

House Rules for Food Management and Hygiene In ELC Settings

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INTRODUCTION

These food safety House Rules have been adapted from the Food Standards Agency's CookSafe Food Safety Assurance System, which is based on the HACCP (Hazard Analysis Critical Control Point) principle. HACCP is a widely accepted food safety management system, which in this case has been adapted for Early Learning and Childcare settings in Fife. The main aim of HACCP is to focus attention on critical points within the food operation and to take measures to ensure that problems do not occur.

As with any food management system, documentation forms an important part of the process and is now **legally required**. This is required to ensure that the systems and procedures put into place are working correctly. Examples of forms required are included at the end of this document. It is now a **legal requirement** that this documentation is kept to enable you to demonstrate that your food management system is working effectively. Records must be kept for at least three months and must be produced during programmed inspections by enforcement officers.

Who is a food handler?

Any member of staff who prepares and / or serves the snack is a food handler. It is important for all staff to understand good hygiene practices to ensure the food is safe to eat and cross contamination does not occur. Staff have a **legal responsibility** to provide the correct allergen information

This document contains the essential house rules which need to be fully understood and implemented by all staff handling and / or serving food. Further information on food handling can be found in the accompanying guidance.

Verification should be undertaken by the management team on a monthly basis to ensure these rules are being followed and to note any irregularities.

HOUSE RULE

TRAINING

	Describe <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency
New Staff Training including Induction	<ul style="list-style-type: none"> • All ELC settings will have at least one member of staff with elementary food hygiene training or equivalent present within each room. • All staff will have read the House Rules prior to preparing or serving snack. These will be discussed with line manager and signed to show understanding and compliance. • Staff will have an awareness of HACCP
Supervision of Staff	<ul style="list-style-type: none"> • Any staff who have not undertaken formal training will be supervised by someone with an elementary food hygiene certificate or equivalent during snack preparation.
Retraining	<ul style="list-style-type: none"> • Staff will be retrained on the Elementary Food Hygiene Standard every five years. Training will also be given if a problem arises or the law changes.
Refresher Training	<ul style="list-style-type: none"> • Staff will receive an annual review and refresh training on all the House Rules. This will be recorded and held as evidence.
Vocational and Formal Training	<ul style="list-style-type: none"> • Staff handling both high and low risk foods will have Elementary Food Hygiene training or have received the annual refresh training.
Staff Handling Low Risk Food Training	<ul style="list-style-type: none"> • Yearly training on the House Rules.
Staff Handling High Risk Food Training	
HACCP Based Training	<ul style="list-style-type: none"> • Staff will be aware of HACCP systems
Monitoring/checking and any other records appropriate to the Training House Rules	<ul style="list-style-type: none"> • Yearly records of Staff training and up-date training will be held.

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

HOUSE RULE

PERSONAL HYGIENE

Describe	<ul style="list-style-type: none">• Control Measures and Critical Control Limits (where applicable)• Monitoring and frequency
Rules on: Effective Hand Washing Technique (including how you will minimise hand contact)	<p>An Effective Hand Washing Technique will be used In particular, hands will be washed at the following times:</p> <ul style="list-style-type: none">• before starting work• before handling food• after using the toilet• after handling raw food and raw food packaging• dirty vegetables or eggs• after touching bins or handling waste• after every break• after eating and drinking• after cleaning• after blowing your nose <ul style="list-style-type: none">• Staff will supervise the children's hand washing before they prepare snack• Staff will always try to minimise direct hand contact with raw food by the use of tongs and utensils, ensuring that clean hands do not become contaminated by touching hand contact surfaces such as light switches, door handles, telephones and pens.• Hand washing procedures will be followed after handling and preparation of raw food• Disposable gloves will not be used as an alternative to hand washing.• When staff wish to use Latex free disposable gloves hands will be washed and gloves will be changed after raw food preparation.• Hygienic hand rubs or gels will not be used as an alternative to hand washing before preparing food
Personal Cleanliness	<ul style="list-style-type: none">• Staff will have a high level of personal cleanliness including clothes/uniform they wear.• Hands will be washed as detailed above.• Hair will be tied back• Food handlers will not sneeze or cough over food• Cuts, sores and abrasions will be covered with a blue waterproof dressing• Jewellery will be kept to a minimum when preparing and handling food
Protective Clothing	<ul style="list-style-type: none">• Staff will put on suitable, clean protective clothing, i.e. an apron, when entering the food preparation area• Aprons will be disposable or there will be a cleaning and disinfecting schedule in place to ensure the apron is scrupulously clean

	<ul style="list-style-type: none"> • Protective clothing (apron) will be changed after handling raw root vegetables and before handling ready-to-eat food. The use of disposable plastic aprons is recommended when carrying out any activities where raw foods are being handled and where there is a risk of protective clothing being contaminated by raw food. • Hand washing will take place after removing contaminated clothing and before putting on clean protective clothing
<p>Rules on :</p> <ul style="list-style-type: none"> ➤ Reporting illness 	<ul style="list-style-type: none"> • Staff must report any of the following skin, nose, throat, stomach or bowel trouble or any infected wounds. It is good practice to report if anyone at home is suffering from the above.
<p>Rules on :</p> <ul style="list-style-type: none"> ➤ Exclusion/return to Work 	<ul style="list-style-type: none"> • Anyone suffering from the above will be excluded from food handling • Anyone suffering from gastro intestinal systems must be clear for 48 hours before returning to food handling • Please note that some individuals may have medical conditions that cause changes to bowel habits which are not associated with a risk of infection. In such cases, only a change in bowel habit associated with a possible infection should be considered significant.
<p>Monitoring/Checking and any other appropriate records used by your business</p>	<ul style="list-style-type: none"> • Yearly update training for all staff.

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

HOUSE RULE CLEANING

The methods for cleaning and disinfecting equipment, dishes and utensils are:
Either (1) **Dishwasher** or (2) **Two Stage Clean**

The method for cleaning work surfaces, hand contact points, sinks is:
(3) Two Stage Clean

Method 1 – Dishwasher - HEAT **(For dishes, utensils, and other small equipment)**

A dishwasher must be used and maintained in accordance with manufacturer's instructions. This is the only acceptable method for cleaning and disinfecting both equipment and utensils used for only raw food **and** equipment and utensils used for only ready-to eat foods **together**.

Note 1: There must be evidence that the dishwasher is capable of providing adequate heat disinfection.

Method 2 – Two Stage Clean – CHEMICAL **(For dishes, utensils, and other small equipment)**

- **First stage clean** – remove food residues by rinsing in hot soapy water, children can do this stage
- **Second stage clean** –disinfect in the sink with hot clean water and an appropriately diluted food safe sanitiser, (i.e. D10) for the required contact time
- **Rinse** (if required) in the sink with clean hot water
- **Dry** – ideally air dry or use single-use drying cloths

When using twin sinks, or the Two Stage Cleaning method, all equipment and utensils used for ready-to-eat foods must be washed separately from those used for raw foods.

Note 2: Check the label of the sanitising product for dilution, surface contact time and to see if a rinse step is required.

Note 3: The sink must always be disinfected after use with raw food equipment and utensils and/or before being used for any other purpose.

Method 3 2 Stage Clean – CHEMICAL **(For work surfaces, hand contact points sinks etc)**

- **First Stage Clean** – remove debris and clean the work surface using hot soapy water
- **Second Stage Clean** - Disinfect surfaces by spraying with food safe sanitiser spray (i.e. D10). Leave for surface contact time (e.g. D10 is 30 seconds light duty clean, 5 minutes for heavy duty clean.)
- **Dry** – ideally, air dry.

Note 4: Light duty clean between snacks for lightly soiled surfaces. Heavy duty clean after raw food preparation and at the start/end of each day.

Note 5: Check the label of the product for dilution rates, surface contact time and to see if a rinse step is required.

CLEANING SCHEDULE

Items, areas to be cleaned and examples	Frequency of Cleaning	Method of Cleaning	Chemical, Dilution and Contact Time
<p>Moveable equipment, utensils:</p> <ul style="list-style-type: none"> • <u>all</u> chopping boards, • tongs/ spatulas • serving spoons • trays • containers 	<p>After each use.</p>	<p>Either Dishwasher, in accordance with the manufacturer's instructions or with 'Two Stage Clean' as detailed above. All equipment and utensils used for raw foods must be washed separately from those used for ready-to-eat foods (unless using a dish washer with adequate heat disinfection.) Equipment should be colour coded for specific use (i.e. brown chopping boards and brown handled knives for raw root vegetables etc) and stored appropriately</p>	<p>Dishwasher must be capable of providing adequate heat disinfection.</p> <p>Any disinfectant used must be of the following standard BSEN1276 (1997) or BSEN13697 (2011)</p> <p>Check the label of the product for dilution, contact time and see if a rinse set is required.</p>
<p>Non-food contact items/equipment</p> <ul style="list-style-type: none"> • work surfaces • wash hand basin • taps • door handles 	<p>As and when required.</p>	<p>Use a 'Two Stage Clean' schedule as detailed above.</p>	<p>Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011)</p> <p>Check the label of the product for dilution, contact time and see if a rinse set is required</p>
<p>Refrigerator and Freezer</p>	<p>At least weekly or as and when required.</p>	<p>Use a 'Two Stage Clean' schedule as detailed above.</p>	<p>Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011)</p> <p>Check the label of the product for</p>

			dilution, contact time and see if a rinse set is required
Oven and microwave oven	After each use.	Use a ' Two Stage Clean ' schedule as detailed above.	Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011) Check the label of the product for dilution, contact time and see if a rinse set is required
Dry storage area	As and when required.	Use a ' Two Stage Clean ' schedule for the storage area as detailed above. Use a ' Two Stage Clean ' for storage containers, lids, tongs etc as detailed above.	Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011) Check the label of the product for dilution, contact time and see if a rinse set is required
Floors	If required after any spillages.	Use specific products for hard surface cleaning. Mops, buckets, cloths etc should be colour coded for use in specific areas as recommended below Green -food handling areas Blue -other areas within the play room. Red - toilet and nappy change areas	

Extraction Fans	In line with janitorial cleaning schedules and/or reported to janitorial if needed.		
Food waste containers and refuse waste bins/area	At least daily or as needed.	Use a ' Two Stage Clean ' schedule for the storage area as detailed above. (Refer to House Rules - Waste for further details.)	Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011) Check the label of the product for dilution, contact time and see if a rinse set is required
Cloths and work clothes	After use	Cloths should be disposable or have a specified cleaning schedule to ensure they are scrupulously clean before each session. Protective clothing should be worn within food handling areas. It is recommended that the following colour coding system is used and displayed Green -food handling areas Blue -other areas within the play room. Red - toilet and nappy change areas	Any disinfectant used must be of the following standard BSEN1276(1997) or BSEN13697(2011) Check the label of the product for dilution, contact time and see if a rinse set is required

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

HOUSE RULE TEMPERATURE CONTROL

Process Step	Temperature Control Measure and Critical Limits	Monitoring Method, Frequency and Record(s) used
Purchase, Delivery/Receipt, Collect	<p>Perishable items will be below 8°C and will be stored in the fridge as soon as possible after purchase. The target fridge temperature is 5°C</p> <p>Frozen items will be below -12°C and placed in the freezer as soon after delivery as possible. The target Freezer temperature is -18°C</p> <p>Food purchased for the snack will be refrigerated as soon as possible after purchase and within 4 hours</p>	<ul style="list-style-type: none"> • The temperature of perishable goods will be checked and recorded on delivery • The temperature of frozen items will be checked and recorded on delivery
Storage	<p>Chilled foods will be stored at a target temperature of between 1°C and 5°C.</p> <p>If the temperature is above 5°C action will be taken to reduce the fridge temperature to below 5°C within four hours.</p> <p>The critical limit temperature for chilled food is 8°C.</p> <p>If the fridge temperature is above 8°C perishable food will be discarded.</p> <p>Frozen foods will be stored at a target temperature of -18°C.</p> <p>If the temperature is above -18°C, action will be taken to reduce the temperature to -18 °C within four</p>	<ul style="list-style-type: none"> • Fridge temperatures will be checked twice a day and recorded • Freezer temperatures will be checked and recorded daily • Any faults will be reported to your line manager

	<p>hours.</p> <p>The critical limit temperature for frozen food is -12°C</p> <p>If critical limit temperature is breached (above -12°C) foods will be discarded</p> <p>Fridge will not be overloaded as this will affect the temperature.</p> <p>All fruits with the exception of soft fruits (raspberries, strawberries) will be stored in a cool, well-ventilated area.</p> <p>Soft fruits will be refrigerated as soon as possible after purchase and within 4 hours</p>	
Preparation	<p>Ready-to-eat foods will be kept in fridge until ready to use /serve, then prepared and handled without delay</p> <p>Any frozen foods requiring to be defrosted before use will be covered and placed in the fridge to be thoroughly defrosted according to manufacturers instructions</p>	<ul style="list-style-type: none"> • Temperatures will be recorded on daily record sheet
Cooking	<p>The target temperature for foods cooked from raw is a core temperature of 80°C</p> <p>The critical limit is 75°C</p>	<ul style="list-style-type: none"> • Temperatures will be recorded on daily record sheet
Hot Holding (including buffets)	<p>The target temperature for all foods being held hot is 65°C</p> <p>The critical limit is 63°C</p>	<ul style="list-style-type: none"> • Temperatures will be taken regularly and recorded on daily record sheet
Cooling	<p>Food should be cooled as quickly as possible and then refrigerated.</p> <p>The target time for foods being cooled is within 60 minutes</p> <p>The critical limit is 90 minutes.</p>	<ul style="list-style-type: none"> • Temperatures and times will be recorded on the daily sheet
Reheating	<p>The target temperature limit for food being reheated is 85°C</p> <p>The critical limit is 82°C.</p> <p>The food will only be reheated once</p>	<ul style="list-style-type: none"> • Temperatures will be recorded on daily record sheet
Service and	<p>Chilled foods being served cold</p>	<ul style="list-style-type: none"> • Temperatures will be

Delivery to Customers	<p>e.g. milk / butter will be kept refrigerated at between 1°C and 5°C prior to service</p> <p>Small quantities will be available for the children to use. Containers will be washed before refilling.</p> <p>Food being served hot will be kept above 63°C and containers will be washed before refilling</p>	recorded on daily record sheet
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The Temperature Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

HOUSE RULE CROSS CONTAMINATION PREVENTION

Describe	
<ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
Delivery	<ul style="list-style-type: none"> • High risk foods (such as raw foods) will always be kept separate from other foods • Fife Council recommends that ELC settings do not handle raw meat
Storage <ul style="list-style-type: none"> • Refrigerated • Frozen • Ambient 	<ul style="list-style-type: none"> • Food awaiting preparation will remain covered at all times • Raw, un-washed root vegetables will be stored in a designated, labelled, sealed container along with the raw food preparation equipment (chopping boards etc) • Raw and ready-to-eat foods will be separated in the fridge with raw foods stored below ready to eat/cooked foods.
Preparation	<ul style="list-style-type: none"> • Food preparation area is given a two stage clean before use and after preparing raw or unwashed foods • Colour coded chopping boards, knives and utensils

	<p>are used as designated</p> <ul style="list-style-type: none"> • Raw food, including fruit and vegetables, will be washed in a separate sink, which is not used for washing dishes etc. • If only one sink is available, this sink will be given a ‘Two Stage Clean’ before and after each use. • Where there is more than one sink, all sinks should be clearly labelled for their designated purpose (e.g. hand washing) to avoid cross contamination • Spillages and waste food should be cleared away promptly. • Food surfaces should be kept clean and tidy and free from unnecessary items • Raw meat is not used
Cooling of Foods	<ul style="list-style-type: none"> • Food being cooled will be covered and cooled away from raw food
<p>Equipment</p> <ul style="list-style-type: none"> • Utensils • Work Surfaces • Sinks • Cleaning Cloths/Equipment • Boards • Thermometers • Chefs’ Cloths 	<ul style="list-style-type: none"> • All utensils used for food are kept exclusively for food use • All utensils used for root vegetables will be kept exclusively for their use and stored in a separate, labelled container • Staff will follow a colour coded system for chopping boards and knives. Recommended <ul style="list-style-type: none"> Green – salad, fruit, clean vegetables Yellow – cooked meats Brown – un-washed root vegetables White – dairy Blue - bread • Boards, once cleaned, will be stored on their edge so that both surfaces remain dry • Probes will be cleaned and disinfected after each use • Single use cloths will be used whenever possible and always after root vegetable preparation. Where this is not possible a cleaning and disinfecting procedure will be followed to ensure cloths are scrupulously clean

	<ul style="list-style-type: none"> Staff will follow a colour coded system for the use of cloths, recommended Green-food handling areas Blue-other areas within the play room. Red- toilet and nappy change areas
Salad Washing	<ul style="list-style-type: none"> All fruits and vegetables that are not going to be peeled will be washed before use
Use of Tongs, Serving Spoons	<ul style="list-style-type: none"> Specific tongs and serving spoons are used for raw or unwashed food and ready-to-eat foods
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> Weekly Record

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

HOUSE RULE

PEST CONTROL

Describe	
<ul style="list-style-type: none"> Control Measures and Critical Limits Monitoring including frequency 	
Pest Proofing of the premises	<ul style="list-style-type: none"> A visual check of the building will be undertaken each week to ensure it is in good condition. Any signs of pests or pest access should be reported to the janitor
Good Housekeeping	<ul style="list-style-type: none"> Inspect stock on delivery to make sure there are no visible signs of damage by pests Foods which are awaiting preparation or are being defrosted or cooled will remain covered Food waste will be placed in containers with suitably fitted lids and removed frequently from food handling areas but at least daily Food will be stored off the floor and away from walls

	<ul style="list-style-type: none"> • Open packets will be sealed once opened or the contents placed in a lidded container
Checking and Inspection	<ul style="list-style-type: none"> • Food area will be checked daily for signs of pests such as droppings, smear marks, insect egg cases and dead insects. • Any sign of pest infestation should be reported to the janitor
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Daily visual check

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

HOUSE RULE

WASTE CONTROL

Describe	
<ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency 	
Waste in Food Rooms	<ul style="list-style-type: none"> • All food waste will be placed in containers with suitably fitted lids and be pedal operated • Sufficient containers will be provided and placed conveniently where waste occurs • All food waste bins will be cleaned and disinfected daily and left empty at the end of the day • All waste bins will be lined with plastic liners, which can easily be removed and secured to ensure that the minimum of food waste comes into contact with the bin
Food Waste Waiting Collection	<ul style="list-style-type: none"> • Food waste will be removed frequently from the food handling area – at least daily • From January 2016 food waste will need to be collected in a suitable container and disposed of appropriately

Monitoring / checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Daily check
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The Waste Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

HOUSE RULE MAINTENANCE

	Describe <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency
Premises Structure: <ul style="list-style-type: none"> • General • Walls • Floor • Ceiling • Drains 	<ul style="list-style-type: none"> • A visual check that all areas are in good condition will be undertaken weekly • Any visible damage will be reported to the line manager
Light Fittings/Covers	<ul style="list-style-type: none"> • Any visible damage will be reported to the line manager
Work Surfaces	<ul style="list-style-type: none"> • The correct '2 Stage Clean' procedure is followed for all surfaces • Any damage or chipped surfaces will be reported to the line manager
Equipment/Utensils (list main items of equipment)	<ul style="list-style-type: none"> • Fridges and freezers will be checked at least daily • Temperature probe will be calibrated monthly to ensure it is working properly. This will be recorded on the monthly record • Any damaged utensils or any equipment with loose parts will be removed and replaced • Any badly scratched or stained chopping boards will be replaced immediately • Any damage will be reported as soon as possible to

	line manager
Ventilation System, Canopy, Grease Filters	<ul style="list-style-type: none"> Any concerns will be reported to the line manager
Monitoring/checking or any other appropriate records used by your business	<ul style="list-style-type: none"> Weekly visual checks

The Maintenance House Rules are an essential component of your HACCP based system and must be kept up to date at all times
HOUSE RULES: STOCK CONTROL

Describe	
<ul style="list-style-type: none"> Control Measures and Critical Limits Monitoring including frequency 	
Delivery of Food Including: <ul style="list-style-type: none"> 'Use by' Dates 'Best before' date Physical Condition 	<ul style="list-style-type: none"> All food will be checked to ensure it is in good condition, all packaging is intact and food is in date Invoice will be checked against deliver to ensure correct Any problems with suppliers will be reported to the line manager All dates will be checked to ensure there are at least 3 days before the 'use by' date Dried food products will be checked that 'best before' date has not been surpassed
Storage Including: <ul style="list-style-type: none"> 'Use by' Dates 'Best before' Dates Protection of Food 	<ul style="list-style-type: none"> Foods will be rotated to ensure oldest foods are used first Food dates will be checked before use and any out of date food discarded All temperature controlled food will be put into storage within 4 hours of receipt Any items that have to be emptied from packaging will be stored in suitable containers with the date opened, 'use by' or 'best before' date and ingredients list transferred to the new container All manufacturer's storage instructions should be followed at all times i.e. keep refrigerated at all times or use within 3 days of opening, these instructions supersede the UBD unless the UBD expires prior to these instructions.
Stock rotation Including: <ul style="list-style-type: none"> Decanted Food First-in-first-out Damaged Stock 	<ul style="list-style-type: none"> All decanted food will be labelled with a date opened, 'use by' or 'best before' date and the full ingredients list transferred to the new container Food will be used following a 'first in first out' policy Any damaged stock will be removed from storage and disposed off

<p>Labelling of bought-in High Risk Foods which have been removed from their original packaging</p>	<ul style="list-style-type: none"> • All of high risk items will be stored in suitable containers and labelled to indicate the date it went into storage, use by date or manufacturers guidance • Full ingredient list will be transferred from original packaging to new container • The manufacturers guidance will supersede the use by date on open packaging unless the UBD expires prior to this i.e. use within 3 days
<p>Labelling of High Risk Foods prepared on the premises</p>	<ul style="list-style-type: none"> • High risk foods to be stored in the fridges will be labelled with production date plus use by date. • Food which has been prepared by staff e.g, soup should be kept no longer than 3 day, which is day of production plus additional 2 days. • If staff intend to freeze food they have produced, it should be labelled with the date of production and also a freeze date (to show it has been done within the 3 days). On defrost, it should be labelled with defrost date. • After defrosting, food should be consumed within 24 hours.
<p>Protection of Food Including:</p> <ul style="list-style-type: none"> • Defrosting • Hot Holding • Service/Delivery 	<ul style="list-style-type: none"> • Food for Hot holding will be covered and the temperature checked regularly. (Please refer to temperature control guidance for more detail) • Food will be defrosted thoroughly in the fridge and in a suitable covered container and used immediately.
<p>Monitoring/checking and any other appropriate records used by your business</p>	<ul style="list-style-type: none"> • Weekly Record

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

HOUSE RULE

ALLERGENS

Describe	
• Control Measures and Critical Limits	
• Monitoring including frequency	
Deliveries and Labels	<ul style="list-style-type: none">• All food deliveries will be checked to ensure the food delivered matches the order – if it does not match, check the ingredient list of the replacement product.• Deliveries will not be accepted without being fully labelled with an ingredient list• Staff will be vigilant for hidden ingredients such as nuts• Any foods whose ingredients are unknown to you, or you are unsure about, will require further investigation before the allergen status of that food can be verified
Storage and avoiding cross contamination	<ul style="list-style-type: none">• Store foods for specific children with known allergies separate from other foods and use clearly marked or colour-coded containers.• Containers for individual children with known allergies will have the child's photo and known allergies clearly labelled• Where a child has a known allergy, utensils, boards, dishes and cutlery will be kept separate for their individual use in a sealed, labelled container, these will be washed separately after use• Chopping boards, utensils, dishes etc designated for a particular child will be washed separately• The work surface will be cleaned and disinfected before preparing food for the child with an allergy.• Foods that contain allergens in powdered form such as milk powder or flour will be stored in air-tight containers• Any foods which are decanted from their original container will have the original ingredients list clearly visible on the new container• A record will be kept of all foods and ingredients purchased

	by you to ensure traceability
Preparing dishes	<ul style="list-style-type: none"> • ALL the ingredients in the foods you handle will be checked to ensure customers are provided with accurate allergen information • Information will be updated on the allergen template as required • Regularly used recipes will have an allergen chart completed for parental inspection • Prepare dishes for children with allergies at a separate time or away from other dishes being prepared. • Hands will be thoroughly washed before and after preparation of foods for known allergy sufferers • Oil used for cooking will not be re-used • Allergenic ingredients, such as nuts, will not be removed from a dish and then labelled allergy-free because residues of the allergenic ingredient may remain in the dish and may still cause a reaction • When serving food dishes will be laid out in a way that will minimise the risk of allergen-free food being contaminated with ingredients from another dish separate serving utensils will be used
Staff Training	<ul style="list-style-type: none"> • All staff will be trained in allergen awareness • Staff will be honest with customers – if they are unsure about allergens contained in the food they are serving they will double check with the line manager
Communicating with your customers	<ul style="list-style-type: none"> • A display notice which advises parents to discuss allergies with staff will be clearly visible at all times • Detailed Health care plans and protocols are in place for children with known allergies. These are kept up to date and staff are well versed in the information they contain
What to do in the event of an emergency	<ul style="list-style-type: none"> • A clear visual display of the children with known allergies is in the snack area. Allergens are clearly listed and privacy maintained. • All staff know the correct procedure and protocol for children with known allergies and where medication is held, if needed. • All staff know who the trained person is, who can administer emergency medication if needed. • The agreed protocol is followed if a reaction occurs. • If in ANY doubt, the emergency services (999) will be called immediately if a child is suspected of having an allergic reaction. Send someone to meet the ambulance crew and remain with the child in the meantime.
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly record

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

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 readings in **boiling water should be -99°C to +101°C**, if outside this range the unit should be replaced or returned to the manufacturer to be recalibrated
- If probe has not been used in a particular month – note this above

Weekly All-in One

Week Commencing -----

Delivery checks Chill temp below 8°C Frozen below -12°C This is a critical limit										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Supplier										
Invoice No.										
Goods delivered										
Chill Temp										
Frozen Temp										
Visual Checks										
Date Codes										
Accept/Reject										
Initials										
Cold temperature checks (Fridge 1- 5°C) Critical limit 8°C (Freezer -18°C) Critical Limit -12°C										
	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Fridge1										
Fridge2										
Fridge3										
Freezer										
Initials										
Cooking temperature checks target limit 80°C or above. Critical limit 75°C										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Food Sample										
Core Temp										
Food Sample										
Core Temp.										
Initials										
Cooling temperature checks (Cool and into fridge target limit within 60 mins) Critical limit 90 mins										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Food Sample										
Start Time										
Finish Time										
Initials										
Hot holding temperature checks (Hot hold target limit 65°C or above) Critical limit 63°C										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Food Sample										
Core Temp										
Initials										
Reheating temperature checks (reheat to target limit 85°C or above) Critical limit 82°C										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Food Sample										
Core Temp.										
Initials										
Cleaning Schedule										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Initials										

Weekly record and Corrective actions

The manager or owner will carry out on going checks each working week to ensure the premises are following their own house rules created to control food risks in the premises.
Corrective actions are recorded.

House Rule When the answer is NO then enter deviations observed and corrective actions taken	Yes	No	N/A	Deviations observed and corrective actions taken
TRAINING Have all the Training house rules been followed? New Staff Induction Formal Training HACCP Training Other Training	___ ___ ___ ___	___ ___ ___ ___		
PERSONAL HYGIENE Have the Personal Hygiene house rules been followed? Personal Cleanliness/Hand washing facilities Protective Clothing Illness/Exclusion	___ ___ ___	___ ___ ___		
CLEANING Has the Cleaning Schedule been followed? All specified equipment and areas Frequency Correct cleaning chemicals and dilution factors used	___ ___ ___	___ ___ ___		
CROSS CONTAMINATION PREVENTION Have the Cross Contamination house rules been followed? Personnel Storage Cooling Equipment/Utensils Ventilation System	___ ___ ___ ___ ___	___ ___ ___ ___ ___		
PEST CONTROL Have the Pest Control house rules been followed? Pest Proofing Insect screens/Fly killing devices Housekeeping	___ ___ ___	___ ___ ___		
WASTE CONTROL Have the Waste Control house rules been followed? Waste in food rooms Waste collection including waste oil	___ ___	___ ___		
MAINTENANCE Have the Maintenance house rules been followed? Premises structure Light fittings/covers Work Surfaces Equipment/utensils Ventilation system	___ ___ ___ ___ ___	___ ___ ___ ___ ___		
STOCK CONTROL Have the Stock Control house rules been followed? Delivery Storage Stock Rotation Labelling Protection of food	___ ___ ___ ___ ___	___ ___ ___ ___ ___		
RECORDS Has the All-in-record and cleaning schedule been completed?				

Food Hygiene Record

Having read the House Rules the following section must be signed off to show compliance with all the House Rules and an understanding of HACCP before starting work in a food handling area i.e. Snack area.

Staff name _____

Date of initial training _____

House Rules	Any comments	Initials
1. Training		
2. Personal Hygiene		
3. Cleaning Schedule		
4. Temperature Control		
5. Cross Contamination Prevention		
6. Pest Control		
7. Waste Management		
8. Maintenance		
9. Stock Control		
10. Allergens		
11. Record Keeping		
Counter Signed by Date	_____ _____	

Annual Update training completed

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