

Gloucester City Council

Factsheet

FOOD SAFETY MANAGEMENT SYSTEM

Legislation: Why do I need a Food Safety Management System?

As of 1st January 2006 **all food businesses must have a documented food safety management system**. This means that you now have to say what you do to make sure the food you produce is safe and have this written down.

The amount of documentation you will need will be related to the type of food you prepare/handle and the risks presented by your business. Your system will need to be based on Hazard Analysis and Critical Control point principles.

The Food Standards Agency have produced a **Safer Food Better Business (SFBB)** pack for small caterers and retailers. The catering pack has been translated into Chinese. Catering packs are also available for Indian, Pakistani, Bangladeshi and Sri Lankan Cuisines.

Do I have to use SFBB and what about those businesses that will not be using it?

SFBB is just one way to help you comply with the requirement to document your food safety management system. It is perfect for small businesses but will not suit all businesses. Businesses that do not use SFBB can use an alternative food safety management system but they will have to demonstrate that it complies with the new laws.

I already have a system in place – do I have to change to SFBB?

No. Some businesses may already have a documented food safety system in place, which has either been provided by their parent company or has been developed in-house. If you already have one of these systems then it may mean that you already comply with the new requirements. You are advised to speak to your company or contact us for further advice.

What is Safer Food Better Business?

It is a simple fact sheet system that when completed fully shows how you ensure that the major potential hazards in your food business can be safely controlled, namely those to do with:



Cross contamination



Cleaning



Chilling



Cooking

It has been designed to be easily tailored to your business and can be implemented in a relatively short period of time. The pack is split into five sections, which contain pictures, and written safe methods, which you then decide if they apply to your business. You can also add your own safe methods to the pack.

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The second part of the pack includes a simple diary, which is provided for appropriate record keeping. The diary includes a 4 weekly review page to ensure if carried out that the pack remains up to date as well as allowing common problems that have occurred to be identified and addressed.



The pack can be used alongside any other paperwork you may already have for example temperature records and pest control visit sheets. You can write as much or as little as you need in the diary but we hope it should only need 1 minute of your time each day to complete.

The pack also includes a DVD, which has translations in 16 different languages (Arabic, Bengali, Cantonese, English, Kurdish, Mandarin, Polish, Portuguese, Punjabi, Romanian, Tamil, Thai, Turkish, Urdu, Vietnamese and Welsh). This can be used to help you complete the pack and can also be used as an aid to train your staff.

What are the benefits to my business if I use the pack?

- It helps to comply with Food Hygiene Regulations
- It shows what you do to make Food Safely
- It can help to protect/improve your business' reputation
- It can greatly improve your star rating under the 'Scores on the Doors' Scheme (www.gloucester.gov.uk/scores)
- It can help you to save money, such as by wasting less food
- It is user friendly
- The DVD included in the pack can aid in staff training
- It is easy to adapt to suit your business
- It can help to reduce customer complaints
- If used correctly you will get fewer visits from your Environmental Health Department.

How long will the pack take to implement?

It is suggested that each of the five sections should take one hour to work through and set up within your business. If you require help when completing these sections please contact a member of the Food Team on 01452 396303.

What happens once I have implemented the pack?

Once the pack is in place you need to ensure that it is adhered to by you and your employees. Making an entry in the daily diary should only take a minute. You need to make sure that you review the diary every 4 weeks and when operations change such as style of cooking or use of new equipment, etc.

Failure to maintain the pack could lead to problems and you would no longer be complying with the legal requirement to document your systems. If food officers during an inspection found that the pack had not been maintained you could face legal action.

You must also ensure that the pack is **kept at your place of business** and is easily accessible for all employees who should be trained to use the pack and know its contents.

How do I get a SFBB pack and more information about the legislation?

To claim your free pack (including a DVD) and diary refills you can either:

- Call and collect a pack from our 4th Floor Reception, Herbert Warehouse, The Docks, Gloucester.
- Order a pack from the Food Standards Agency (FSA) by calling 0845 606 0667 or by emailing foodstandards@ecgroup.uk.com
- Download an electronic copy of the pack from the FSA at <http://www.foodstandards.gov.uk/foodindustry/regulation/hygleq/hyglegresources/sfbb/>
- Visit the Food Standards Agency Website at <http://www.foodstandards.gov.uk/>