



# Food safety advice



## Safer Food Better Business

### A Guide to Completing Your Written Food Safety System in 8 Easy Steps

#### Step 1 ►

- Work through the safe methods (the coloured sections at the front of the pack) completing the 'How do you do this?' columns filling in the blanks.
- Complete each section, you should only need to fill this part in once, unless you change something, then it will need to be updated.

#### Step 2 ►

- Complete the cleaning schedule (the template is in the diary section of the pack).
- List the items in the kitchen that you clean, how often you clean them and what method of cleaning you use.
- Only list items that you clean daily and weekly. You can list routine deep cleaning and cleaning of larger items, such as extraction filters, on the 'Extra Checks' safe method (in the management section of the pack).

#### Step 3 ►

- Complete the supplier's list, noting where you get your supplies from and a brief description of the foods that they supply.
- Ensure the list is updated if you change suppliers.

#### Step 4 ►

- Go through each safe method with all of your staff to ensure they understand your food handling procedures.
- Complete the staff training record to show that you have done this.
- The staff member should initial the training record.

**Staff training record**  
For each member of staff, make a note of when they have been trained on different safe methods.

Name	Telephone no.	Address	Safe method	Date	Safe method	Date
			On food day		On food day	
			Personal hygiene		Personal hygiene	
			Cleaning and closing checks		Cleaning and closing checks	
			Cross-contamination		Cross-contamination	
			Cleaning		Cleaning	
			Chilling		Chilling	
			Cooking		Cooking	
			Management		Management	
			Any remaining		Any remaining	





# Food safety advice

## Step 5 ►

- Start to use the diary section every day.
- Tick the boxes to confirm that you have completed the opening and closing checks.
- Sign to confirm that your safe methods are being followed.
- Record any problems in the diary along with details of what action you have taken to put them right. You can also use the daily diary to record whenever you have done any of your 'Extra Checks'.

## Step 6 ►

- At the end of every 4 weeks, a manager or supervisor should complete the 4-weekly review. This provides an overview of what has been happening in the kitchen over the last month and highlights whether any changes need to be made. It should still be completed even if there are no changes.

## Step 7 ►

- If you use a probe or carry out spot-checks in the kitchen, you can complete the 'Prove It' section of the pack to check your methods are safe. We recommend this is done monthly.

## Step 8 ►

- It is a legal requirement to put in place and maintain this written system.
- Officers will ask to check your 'Safer Food, Better Business' pack when completing visits or dealing with complaints. **It is really important to keep it up to date and available at the business at all times.**



Further advice can be found at [www.food.gov.uk/sfbb](http://www.food.gov.uk/sfbb)

Safer Food Better Business packs and diary refill packs can be purchased on our website by following the link below:

<http://www.coventry.gov.uk/sfbb>