

RELEVANT HACCP CHARTS: Purchase, Storage, Preparation, Cooling

CROSS CONTAMINATION PREVENTION HOUSE RULES

Why is it important to prevent Cross Contamination?

It is important to prevent cross contamination because foods such as raw meats, shell eggs and unwashed raw vegetables can contain harmful bacteria. These raw foods can be made safe by cooking which kills bacteria. In the case of salad vegetables, bacteria can be removed by peeling, trimming and thorough washing. However, the harmful bacteria on these foods can be spread to cooked/ready-to-eat foods either by direct contact or via people, animals and objects.

Safe handling practices will reduce the chance of transferring harmful bacteria from raw food to cooked/ready-to-eat food. This is known as cross contamination prevention.

What are the most common causes of Cross Contamination?

- By Direct Cross Contamination - contact between raw food and cooked/ready-to-eat food during transport, storage or preparation
- By Indirect Cross Contamination - for example, via equipment, splashing, chefs' cloths or food handlers

How can I prevent Cross Contamination from occurring in my business?

Safe handling practices will reduce the chance of transferring harmful bacteria from raw food to cooked/ready-to-eat food.

The following are the areas you will need to consider :

Personnel

- Maintain good personal hygiene at all times (refer to your **Personal Hygiene House Rules**)
- Avoid using chefs' cloths for wiping hands and then dishes as this may lead to cross contamination risks
- Thoroughly wash hands after handling raw foods and before touching other food or equipment

Equipment

- Use separate refrigerators for raw and cooked/ready-to-eat foods where possible. Where this is not possible, store raw food in the bottom of a shared refrigerator below the cooked/ready-to-eat foods
- Raw meat must also be stored separately from raw vegetables
- Raw food, which is being defrosted, requires to be stored on the bottom shelf of the refrigerator in a tray/bowl which will catch any “drips”
- Store food containers off the floor to prevent them picking up dirt which could be transferred to the work surfaces
- Raw food, stored in freezers, must be adequately wrapped to prevent leakage. If possible, raw foods should be stored in a separate freezer, or part of a freezer, away from cooked/ready-to-eat foods
- Sinks used for washing food require to be adequately cleaned and disinfected after use along with the surrounding areas which may be affected by splashing. Sinks used for washing food should not be used to wash equipment or used for hand washing
- Separate equipment should be used for raw and cooked/ready-to-eat foods. If this is not possible, then your Cross Contamination Prevention House Rules must specify thorough cleaning and disinfection of equipment between uses
- Probe thermometers require to be thoroughly cleaned and sanitised between uses. Ideally, separate thermometers should be used for raw and cooked/ready-to-eat foods
- All foods in the process of being cooled require to be kept separate from raw foods

Utensils

- It is important to reduce the handling of ready-to-eat food. This may be achieved in various ways such as the use of dedicated tongs and serving spoons. This will assist in reducing the risk of cross contamination
- The utensils used for the handling of raw food should be separate from the utensils used for handling cooked/ready-to-eat foods

Cleaning

- When cleaning, it is recommended that high risk areas are cleaned before low risk, especially when the same cleaning equipment is being used
- Single use drying cloths are recommended (refer to the **Cleaning House Rules** in this manual)

WHAT YOU NEED TO DO NOW

To effectively manage the Cross Contamination Prevention part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of House Rules covering Cross Contamination Prevention for your business.

Here is an example of how you could write your House Rules :

Cross Contamination Prevention House Rules	
Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Delivery Vehicles	- Only use reputable suppliers. If raw meat and salad vegetables are delivered in the same van, visually check the van to make sure that they are well separated, for example, in separate containers

Monitoring

Once you have completed your House Rules for Cross Contamination Prevention, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record** (refer to **Records** Section of this manual).

Corrective Action

If you find that your Cross Contamination Prevention House Rules are not being followed you must make a record of the problem you have identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

The training given in Cross Contamination Prevention should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken be kept for an appropriate period of time to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Cross Contamination Prevention House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.

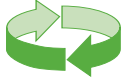
CROSS CONTAMINATION PREVENTION HOUSE RULES

Enter a statement of your **Cross Contamination Prevention House Rules** in the table below :

Cross Contamination Prevention House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Personnel	
Delivery Vehicles	
Storage <ul style="list-style-type: none"> • Refrigerated • Frozen • Ambient 	
Defrosting of Raw Meat	
Cooling of Foods	
Equipment <ul style="list-style-type: none"> • Utensils • Work Surfaces • Sinks • Cleaning Cloths/Equipment • Boards • Thermometers • Chefs' Cloths 	
Salad Washing	
Use of Tongs, Serving Spoons	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly Record

Signed Position in the business Date

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



RELEVANT HACCP CHARTS: All HACCP Charts

ALLERGEN MANAGEMENT HOUSE RULES

Why is it important to manage allergens?

Some people have a sensitivity to certain foods that non-sufferers would find harmless. When someone has a **food allergy**, their immune system reacts to a particular food as if it is not safe. A severe food allergy can cause a life-threatening reaction. **Food intolerance**, however, does not involve the immune system and is not generally life-threatening.

It is important that you and your staff are aware of the composition of the foods you sell to enable you to cater for customers with food allergies and intolerances.

How do I do this?

Food businesses need to understand their own processes and products and identify, manage and communicate allergen risks to their staff and customers who have allergies to certain foods. Allergen management can easily be done in three steps:

- **Step 1** – Identify Allergens in your Business
- **Step 2** – Manage Allergen Risks
- **Step 3** – Communicate with your Staff and Customers

STEP 1 : IDENTIFY ALLERGENS IN YOUR BUSINESS

What are the most common foods which can cause an allergic reaction?

The table below lists the most common allergens and provides examples of foods which typically contain them:

Allergen	Examples of typical foods which contain this Allergen (Please note this list is not exhaustive)
Cereals containing Gluten e.g. wheat, rye, barley, oats	Bread, pasta, cakes, pastry, sauces, soups, batter, stock cubes, breadcrumbs, semolina, couscous, some meat products.
Celery and Celeriac e.g. stalks, seeds and leaves	Salads, soups, celery salt, some meat products.
Eggs	Cakes, sauces, pasta, mayonnaise, some meat products, glazed products.
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	Some salad dressings, fish extracts, oils and paste, Soy and Worcestershire sauces, relishes.
Milk	Milk powder, yoghurt, butter, cheese, cream, ghee, foods glazed with milk, ice cream.
Mustard	Mustard paste, seeds, leaves, flour, powder and liquid mustard, salad dressings, marinades, soups, sauces, curries, some meat products.
Peanuts	Arachis oil, peanut butter, flour, satay sauce, refined peanut oil.
Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts	In sauces, desserts, bread, crackers, ice cream, praline (hazelnut), nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings.
Sesame Seeds	Oil or paste, tahini, houmous, halva, furikake, Gomashio, bread.
Soya e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans.	Some ice cream, sauces, desserts, meat products, vegetarian products.
Sulphur Dioxide and Sulphites	Some meat products, stock cubes, bouillon mix, fruit juice drinks, dried fruit/vegetables, wine, beer, cider.
Lupin Seeds and Flour	Some types of bread and pastries.

STEP 2 : MANAGE ALLERGEN RISKS

How do I manage the allergens risk?

This can be done by adapting the following guidance for your business.

Deliveries and Labels

- Check that the food delivered matches your order – if it does not match, check the ingredient list of the replacement product. Never accept a delivery without it being fully labelled with an ingredient list
- Be aware of hidden ingredients, for example, nuts used in the base of a cheesecake
- 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

- Store foods that contain allergens separate from other foods and consider using clearly marked or colour-coded containers
- Store foods that contain allergens in powdered form such as milk powder or flour in air-tight containers
- Do not lose the original product description following unpacking, decanting and storage
- Keep a record of all foods and ingredients purchased by you to ensure traceability
- Put in place steps to prevent cross contamination between foods that contain allergens and those foods that do not. **Remember!** Minute traces of foods which contain allergens can get into other foods and cause a reaction

Preparing Dishes

- Know **ALL** the ingredients in the food you handle to ensure you provide accurate allergen advice to customers
- Whenever preparing or serving food for an allergy sufferer, always :
 - Use a separate area to prepare the food
 - Clean and disinfect the work surface, equipment and serving utensils first
 - Wash your hands thoroughly
 - Check **all** ingredients including secondary ones, for example, thickeners for sauces
 - Do not cook food in oil in which you have cooked other foods
 - Do not remove allergenic ingredients, such as nuts, from a dish and call it allergy-free because residues of the allergenic ingredient may remain in the dish and may still cause a reaction
 - When displaying food in buffets or display cabinets, always lay out dishes in a way that will minimise the risk of allergen-free food being contaminated with ingredients from another dish and provide separate serving utensils

STEP 3 : COMMUNICATE WITH YOUR STAFF AND CUSTOMERS

The last step in allergen management is to ensure that your customers are informed of the presence of allergens and the controls in place. This can be done by training your staff in allergy awareness and by using clear menu descriptions.

Staff Training

- Train all your staff (food handlers, service staff and staff taking orders by phone) in allergy awareness
- Make sure that all staff understand that they should never guess whether or not an allergen is present in a food. They should ask someone who knows. **Always be honest with the customer. If you do not know, admit it!**
- Ensure kitchen staff inform the service staff of any last minute recipe changes

Communicating with your Customers

Let your customers with allergies know that you are allergy-aware and give advice on which foods to avoid.

Where possible, design your menu to ensure names and descriptions of dishes reflect potential allergenic ingredients, for example, "strawberry mousse with almond shortbread" or "satay sauce made with peanuts"

What to do in the event of an emergency

Call the emergency services (999) immediately if you suspect a customer is having an allergic reaction. Send someone to meet the ambulance crew and remain with the customer in the meantime.

REMEMBER!

- **Never guess ingredients in a food - always check!**
- This information may be subject to change and you may wish to check with your Enforcement Officer or the Food Standards Agency website on: www.food.gov.uk to obtain further updates.

THE THREE STEPS TO ALLERGEN MANAGEMENT



WHAT YOU NEED TO DO NOW

To effectively manage allergens in your food business, carefully read the information in part 1 and part 2 below, then go to the next two pages and complete the Allergen Identification Table and your Allergen Management House Rules.

PART 1 : ALLERGEN IDENTIFICATION

Refer to the allergen table at **Step 1** at the **beginning** of this Allergen sub-section, then identify all of the foods handled in your business which contain any of these allergens. List all of these foods in the Allergen Identification Table at the **end** of this sub-section.

Here is an example of how you could complete your Allergen Identification table:

Allergen	Foods used which contain this allergen
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	<ul style="list-style-type: none"> • Prawns for cocktails, salads and sandwiches • Clam chowder • Seafood pizza

PART 2 : ALLERGEN MANAGEMENT HOUSE RULES

Refer to the guidance provided in **Steps 2 and 3 on the previous pages**, then go to the end of this section and write a list of House Rules covering allergen management for your business.

Here is an example of how you could write your House Rules:

Allergen Management House Rules	
	Describe: <ul style="list-style-type: none"> • Control Measures and Critical Limits • Monitoring including frequency
Communicating with your customers	<ul style="list-style-type: none"> • Each menu item name and description should reflect potential allergenic ingredients • Communicate any recipe changes to all staff

Monitoring

Once you have completed your House Rules for Allergen Management, you must then monitor them in use. Keep a record of the monitoring that you carry out. This can be done by using the **Weekly Record** (refer to the **Records** Section in this manual).

Corrective Action

If you find that your Allergen Management House Rules are not being followed, you must make a record of the problem you have identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

Training given in Allergen Management should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Allergen Management House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all food handling staff.

ALLERGEN IDENTIFICATION TABLE

Write a list of the food used in your business which contains these allergens :

Allergen	Foods used which contain this allergen
Cereals containing Gluten e.g. wheat, rye, barley, oats	
Celery and Celeriac e.g. stalks, seeds and leaves	
Eggs	
Fish, Crustaceans and Molluscs e.g. all fish, prawns, lobster, crab, clams, langoustines, mussels, oysters	
Milk	
Mustard	
Peanuts	
Other Nuts e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts	
Sesame Seeds	
Soya e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans.	
Sulphur Dioxide and Sulphites	
Lupin Seeds and Flour	

ALLERGEN MANAGEMENT HOUSE RULES

Enter a statement of your Allergen Management House Rules in the table below :

Allergen Management House Rules Describe: • Control Measures and Critical Limits • Monitoring including frequency	
Deliveries and labels	
Storage and avoiding cross contamination	
Preparing dishes	
Staff Training	
Communicating with your customers	
What to do in the event of an emergency	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Signed Position in the business Date

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