



## 2\_HOW TO USE SAFE CATERING

understand how  
your **safe catering**  
guide works and  
what to do





## 2.1 How To Use Safe Catering

It is important that you read this section so you understand how the **Safe Catering Guide** works and what to do.



The remainder of the **Safe Catering Guide** is broken into:

- **Section 3 - Safe Catering Plan**
- **Section 4 - Additional Information**
- **Section 5 - Recording Forms**

Information on how to complete each of these sections will be outlined below.

## 2.2 How To Use Section 3 - Safe Catering Plan

### What you need to do:

- To complete your plan use a fine pointed permanent marker. This can be erased using methylated spirits or alcohol wipes (e.g. probe wipes) when you need to make modifications to your plan.
- Complete the details of your premises and persons involved in your Safe Catering Plan on page 1.
- The coloured boxes on page 1 list the steps that are likely to be used by many catering operations.
- Review your menu and if it shows that you carry out any of the steps described, tick the relevant coloured boxes.
- The boxes that you have ticked show the steps where you must control hazards in your catering operation. The colours in the boxes relate to the coloured steps on pages 2-41.
- If you do not tick a specific coloured box you will not need to use that coloured section. You may consider moving these pages to the back of the document for later use should your catering operations change.
- Note that hazards relating to Physical/Chemical Contaminants and Food Allergies exist at all steps in your business so always complete these sections.
- List examples of the foods that are relevant to the step.
- Answer the questions and tick the boxes in each coloured section as they apply to you and ensure that you and your staff follow these procedures.
- After every step you will find additional advice relating to the food safety practices for that step. Ensure that you and relevant staff read and follow this advice.
- Information on how a step is structured and how to complete it is shown overleaf.

# Step: Storage

List here examples of foods which are relevant to the step

## Examples of food

<b>What can go wrong here?</b> (Hazards)	<b>What can I do about it?</b> (Control/Critical Limits)	<b>How can I check?</b> (Monitoring/Verification)	<b>What if it's not right?</b> (Corrective Action)
Growth of food poisoning bacteria in cold ready-to-eat food.	Store below 8°C. <input type="checkbox"/> I do this	Measure the temperature of the food by:- <ul style="list-style-type: none"> <li>• taking the temperature of a 'dummy food' e.g. (pre-packed jelly or water). <input type="checkbox"/>  I do this</li> <li>• measuring core or surface temperature of food in fridge (wash and disinfect the probe before and after use). <input type="checkbox"/>  I do this</li> </ul> Etc... (Record on SC2, sec 5 pg 3)	If temperatures of food are recorded above 8°C..... Etc...

The 'What can go wrong here?' column identifies what can go wrong (the hazard) at each particular step.

The 'What can I do about it?' column gives you information on what you can do to control the hazard. Tick the box(es) for the options you chose.

The 'How can I check?' column tells you how you can check that you are controlling the hazard. Record your checks on the relevant recording form.

Throughout the plan you will see references to **food safety records**, further information is given in section 5 page 1.

The 'What if it's not right?' column tells you what to do if something goes wrong and how to prevent it from happening again.

### What you need to do (continued):

- If any steps in your catering operation are different from the types described on page 1, for example, serving raw or lightly cooked foods or transporting high risk food to another place, then you should complete a copy of the blank sheet on page 55.
- Complete the section on Physical/Chemical Contamination on pages 42-47 by ticking the boxes which apply to you. Remember that these controls apply to all steps in your food handling operation from delivery to cooking and service of food to your customers.
- Complete the section on Food Allergies on pages 48-54 and again tick the controls and checks you have introduced. Again these controls apply to all steps in your business.

## 2.3 What You Will Find In Section 4 - Additional Information

- Section 4 gives guidance on other hygiene requirements that must be addressed to assist your business in complying with the Law. There is guidance on:
  - Cleaning
  - Pest Control
  - Waste Control
  - Maintenance
  - Personal Hygiene
  - Training/Supervision
- There is also additional guidance in this section on how to use a probe thermometer.

### What you need to do:

- The boxes on page 1 list the other hygiene requirements which you must address.
- Tick the boxes to indicate that you have read and continuously implement each requirement as appropriate to your food business and instruct/train your staff accordingly.
- Finally, complete and sign the Declaration of Completion of your Safe Catering Plan on page 25.

### Reviewing your Safe Catering Plan

- Remember to review your Safe Catering Plan from time to time.
- A minimum of a yearly review is recommended. You must also review your Safe Catering Plan if anything in your food operation changes, e.g. use of new equipment, changes to your menu, a new product or change of recipe, changes in the structure or layout of the premises.
- Remember to include review dates on the Declaration of Completion of your Safe Catering Plan on page 25.

## 2.4 How To Use Section 5 - Recording Forms

- The following record forms are referred to throughout the Safe Catering Plan and master copies are provided in section 5.
  - SC1- Food Delivery Records
  - SC2- Fridge/Cold Room/Display Chill Temperature Records
  - SC3- Cooking/Cooling/Re-heating Records
  - SC4- Hot Holding/Display Records
  - SC5- Hygiene Inspection Checklist
  - SC6- Hygiene Training Records
  - SC7- Fitness to Work Assessment Form
  - SC8- All-in-One Daily Record
- If you wish, use the record forms provided in section 5 to help you check that the food prepared on your premises is safe to eat and to help show the controls you are using.
- Keeping records accurately will help you comply with your legal requirements. This may also be useful as part of a due diligence defence. It is recommended that you keep records for at least 12 months. Your legal advisors may recommend a longer period or your Environmental Health Officer may ask you to keep them at least until his/her next inspection of your premises.
- Managers/Supervisors should check records kept by their staff. These checks can be recorded on each record form.
- The record forms are also available in coloured booklets, a set of which are supplied with this Safe Catering Guide. Further supplies of these booklets can be obtained by contacting your local Environmental Health Department. Copies of forms may also be downloaded from [www.food.gov.uk/northernireland/safetyhygieneni/safecateringni/](http://www.food.gov.uk/northernireland/safetyhygieneni/safecateringni/)