HAZARD ANALYSIS IN RETAIL BUTCHERS 

Food business operators are required, under Regulation (EC 852/2004 Article 5) to put in place, implement and maintain a permanent procedure or procedures based on a food safety management system called HACCP. This is short for ‘Hazard Analysis Critical Control Points’. The general term is ‘Hazard Analysis’.

Hazard Analysis is designed to help you manage food safety, preventing both food poisoning and food spoilage. It is a means of identifying and controlling hazards in the food production process and thereby ensuring that food reaching the consumer is safe. Once you have carried out your Hazard Analysis assessment you must ensure that it will work in practice and that every step is successfully and continually implemented. It is a written system that involves:-

* Knowing what can make food unsafe (hazard analysis)
* Making a decision on how food can be produced and sold safely
* Putting these procedures into practice (controlling hazards at critical points in the process)
* Carry out checks to make sure it all works, and
* **Having documents and records to show that you have carried out a hazard analysis and that you have controls in place for the hazards that you have identified. (A HAZARD is anything – microbiological (bacteria), chemical, physical or allergenic – that might cause harm to the consumer).**

The information contained in this pack has been produced in order to assist you in producing a Hazard Analysis system for your business.

A hazard analysis may also help you establish a defence of due diligence should you find yourself subject to a complaint by a member of the public,

* Your customers have the right to expect the food that they eat to be safe and suitable for consumption. Food borne illness and food borne injury are unpleasant and can be fatal.

Many food poisoning and food injury incidents have been the result of poor practices which only come to light after incidents have occurred. Food poisoning and food injury can damage trade and lead to:

* loss of earnings
* legal action
* loss of reputation, and
* unemployment

Hazard Analysis will enable you to identify potential problems and introduce control procedures to prevent such incidents occurring in the first place.

As professionals in the food industry you have a legal and moral responsibility to:

* Protect the customer
* Provide safe food and
* Protect your business.

# WHAT YOU NEED TO DO

It is the sole responsibility of the food business operator(s) to develop and manage the food safety management system, but other staff such as managers or supervisors can be delegated to put controls into practice and carry out routine checks. The enclosed form is **only a guide** to assist you in preparing a Hazard Analysis for your business. Some sections may not apply and you may also identify other steps that are not included for example if your operation includes cooking of meat/fish products, you must be able to demonstrate you have adequate controls in place to safely manage such activities and you should refer to industry guidance before carrying out your hazard analysis. Further guidance can be found on ‘The Food Standards Agency’s’ website [www.food.gov.uk](http://www.food.gov.uk)

**Once you have completed the form you may wish to document the Hazard Analysis system in another format, which is entirely your choice. Examples of how the forms can be completed are given.**

## STEP 1: Identify potential hazards

Identify areas where the hazards could occur, draw up a flow diagram to enable you to consider each step of food production (purchase\delivery, storage, defrosting, preparation, cooling, display, service, transport). Pin point those areas that are critical to ensuring food safety. An example of how a flow chart can be completed is included with this document for guidance.

**STEP 2:** Make sure that you have adequate safety controls in place at those points critical to ensuring food safety.

**STEP 3:** Regularly monitor the controls to check they are working effectively. Maintain and review all controls.

**STEP 4:** State the action to be taken when monitoring shows that controls are not working

**STEP 5:** Review\update your assessment, control and monitoring procedures periodically and whenever food operations change.

By going through the process of identifying potential hazards, you might notice problems which you had not considered previously. You will certainly be able to check whether your controls are working effectively. This is particularly important at points in your operation after which no further controls are applied to eliminate food safety hazards.

**Definitions:**

 **Hazard:** anything that could harm the consumer

* Microbiological – food poisoning (pathogenic) bacteria and spoilage bacteria.
* Chemical – cleaning chemicals, food additives such as colours, poisons, fertilizers.
* Physical – glass, plastic, wood, insects, hair etc

**Risk:** the likelihood that the hazard will occur.

**DUE DILIGENCE AND DOCUMENTATION**

A clear benefit in the implementation of Hazard Analysis is that the system helps to satisfy the requirement of the defence of all due diligence under Section 12 of The Food Safety and Hygiene (England) Regulations 2013.

This legal defence is applicable where a breach in hygiene regulations has been identified (e.g. a foreign body in a food item). If you can prove that you took all reasonable precautions to prevent the occurrence of the offence and have exercised all due diligence you may have a successful defence against any criminal proceedings. For this you must have documentation to show that all your food safety procedures are in place. Records must include:

* The Hazard Analysis itself
* Instructions\rules\procedures for staff/food handlers to follow.
* Monitoring activities – temperature checks, cleaning, etc.
* Corrective action- What you did when something went wrong.
* Reviews- Business are constantly evolving and your Food Safety Management Document (Hazard Analysis) must evolve with your business to take into account changes in menus/products, equipment and staff which may affect food safety which is why it is important to periodically review you Hazard Analysis and make appropriate changes to it when necessary. You should date when you completed your Hazard Analysis and keep a record of the subsequent dates of each review. Staff training, cleaning schedules, a pest control record, a suppliers list for traceability and details of your refuse, waste oil and waste meet collections if applicable.

**Example of a hazard analysis process flow diagram**

**PURCHASE/GOODS IN**

**STORAGE AMBIENT**

**FROZEN STORAGE**

**CHILLED STORAGE**

**DISPLAY/SERVICE**

**PREPARATION**

**DELIVERY/GOODS OUT**

1. The flow diagram must illustrate all the food processes and their flow within your business. The activities and work flow will differ depending on your operation and the food you are producing/handling.

1. Once you have identified the processes and the work flow you must identify which processes are high risk, i.e. activities that if not properly controlled are most likely to cause food poisoning.

1. Once you have identified the high risk stages in your operation you will then be able to establish critical controls, these critical controls are procedures that you are going to follow to ensure the food you produce is safe. An example of a critical control is ensuring all raw meat is cooked thoroughly to kill the bacteria which are commonly found in the raw meat.

1. These hazards and their controls must be identified in your hazard analysis and your food enforcement officer will expect to see records to demonstrate your critical controls are in place, e.g. cooking temperature records.

**Regulation (EC 852/2004 On The Hygiene Of Foodstuffs - Article 4 Article 5)**

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

**Trading Name and Address:**

**Date Analysis Completed:**

**Analysis Completed By:**

Review Date:

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Purchase supply, goods in.****Ambient****Storage** | Unfit food due to microbiological, chemical or physical contamination.Physical contamination caused by pests or poor structure (flaky paint etc.)Chemical contamination from poor cleaning or storage of cleaning chemicals.Bacterial contamination from poor cleaning Allergen Contamination. | Ensure all food purchased from reputable suppliers.Clean dry stores with a “food safe” sanitizer/antibacterial cleaner. (See attached “Cleaning Schedule”)Store cleaning chemicals away from food items.Insure structure of storage areas are kept in a sound condition.Employ a pest control contractor and/or carry out regular checks for pests in all areas of the premises (see attached document “Pest Control record”) | Visual quality checks.Expiry date checksTemperatures checked on receipt, chilled <8°C, frozen -18°C.Visual checks.Routine monitoring of staff. | Return the food to supplier or properly dispose of the food.Discard contaminated food.Retrain staff on safe use of chemicals.  |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Chilled****Storage** | Bacterial growthChemical contamination from poor cleaning.Cross contamination from raw meat to cooked/ready to eat foods.Physical contamination from poor maintenance.Allergen Contamination from poor storage. | Clean refrigerators with a “food safe” sanitiser/antibacterial cleaner.Insure food is kept below 8°CSeparate raw and ready to eat foods by using separate storage facilities; if separate facilities are not available store raw food below ready to eat food. Keep all food covered where possible.Check use by dates at the end of each working day.Insure structure of storage areas are kept in a sound condition. | Temperature monitoring (see attached “temperature checks” record sheet)Visual checks.Routine monitoring of staff. | If ready to eat food has been contaminated by raw food discard immediately.If temperature is above 8°C adjust thermostat and recheck in two hours. If still above 8°C move to alternative chilled storage if none is available discard the food.Call engineer to service repair storage unit. If food has expired Use By date discard immediately or clearly mark “Not For Sale” if food is to be returned to supplier.Retrain staff.Service/repair/redecorate to maintain storage units in good order. |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Frozen** **Storage** | Bacterial growth Chemical contamination from poor cleaning.Physical contaminationCross contamination from raw and cooked/ready to eat foods.Allergen Contamination from Poor storage | Clean freezer with a “food safe” sanitiser/antibacterial cleaner.Insure food is kept below -18°CKeep all food covered.Insure structure of storage areas are kept in a sound condition. | Temperature monitoring (see attached “temperature checks” record sheet)Visual checks.Routine monitoring of staff. | If temperature is below -18°C adjust thermostat and recheck in two hours. If still below -18°C place in another freezer and call engineerIf below -12°C finish defrosting and place in chilled storage.Retrain staff. |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Preparation** | Bacterial GrowthCross contamination from raw and cooked/ready to eat foods.Chemical Contamination from poor cleaning and storage.Physical Contamination from the environment, glass, flaking paint, hair etc.Allergen contamination from poor cleaning. | Ensure raw and ready to eat foods are prepared in separate areas, if this is not possible you must prepare raw and ready to eat foods at separate times with thorough disinfection between tasks.Ensure food preparation areas are maintained in a clean condition. (See attached “cleaning Schedule”) Separate equipment must be used for the preparation of raw and ready to food e.g. colour coded chopping boards, scales, vacuum packers.Ensure no glass is handles or stored in food preparation areas.Ensure staff are wearing clean clothes, head covering and follow the personal hygiene rules.Insure structure of storage areas are kept in a sound condition.Prepare high risk foods such as meat and fish in small batches to reduce the amount of time the food is kept outside of temperature controlTemperature control during preparation. | Visual checks.Routine monitoring of staff. | Discard food that may have become contaminated.Retrain staff |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Display****Service** | Bacterial growthCross contamination from raw and cooked/ready to eat foods.Chemical Contamination from poor cleaning and poor storage.Physical Contamination from the environment, glass, flaking paint, hair etc. | Clean refrigerators with a “food safe” sanitiser/antibacterial cleaner.Insure chilled food is kept below 8°C, frozen food -18°C, packaged fresh fishery products must be chilled to a temperature approaching thatOf melting ice.High risk food such as meat and fish may be displayed for sell for up to 4 hours outside of temperature control however this is considered to be poor practice and should be avoided where possible. After 4 hours the food should be disposed of.Separate raw and ready to eat foods by using separate storage facilities; if separate facilities are not available store raw food below ready to eat food or ensure there is a clear physical barrier between raw and cooked/ ready to eat foods displayed together.  Keep all food covered where possible.Check use by dates at the end of each working day.Insure structure of storage areas are kept in a sound condition.Ensure staff follow the personal hygiene rules. | Temperature monitoring (see attached “temperature checks” record sheet)Visual checks.Routine monitoring of staff. | Discard food that may have become contaminated.Retrain staffIf temperature of frozen food is higher then -18°C adjust the thermostat and recheck in two hours. If still below -18°C place in another freezer and call engineer,If below -12°C finish defrosting and place in chilled storage. If temperature is above 8°C adjust thermostat and recheck in two hours. If still above 8°C move to alternative chilled storage if none is available display for up to 4 hours then discard the food.Call engineer to service faulty equipment. Discard food that has been displayed for sell more then 4 hours. |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| **Delivery****Goods Out** | Bacterial growthCross contamination from raw and cooked/ready to eat foods. Chemical Contamination from poor cleaning and poor storage.Physical Contamination from the environment, glass, flaking paint, hair etc. | Ensure food is transported in clean vehicles.Maintain temperature control during delivery 8°C or below for chilled food and -18°C or below for frozen foods.Ensure raw and cooked/ready to eat foods are packed in separate containers/bags/boxes.Separate raw and ready to eat foods during transportation; if separate facilities are not available store raw food below ready to eat food. Insure transport areas and vehicles are kept in a sound condition.Ensure staff follow personal hygiene rules. Use only food grade packaging, wrapping bag etc. | Visual ChecksTemperature checksRoutine monitoring of staff. | Discard food that may have become contaminated.Retrain staff.Do not sell or deliver food that does not meet food safety requirements. |

**HAZARD ANALYSIS IN COMMERCIAL FOOD PREMISES**

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| --- | --- | --- | --- | --- |
| Step | (Hazard)What Can Go Wrong? | (Controls)What Can I Do? | MonitoringHow Can I Check? | (Corrective Action)What Do I Do If It’s Not Right? |
| Any other Process? |  |  |  |  |

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| **Food Suppliers (Traceability) Regulation (EC) No 178/2002*** To comply with the law you must be able to demonstrate where every item of food or ingredient to be incorporated into food used in connection with your business has been purchased/sourced/supplied from.
* If your food business sells/supplies food or ingredients to other businesses you must have full contact details of the business(s) to which you are supplying your products/ingredients.
* You should keep a detailed suppliers/customer list readily available at your business for inspection (template below).
* You may also be asked to provide receipts, delivery notes and/or invoices as proof of purchase/delivery by your food enforcement officer.
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| Supplier or business | Address | Phone number  | Type of foodIngredients supplied |
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| **Delivery Monitoring Record**All deliveries should be checked immediately and details recorded.Refrigerated goods to be delivered at less than 8 oc, frozen goods at -18 oc or belowEnsure the thermometer probe is clean and disinfected before and after use. |

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| Date | Supplier/Business | Product and Quantity | Condition | DateCode | Temp(oc) | CommentsAccept or Reject | Signed |
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Temperature checks

Month/Year\_\_\_\_\_\_\_\_\_\_\_\_

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| **D****A****T****E.** | Refrigerators/cold rooms, chilled display cabinets **below 8°C** (You should aim for a temperature **below 5°C**)  | Freezers -18˚C or colder | Cold food can be displayed for sell up to 4 hours outside of temperature control (above 8°C) after which time if the food is not sold it must be removed from sale and disposed of. |
|  | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **Food** | **Display time**  | **Food**  | **Display Time** | **Removed from sell or sold?** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date** | **Comments/corrective actions. -** Make a note of what you did when your temperature checks indicate a temperature outside of the safe temperature limit.  |
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| Please note that probe thermometers should be checked regularly for accuracy. As a helpful reference in doing your own checks; pure water and ice mixture should measure between –1°C to +1°C, and pure boiling water should measure between 99°C and 101°C. If your thermometer appears not to be working correctly it should be replaced or sent for service. For further advice refer to the manufacturer’s instructions. |

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| --- | --- | --- |
| Date | **Probe Thermometer****Calibration****Hot or cold test.** | Temperature °C |

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| **Cleaning Schedule** |

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| --- | --- | --- | --- |
| Area\Equipment | Frequency ofCleaning | Method of Cleaning(Solution strength, contact time,application\rinsing etc.) | Personal Protective Equipment |
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\* ‘High Risk’ food surface: A surface that is used for preparation or storage of open foods that have already gone through most or all of their preparation steps (e.g. cooked/smoked meat, cooked/smoked fish). Such surfaces must be disinfected to prevent cross contamination with bacteria.

**An example of how the Cleaning Schedule can be completed:**

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| --- | --- | --- | --- |
| Area\Equipment | Frequency of Cleaning | Method of Cleaning(solution strength, contact time, application\rinsing etc.) | Personal Protective Equipment |
| Food contact surfaces | Before and after completion of food preparation process | 1. Freshly prepared detergent solution to clean.2. Pay particular attention to surfaces used for the preparation of raw foods.3. Surfaces to be disinfected after cleaning using freshly prepared disinfectant solution – dilute according to manufacturer’s instructions. This should be applied with a clean, disposable cloth and a contact time according to the manufacturer’s instructions before rinsing with clean water and drying. | Follow guidance detailed on label\product safety data sheet. |

**Staff Training Summary Sheet**

You must ensure that all food handlers engaged in your food business are supervised, instructed and/or trained in food hygiene matters to a level appropriate to their work activity. In this respect staff should at least be instructed and have an appreciation of the importance of any control or monitoring points identified by your Food Safety Management Procedure for which they are responsible including the completion of monitoring records. Untrained staff should not be left unsupervised therefore you must ensure an adequate number of staff are trained to cover absence, annual leave etc.

It is suggested that staff that prepare open high risk foods or handle food and have a supervisory role must have training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in food safety in catering or equivalent within 3 months of starting work.

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| --- | --- | --- | --- | --- | --- |
| Employees Name & Job Title |  Training Undertaken | Date Of Training | Trained by(Manager or Supervisors Name) | Comments/Further action required | Date of Refresher training. |
|  | Purchase Goods In |  |  |  |  |
| Frozen Storage |  |  |  |  |
| Preparation |  |  |  |  |
| Ambient Storage |  |  |  |  |
| Chilled Storage |  |  |  |  |
| Display Service |  |  |  |  |
| Delivery Goods Out |  |  |  |  |

Personal Hygiene Rules

Every person working in a food handling area must maintain a high degree of personal cleanliness. The following rules of personal hygiene must be adhered to at all times:

1. Always wash your hands thoroughly before starting work, after handling raw foods, before handling high risk foods, after visiting the lavatory, after handling rubbish, after handling money.
2. Remove all jewellery, except for plain wedding rings before starting work.
3. Keep fingernails short and clean; do not use nail varnish.
4. Keep cuts, burns or other wounds covered with waterproof dressings.
5. Do not smoke in any room where food is handled or stored.
6. Do not lick fingers when handling food or wrapping materials.
7. Do not pick your nose, teeth or ears, or scratch your head or backside and do not cough or sneeze over food.
8. Always wear clean washable over-clothing when handling food. Personnel preparing open food should also wear a head covering. Staff must change into a clean apron or jacket when changing from the preparation/handling of raw meat to the handling of cooked/ready to eat foods.
9. Do not eat or drink whilst handling/preparing food.
10. Do not wear perfume or heavy make-up whilst handling/preparing food.

If you are suffering from, or suspect you may be suffering from an illness likely to be transmitted through food, you must inform the manager or proprietor of the business. This includes infected wounds, skin infections, sores, diarrhoea or vomiting.

The following rules then apply:

* Anyone with diarrhoea and/or vomiting must not handle food. They can return to food handling duties once they have been symptom free for 48 hours.
* Food handlers with infected wounds, skin infections or sores on their hands, face, neck or scalp must be excluded from work until they have healed.
* Food handlers whose eyes, ears, or mouth are weeping/discharging must not handle food until they are better.

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| **Pest Control Record** |
| **Name of Pest Control Company (Or the company/s you would contact if you discover a pest problem)** |

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| --- | --- | --- | --- | --- |
| Date of Survey | Survey Carried Out By | Signs of PestsYes/No | Yes – Action Taken | Comments |
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**If you do not have a contract with a pest control company you must carry out your own checks to ensure your premises is free from pests. You should keep records of your checks and what you did when evidence of pest activity has been found.**

**Even if you have a pest control company you should carry out your own checks between visits.**

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| **Record for the Disposal of Waste.** |
| **Name and Address of waste Collection Company** **Tel No****Collection date……………………………………………………..** |

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| **Record for the Disposal of animal by products.**   |
| **Name and address of animal by product Collection Company** **Tel No** **Collection date……………………………………………………..** |

**Food Standards Policy**

As a food business operator you have a legal obligation to ensure the labelling, advertising and presentation of food,

Including their shape, appearance or packaging, the packaging materials used, the manner in which they are arranged and the

Setting in which they are displayed, and the information which is made available about them through whatever medium, shall not mislead the consumer. The Food Safety Act 1990 states that it is an offence to sell food not of the nature substance or quality demanded by the purchaser. Any person found to be deliberately misleading the consumer is likely to face prosecution.

**Foods Sold Loose**

The Food Information Regulations 2014/ Regulation (EU) No 1169/2011, require foods sold loose, including cooked meats, burgers, sausages, coated/glazed products, meat and non meat pies and pasties to be labelled with: -

* the name of the food
* quantity declaration of each meat species present.

 This information can appear: -

* on a label attached to the food, or
* on a menu, notice, ticket or label that is readily discernible to an intending purchaser at the place where he chooses that food.

The information must be easy to understand, clearly legible and be marked in a conspicuous place in such a way as to be easily visible, all labels, stickers or signs used to describe food are to be an accurate description of the product. e.g. a product labelled ‘diced sirloin steak’ must only contain sirloin steak and no other cut of meat.

When a food is ordered/requested by a customer for staff to prepare and/or package the food requested must be the food supplied. For example if a customer request 1kg of diced goat you must ensure it is goat meat and not mutton (sheep) meat which is supplied. If the requested food item is not available you must advise the customer of this so they are able to choose if the alternative is suitable.

**Pre Packed Foods**

Pre packed foods are foods supplied ready packed for the consumer and includes bagged foods, foods in cartons or packets and foods in jars, tins or cans.

1. As a general guide all foods which are pre packed must have the following mandatory particulars on the labelling in **English;** -
* the name of the food;
* the list of ingredients; (not required for foods containing a single ingredient where the name of the food is the same as the name of the ingredient)
* any ingredient or processing aid derived from a substance or product containing allergenic ingredients.
* the quantity of certain ingredients or categories of ingredients (quantative ingredient declaration (QUID) )
* the net quantity of the food;
* with respect to beverages containing more than 1,2 % by volume of alcohol, the actual alcoholic strength by volume;
* the date of minimum durability or the ‘use by’ date;
* any special storage conditions and/or conditions of use;
* the name or business name and address of the food business operator
* instructions for use where it would be difficult to make appropriate use of the food in the absence of such instructions;
* a nutrition declaration. (compulsory from December 2016)

There are some exemptions to these rules and also additional requirements for some particular products. Further guidance can be found on <https://www.gov.uk/food-labelling-and-packaging/overview>

1. If as a retailer you pre-pack products on the premises where the food is sold, the products are “pre-packed for direct sale” and you are required to label the products with the following: -
* name of the food
* allergenic ingredients