutrition)
- Foundation Health and Safety Course
- Principles and Practice of Risk Assessment Course
- COSHH Principles and Practice Course
- Stress Awareness Course
- Principles of Manual Handling Course
- Advanced Health and Safety Course

For further details, please contact us on 01752 304141.