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HEALTH & SAFETY - INTRODUCTION

Work should not be a place where there is a high risk of being injured. Accidents don't "just happen", they can be prevented through good working practices and awareness of Health & Safety.

The Health & Safety at work act makes it clear that everyone has a responsibility in creating a safe working environment. The act is designed to protect the employer, employee and the customer.

Failure to comply with the Health & Safety act can mean heavy fines and prosecution. If you cause an accident by not working safely **you could be prosecuted.**

The factors affecting Health & Safety at work can be split into three groups:

1. Occupational: Some jobs can have a lot of hazards associated with them. It is necessary for people in these jobs to take extra precautions. e.g. Kitchen staff run a higher risk of burns, scalds, cuts etc. whilst some jobs require a lot of heavy lifting which may lead to a higher risk of back problems.
2. Environmental: The environment we work in may also have an affect on our health if not properly controlled e.g. Inadequate ventilation, poor lighting, dusty atmosphere, high noise level etc.
3. Human: Peoples actions / behaviour at work can have a bad effect upon the Health & Safety of themselves and others e.g. carelessness, haste, inexperience, lack of training, disregard for safety, alcohol.

HAZARD ANALYSIS - HEALTH POLICY

OBJECTIVE

To ensure that all food handlers in production and stores/delivery or any persons who have or come into contact with food, are fit to work at all times and maintain free from infection which could contaminate food, either being produced or delivered into the premises

METHOD STATEMENT

All prospective food handlers to complete a pre-employment questionnaire prior to joining

All food handlers returning to work after sickness or holidays abroad to complete a health review questionnaire

Visitors entering food production areas to complete health questionnaire

HEALTH & SAFETY POLICY STATEMENT

GENERAL POLICY

It is the policy of _____ (*company*) to comply with the Health and Safety at work act 1974. The company considers that the Health & Safety of all it employees, customers, contractors and the general public to be of paramount importance.

Through management at all levels the company has a responsibility, so far as is reasonably practicable, to ensure the Health & Safety of all it employees, whilst at work, and members of the public, customers and contractors whilst on its premises, and in accepting this responsibility it will:

i. Provide such information, instruction, training and supervision as is necessary to promote Health & Safety.

ii. Provide and maintain plant and systems of work that are safe and without risk to health.

iii. Encourage safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.

iv. Maintain its premises in a condition that is safe and without risk to health, whilst providing and maintaining means of access to and exit from its premises that are safe and without risk to health.

v. Provide and maintain working environments that are safe, without risk to health and adequate as regards facilities and arrangements for their employees welfare at work.

vi. Ensure that employees are fit for the work they are required to do, that disability is prevented and loss of working time due to illness or injury is minimized.

In addition to the responsibilities of the Company, employees are reminded that they have a legal responsibility to take reasonable care for the Health & Safety of themselves and others.

With a view to promoting good working practices covering Health & Safety at work the Company requires the co-operation and involvement of all its staff.

The policy will be kept under review and amended as and when necessary

Signed……. Date……..

Position……...

HEALTH & SAFETY - MANUAL HANDLING.

Nearly all jobs involve some form of manual handling. This can mean lifting and carrying a range of objects over a variety of distances. To ensure we don't suffer back injury, we need to be aware of safe handling practices.

Injuries through manual handling are all too common, and it doesn't just mean lifting heavy items. Lifting relatively light items the wrong way can cause people to injure themselves. Some injuries may develop over a period of time rather than being the result of one accident.

Types of injury caused include; back / neck strain, bruising, cuts hernias, crushed fingers / feet.

It is not just lifting that causes strain; over reaching and twisting can also lead to injuries.

Before carrying out any manual handling task it is necessary to consider the following points:

1. Assess the weight of the load. If it is too heavy, get help, use some form of lifting device or sort into smaller containers / quantities.
2. If more than one person is involved, you must work as a team with one person taking charge.
3. Assess the need for protective clothing e.g. gloves, steel toe-capped boots. Unsuitable clothing or footwear may restrict your movement causing injury.
4. Use the correct lifting technique:

Correctly position yourself to the load
e.g. close to the body rather than at arm's length

Place feet shoulder width apart with one foot slightly in front of the other for stability

Bend with the knees keeping the b ack straight

Keep the head and chin in, locking the back straight

Keep arms close to the body

Grip the load with the palms, not the fingertips

Lift in stages e.g. floor to knee / knee to upright

Ensure you can see where you are going

Do not twist the body whilst carrying as this may cause injury

HEALTH & SAFETY - HAZARD ANALYSIS.

WHAT IS A HAZARD?

Something which has the potential to cause harm.

WHAT IS A RISK ASSESSMENT?

An assessment of the risk to the Health & Safety of employees at work.

Risk assessments give us a clear outline of risks / hazards present in our work place.

Hazard analysis and risk assessment is done on a regular basis. However there may be occasions when hazards are presented which must be reported or acted on immediately.

When a hazard is spotted it is important to **NEGATE IT.**

Note it.

Eliminate it.

Guard against accident.

Alert others to the danger.

Tell your supervisor/manager.

Ensure it is reported.

A health & Safety audit is carried out on a monthly basis. This helps to identify problems and ensure prompt action is taken.

HEALTH & SAFETY - SAFE USE OF EQUIPMENT

Training must be provided on any items of machinery deemed dangerous to use. This training must be carried out on a regular basis by a qualified / senior member of staff e.g. supervisor or manager.

Employees need to understand how to use the equipment safely to protect themselves and others. Dangerous types of equipment could be:

slicers, mincers, mixers, knives, food processors,

The dangers posed by such equipment can be broken down into four groups:

1. Traps: Parts of the body become trapped in or between parts of machinery e.g. mixers.
2. Entanglement: Clothing / hair can get caught up in pieces of equipment containing moving parts.
3. Contact: Some equipment is designed to cut materials. If this is the case then it can also cut human flesh! Contact with hot equipment e.g. ovens can cause burns. Contact with faulty electrical equipment could cause electric shocks.
4. Impact: A person may be struck by a moving part of machinery or by the equipment itself falling over e.g. food mixers, pots & pans.

In order to avoid any such injuries there are also other safety matters relating to pieces of equipment.

Sitting: When sitting a piece of equipment it should not be obstructed, there should be enough light, space and ventilation where appropriate with no trailing wires.

Maintenance: This should only ever be carried out by qualified personnel.

Guarding: Certain items of machinery are fitted with guards for the protection of the operator. These are there for a reason and must not be removed or tampered with.

Electricity: This poses a danger whenever we consider using any item of electrical equipment. The following rules must always be applied:

One plug per socket.

Only use correctly fused appliances.

Don't operate with wet hands.

Qualified personnel to carry out maintenance.

No damaged plugs / sockets or wires.

Turn off power before cleaning or removing plugs from sockets.

HEALTH & SAFETY - SAFETY SIGNS.

By law all safety signs must be colour coded in order for them to be easily identified.

There are four categories of sign:

1. Safe condition **GREEN & WHITE**
   Provides information about safe conditions
   e.g. First Aid Box, Fire Exit

2. Prohibition **RED & WHITE**
   States information for things you cannot do
   e.g. No Smoking Signs

3. Warning **YELLOW & BLACK**
   Gives a warning of a risk or danger
   e.g. Wet Floor Signs

4. Mandatory **BLUE & WHITE**
   Provides information for things you must do
   e.g. Wash Your Hands Signs

S.A.F.E. FLOW CHARTS

The following few pages have examples of S.A.F.E. assessment flow charts for different dishes. At the end, there is a blank form for your own use. Remember to work down each column in turn. First the process steps, then the hazards and so on.

EXAMPLE 1 - ROAST MEATS

Roast meat is potentially a high-risk food, but freshly prepared and served. There are simple and effective control measures. It will be S.A.F.E. provided the meat is in good condition; it is cooked adequately and kept hot until served.

Step	Hazards what can go wrong here?	Preventive measures (control) what can I do about it?	Monitoring how can I check?	Corrective action what if it's not right?
1) Raw Meat Supply	Excessive bacterial contamination.	Good suppliers. Store and deliver at 3 deg c or colder. Properly date marked.	Check supplier if possible. Check all deliveries, for temp. Date mark, and condition.	Avoid bad suppliers. Reject bad deliveries.
2) Storage	Growth of bacteria. Extra contamination.	Store below 5 deg c (ideally 0 deg c). Clean fridges. Separate different foods.	Check fridge temps. Visual check. Cleaning schedules.	Adjust or repair. Move foods apart.
3) Preparation For Cooking	Growth of bacteria if too long at room temperature. Extra contamination.	Prepare quickly in cool area. Good cleaning and sanitization. Staff hygiene.	Visual checks. Cleaning schedules.	Move food to fridges. Clean immediately. Wash hands & clean clothing.
4) Cooking	Survival of bacteria.	Cook to centre temperature above 75 deg c.	Check temperature.	Put back in cooker until 75 deg c achieved.
(Whole Beef Joints, But Not Boned / Rolled, May Have Surface Contamination Only) May Be Cooked Rare Or Medium In Centre. See Section Iii.				
5) Warm Holding	Growth of bacteria.	Keep at 65 deg c or hotter.	Check food temperature in holding box or on serving deck.	Adjust or repair.
Serve As Soon As Possible.				

EXAMPLE 2 - CASSEROLE OR STEW

This describes a hot dish, which is to be cooked today for tomorrow. This can have a very high risk from spore forming bacteria, which will not be killed by the first cooking. Pre-cooking will only be S.A.F.E. if you can guarantee fast chilling after cooking, good chilled storage and thorough reheating.

Step	Hazard s what can go wrong here?	Preventive measures (control) what can I do about it?	Monitoring how can I check?	Corrective action what if it's not right?
1) Raw Meat Supply	Excessive bacterial contamination.	Good suppliers. store and deliver at 3 deg c or colder. Properly date marked.	Check supplier if possible. Check all deliveries, for temp. Date mark, and condition.	Avoid bad suppliers. Reject bad deliveries.
2) Storage	Growth of bacteria. Extra contamination.	Store well below 5 deg c clean fridges. Separate different foods.	Check fridge temps. Visual check. Cleaning schedules.	Adjust or repair. Clean again move foods apart.
3) Preparation For Cooking	Growth of bacteria if too long at room temperature. Extra contamination.	Prepare quickly in cool area. Good cleaning and sanitization. Staff hygiene.	Visual checks. Cleaning schedules	put surplus food into chill. stop preparation until clean.
4) Cooking	Survival of bacteria e.g. Salmonella & campylobacter.	Cook well. Meat must reach temperature above 75 deg c.	Check temperature. **difficult to check small dices of meat.	Keep cooking until confident temperature is achieved.
5) Cooling	Growth of surviving spores e.g. Clostridia.	Cool to below 5 deg c inside 4 hours.	Check and record cooling time/temp.	Keep chilling until below 5 deg C repair or adjust.

EXAMPLE 2 - CASSEROLE OR STEW

This describes a hot dish, which is to be cooked today for tomorrow. This can have a very high risk from spore forming bacteria, which will not be killed by the first cooking. Pre-cooking will only be S.A.F.E. if you can guarantee fast chilling after cooking, good chilled storage and thorough reheating.

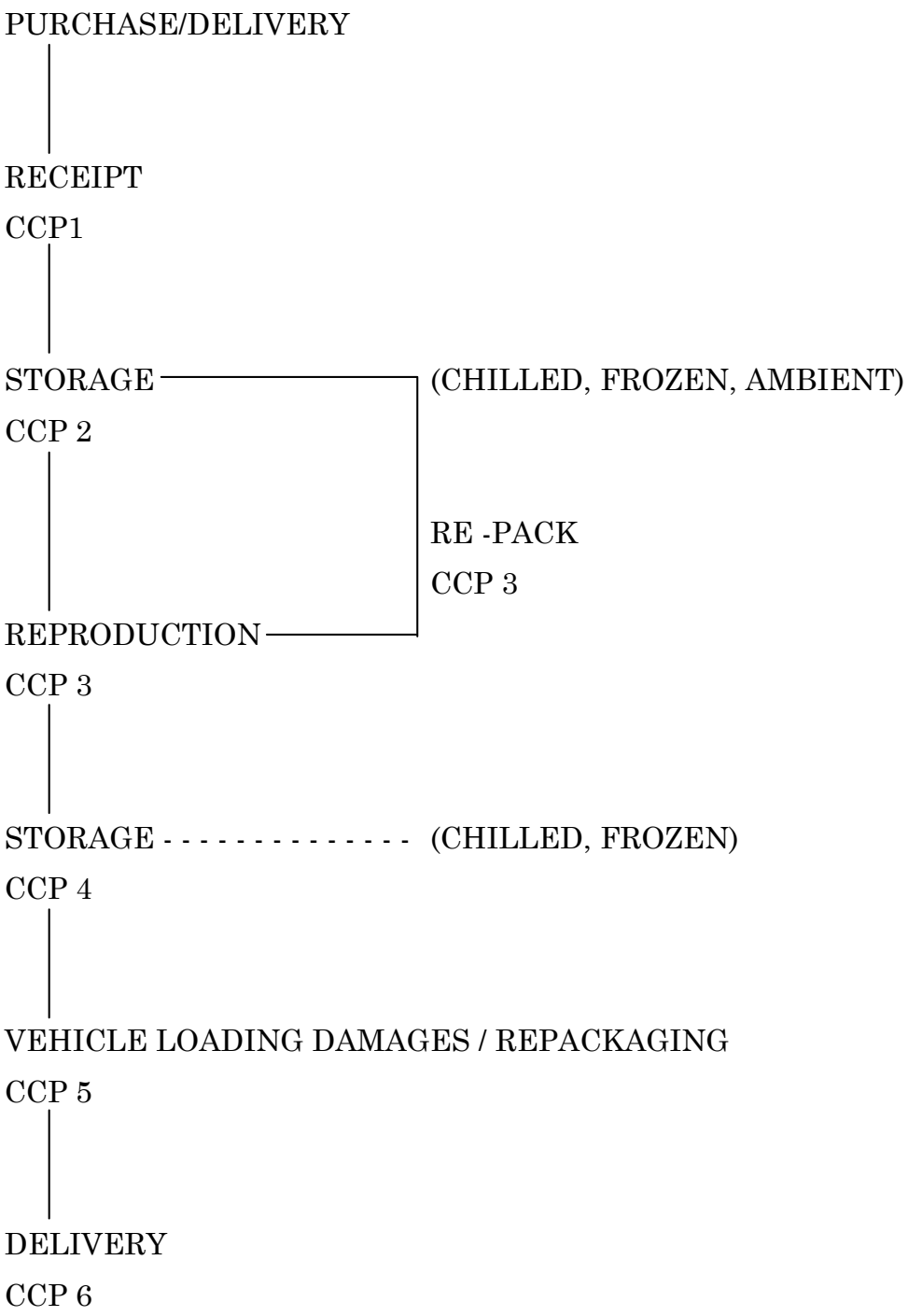
Step	Hazards what can go wrong here?	Preventive measures (control) what can I do about it?	Monitoring how can I check?	Corrective action what if it's not right?
6) Portioning	Contamination Growth of bacteria.	Critical sanitation points. Staff hygiene. Portion quickly in cool area.	Visual checks. Cleaning schedules. Check temp. Rise not above 10 deg c	Stop preparation until clean. Chill again before going on. Reorganize work practice.
7) Storage	Growth of bacteria.	Temperature below 5 deg c. use by end of next day.	Check temp. Code with the day of cook/check codes.	Adjust or repair. Discard if out of date.
8) Reheat	Survival of bacteria	Reheat thoroughly to 75 deg c or hotter.	Check temperature.	Return to heat if not hot enough.
9) Serve	Growth of bacteria. More contamination	Keep at 65 deg c or hotter. Clean environment.	Check hot holding temperature. Cleaning schedules.	Repair or adjust .clean again.
Throw Away Leftovers, Never Reheat Twice.				

EXAMPLE 3 - COOKED MEAT

Most caterers will buy-in cooked meats, including hams. This means that you are relying upon your supplier to control some of the CCPs, especially cooking, cooling and clean handling of the cooked meat. You can make things worse, but you cannot make them better. The cold meat that you serve will only be S.A.F.E. if you have a reliable supplier and if you keep the product in good condition after delivery.

Step	Hazards what can go wrong here?	Preventive measures (control) what can I do about it?	Monitoring how can I check?	Corrective action what if it's not right?
1) Cooked Ham Supply.	Contaminated.	Must have good suppliers. Store and deliver at 5 deg c or cooler. Properly date marked.	Check supplier if possible. Check delivery for temp. And date mark.	Avoid bad suppliers. Reject bad deliveries.
2) Storage	Growth of bacteria. Extra contamination.	Store well below 5 deg c clean fridges. Separate different foods.	Check fridge temps. Visual check. Cleaning schedules.	Adjust or repair. Move foods apart. clean immediately
3) Preparation / Slicing	Contamination. Growth of bacteria	Equipment and staff must be clean. prepare quickly in cool area. Temperature must not rise above 10 deg c.	Visual checks. Cleaning schedules. Check temperature.	Clean before going on. Staff to wash hands or change uniforms before proceeding. Chill again.
4) Display / Service	Growth of bacteria more contamination.	Display at 5 deg c or maximum 4 hrs above 5 deg c. Clean equipment and handling.	Check temperature. Control time out of temperature. visual checks. Cleaning schedules.	Repair or adjust. Discard if time exceeded. Clean immediately.

FLOW DIAGRAM



CRITICAL CONTROL POINTS (CCP)

CCP 1 Purchase Goods inwards

CCP 2 Storage ambient

CCP 3 Production

CCP 4 Frozen storage Chilled storage

CCP 5 Damages - re-packaging

CCP 6 Delivery, distribution, van loading

HAZARD ANALYSIS - PURCHASE / GOODS INWARD

Step	Hazard	Preventative / controls	CCP	Critical Limit (S)	Action on Deviation
Purchase Goods Inward	Out of date delivery	Delivery checks	CCP 1	Minus 14 degrees	Do not accept delivery
	Deliveries at wrong temp	Temperature checks (frozen)			Do not accept delivery
	Growth of bacteria mould and organisms	Temperature checks (chilled)			Do not accept delivery
	Damage to packaging	Visual checks			Do not accept delivery
	Physical contamination	Limit handling			Change supplier
	Foreign bodies in product	Supplier audits			
	Pest / rodent infested product with risk of contamination to product or premises	Use reputable suppliers put all deliveries away as soon as they are delivered.			
	Cross contamination from other products	Do not leave in loading bay			

HAZARD

Out of date products delivered

Deliveries at wrong temperature
(where applicable)

Growth of bacteria / micro organisms / mould

Foreign bodies in product

Damaged boxed / tins / packaging

CONTROLS

Use of reputable suppliers

All deliveries to be checked
before being signed for

Relevant temperature checks to be taken

All items delivered to have adequate shelf life

Rotate all stocks

HAZARD ANALYSIS - STORAGE OF AMBIENT PRODUCTS

Step	Hazard	Preventative / controls	CCP	Critical Limit (S)	Action on Deviation
Storage of Ambient Products	Damp Growth of bacteria mould physical contamination Out of date items Pests / rodent infestation	Keep stores off floor store All opened products in sealed / air tight containers Date check items regularly Pest control baits / traps cleaning schedule	CCP 2		Discard any opened items Discard out of date items regularly Pest control visits

HAZARD

Damp

Growth of mould / bacteria

Physical / cross contamination

Out of date items

Pest / rodents infestation

CONTROLS

Keep stores off the floor

Store all opened products in sealed / air tight containers

Rotate stock

Date check all items regularly

Pest control (bait / traps)

Cleaning schedule

HAZARD ANALYSIS - FOOD PRODUCTION

Step	Hazard	Preventative / controls	CCP	Critical limit (s)	Action on Deviation
Food Production	Growth of bacteria and micro organisms	Temperature checks	CCP 3	Blast freeze all items if produced for the freezer to minus 18 degrees	If not blast froze correctly discard
	Cross contamination from chemicals	Wear latex gloves where possible limit handling during production			
	Physical contamination from production equipment	Check cleanliness of equipment		After maintenance	If still faulty or has missing part don't use
	Survival of harmful bacteria during cooking	Temperature check with probe correctly chill all cooked products good personal hygiene practices			
Personnel	Contamination of open products by: Being infected or a carrier of food poisoning Not wearing adequate or appropriate protective clothing Not covering cut wounds with waterproof dressing	Health screening of open food handlers Provision of clean protective clothing laundry service Provision of first aid facilities	Health status	Medical health approval	Exclude from production until achieved medical clearance
	Bad practices jewellery	Observe hygiene notices			
	Nail varnish, or other potential contaminants Not washing hands correctly Not keeping finger nails short	Keep good hygiene practices observe signs			

HAZARD

Growth of bacteria / mould organisms

Cross contamination from chemicals

Physical contamination from production equipment

Survival of harmful bacteria during cooking

VISUAL CHECKS

Limit handling during production

Check cleanliness of equipment (cleaning schedule)

Wear latex gloves where necessary

Temperature check with probe

Correctly chill all cooked products

Good personal hygiene practices

HAZARD ANALYSIS - STORAGE OF FROZEN PRODUCTS

Step	Hazard	Preventative / controls	CCP	Critical limit (s)	Action on Deviation
Frozen Storage	Growth of bacteria / micro organisms Cross contamination Freezer burn Product defrosting re-freezing Out of date products	Temperature checks Limit handling Ensure items are adequately wrapped No re-freezing on any thawed products Check all items for correct date coding Rotate all stock Use blast freezer for any production stock prior to any storage	CCP 4	Frozen items minus 18 degrees	Advise production manager Operate breakdown procedure

HAZARD

Growth of bacteria / micro organisms

Cross contamination e.g. chemicals

Freezer burn

Product defrosting - re freezing

Storage of frozen product stock

Out of date products

CONTROLS

Ensure items are adequately wrapped

Limited handling times

Keep freezer door shut to avoid temperature increases

Rotate all stock

Temperature recordings

Check all items for correct date coding

No re-freezing of any thawed products

Cleaning schedules

Use blast freezer for any production stock prior to any storage

HAZARD ANALYSIS - STORAGE OF CHILLED PRODUCTS

Step	Hazard	Preventative / controls	CCP	Critical Limit (S)	Action on Deviation
Storage Chilled Products	Growth of bacteria mould / micro organisms	Temperature checks	CCP 4	4 degrees	Discard product if above 4 degrees
	Physical contamination	Limit handling time			
	Damage / leaking packaging	Remove any unnecessary packaging			Discard if product and packaging damaged
	Products stored at wrong temp.	Fridge temperature checks Visual checks Keep fridge doors shut to avoid temperature increases Keep products below 4 degrees		4 degrees	

HAZARD

Growth of bacteria / micro organisms

Physical contamination

Damaged boxes / leaking containers

Products stored at wrong temperature

CONTROLS

Cleaning schedules

Limit handling time

Remove any unnecessary outside packaging

Fridge temperature checks

Visual checks

Keep fridge doors shut to avoid any temperature increases

Keep products below 4 deg c

HAZARD ANALYSIS - DAMAGES & RE-PACKAGING

Step	Hazard	Preventative / Controls	CCP	Critical Limit (S)	Action on Deviation
Damages / Repacking	Biological, physical and chemical contamination	No glass policy in production area Good practice notice Personal hygiene	CCP 5		Audit suppliers Training in house Remove from production area

HAZARD

Cross contamination from other products

Items out of date / not date coded

Items delivered at wrong temperatures

Growth of bacteria

Physical contamination from damaged boxes

Items stored at wrong temperature during delivery

CONTROLS

Check temperature of items prior to delivery

Check temperature of items at delivery

Van fridge temperature checks

Rotate all stocks

Check all items date coded (visual q.c. check list)

HAZARD ANALYSIS - DELIVERY

Step	Hazard	Preventative / controls	CCP	Critical Limit (S)	Action on Deviation
Delivery / Distribution	Growth of bacteria / mould micro organisms Contamination from cleaning chemicals Cross contamination from other products Temperature increases during delivery	Temperature control Check temperature of items prior to delivery Check all items date coded (visual q.c. Check list) Keep van doors shut during deliveries	CCP 6	Minus 12 degrees	If temperature of vehicle is constantly above temperature do not use to deliver
Vehicle Loading	Growth of bacteria physical, chemical or microbiological contamination	Temperature control visual checks temperature checks	CCP 6 Temperature	Minus 12 degrees	If product is between minus 5 and minus 18 degrees return to cold store Discard any frozen products at minus 5 degrees