



1_INTRODUCTION

welcome to your
very own practical
and easy to use
safe catering guide



Welcome To 'Safe Catering'

This '**Safe Catering**' guide has been developed principally for catering businesses, but it may also be used by retailers who have a catering function within the business.



Using Safe Catering in your business will help you to:

- **Comply with food hygiene law**
- **Show how you make food safely**
- **Train staff**
- **Protect your business' reputation**
- **Improve your business**

The owner and manager should take charge of the document and work together with their staff to make sure that they use it effectively.

- **If you are the owner/director:** you are directly responsible for food safety in your business. You should discuss with your manager(s) (if you have one) how to make Safe Catering work in your business.
- **If you are a manager:** talk to the owner of the business about Safe Catering. If you are responsible for the day-to-day running of the business, then you are the best person to work through this document, talking to your staff.
- **If you are a staff member:** you must work together with management to make food that is safe to eat.

The document is based on the principles of HACCP (which stands for Hazard Analysis Critical Control Point). This is a process that helps you look at how you handle food and introduce procedures to make sure the food you produce is safe to eat.

HACCP involves the following 7 steps:

1. Identify what could go wrong (the **hazards**);
2. Identify the most important points where things can go wrong (**the critical control points - CCPs**);
3. Set **critical limits** at each CCP (e.g. cooking temperature/time);
4. Carry out checks at CCPs to prevent problems occurring (**monitoring**);
5. Decide what to do if something goes wrong (**corrective action**);
6. Prove that your HACCP Plan is working (**verification**); and
7. Keep records of all of the above (**documentation**).

This HACCP Plan must be kept up to date. You will need to review it from time to time, especially whenever something in your food operation changes.

You may also wish to ask your local Environmental Health Officer for advice.