Action Plan

Complete then sign each of the Sections below once you have worked through the Sections. Details of what to do can be found in each Section :

1. INTRODUCTION	INTRODUCTION read
Contains guidance on the HACCP terms used in this manual	Date _____ Signed _____

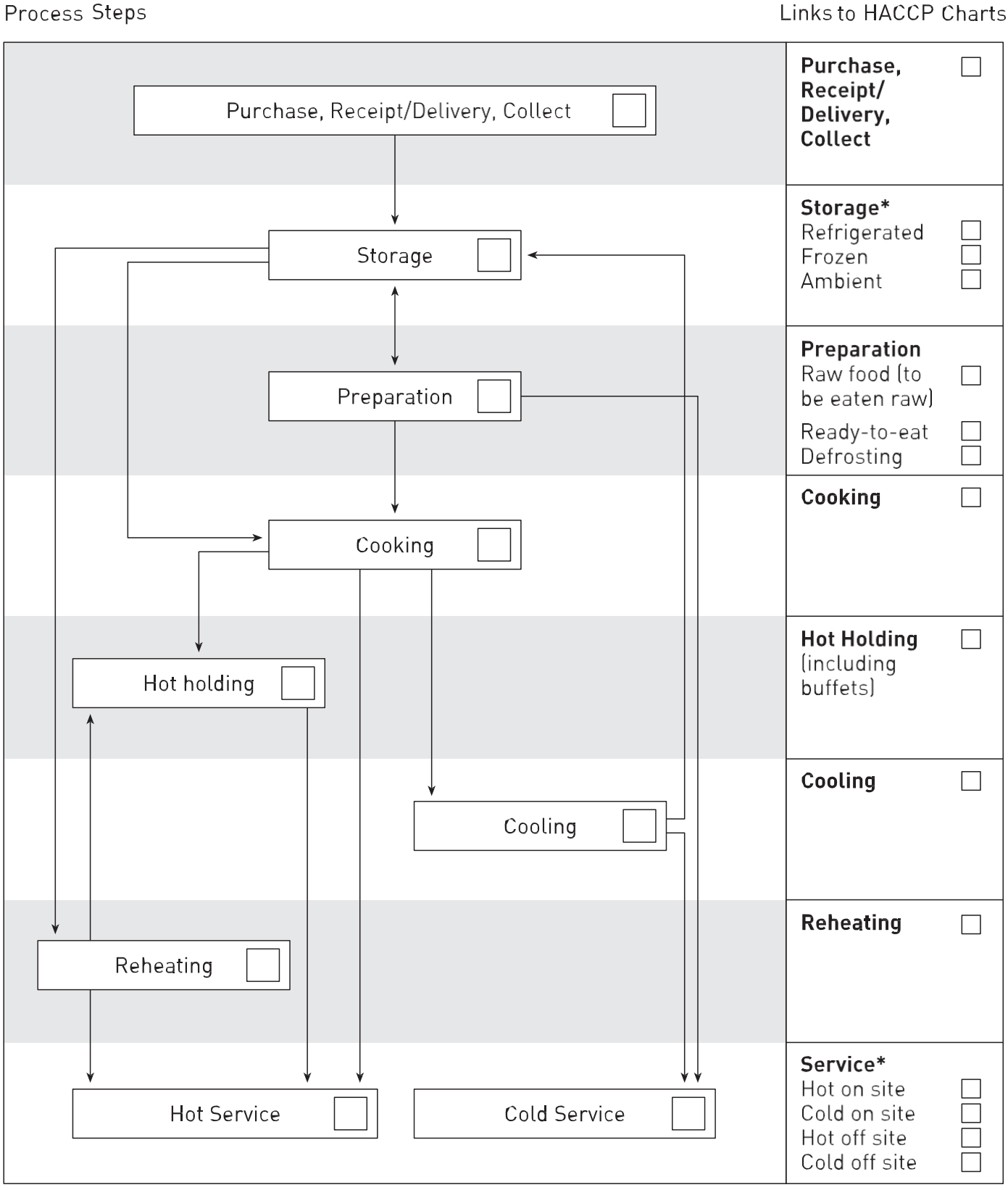
2. FLOW DIAGRAM	FLOW DIAGRAM completed
Provides guidance and a template for you to draw your own Flow Diagram	Date _____ Signed _____

3. HACCP CHARTS	HACCP CHARTS identified
Shows you what could go wrong at each process step and what you need to do about it. Guidance and examples are provided for you to consider in relation to your business	Date _____ Signed _____

4. HOUSE RULES	ALL HOUSE RULES written
Contains guidance and templates to help you write your own House Rules building in your day-to-day safe working practices	Date _____ Signed _____

5. RECORDS	5. RECORDS selected and in use
Contains guidance and templates for you to use to link in with all the other sections	Date _____ Signed _____

FLOW DIAGRAM (template for completion)



***STORAGE**
AMBIENT - storage at room temperature

***SERVICE**
ON SITE - hot and cold food served in restaurants and takeaways
OFF SITE - hot or cold food served in other locations such as home delivery and outside catering

TRAINING HOUSE RULES

Enter a statement of your Training House Rules in the table below:

	Training House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency
New Staff Training including Induction	
Supervision of Staff	
Retraining	
Refresher Training	
Vocational and Formal Training Staff Handling Low Risk Food Training Staff Handling High Risk Food Training Manager/Supervisor Training	
HACCP Based Training	
Monitoring/checking and any other records appropriate to the Training House Rules	• Weekly Record
Other Training	

Signed ..... Position in the business ..... Date .....

The Training House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

CookSafe Food Safety Assurance System

PERSONAL HYGIENE HOUSE RULES

Enter a statement of your Personal Hygiene House Rules in the table below:

Describe	Control Measures and Critical Control Limits (where applicable) Monitoring and frequency
Rules on: Effective Hand Washing Technique (including how you will minimise hand contact)	
Personal Cleanliness	
Protective Clothing	
Rules on : • Reporting illness	
Rules on : • Exclusion/return to Work	
Monitoring/Checking and any other appropriate records used by your business	• Weekly Record

Signed ..... Position in the business ..... Date .....

The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

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TEMPERATURE CONTROL HOUSE RULES

Enter a statement of your **Temperature Control House Rules** in the table below :

Process Step	Temperature Control Measure and Critical Limits	Monitoring Method, Frequency and Record(s) used
Purchase, Delivery/Receipt , Collect		
Storage		
Preparation		
Cooking		

Hot Holding (including buffets)		
Cooling		
Reheating		
Service and Delivery to Customers		

Signed ..... Position in the business ..... Date .....

The Temperature Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

CROSS CONTAMINATION PREVENTION HOUSE RULES

Think SAFE Enter a statement of your **Cross Contamination Prevention House Rules** in the table below:

Describe:	• Control Measures and Critical Limits (where applicable) • Monitoring including frequency
Delivery	
Storage *Including where any defrosting is carried out*	
Preparation	
Cooking/Cooling	
Monitoring/checking and any other appropriate records used by your business	

Signed ..... Position in the business ..... Date .....

The Cross Contamination Prevention House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

PEST CONTROL HOUSE RULES

Enter a statement of your **Pest Control House Rules** in the table below :

	Pest Control House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency
Pest Proofing of the premises	
Insect Screens	
Electronic Fly-Killing Devices	
Good Housekeeping	
Pest Control Contractor	
Checking and Inspection	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Signed ..... Position in the business ..... Date .....

The Pest Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

WASTE CONTROL HOUSE RULES

Enter a statement of your **Waste Control House Rules** in the table below :

	Waste Control House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency
Waste in Food Rooms	
Food Waste Awaiting Collection	
Sanitary Waste/ Waste Disposal Units	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Signed ..... Position in the business ..... Date .....

The Waste Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

MAINTENANCE HOUSE RULES

Enter a statement of your **Maintenance House Rules** in the table below :

	Maintenance House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency
Delivery Vehicles	
Premises Structure: • General • Walls • Floor • Ceiling • Drains	
Light Fittings/Covers	
Work Surfaces	
Equipment/Utensils (list main items of equipment)	
Ventilation System, Canopy, Grease Filters	
Monitoring/checking or any other appropriate records used by your business	• Weekly Record

Signed ..... Position in the business ..... Date .....

The Maintenance House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

STOCK CONTROL HOUSE RULES

Enter a statement of your **Stock Control House Rules** in the table below :

	Stock Control House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency
Delivery of Food Including: • 'Use by' Dates • 'Best before' Dates • Physical Condition	
Storage Including: • 'Use by' Dates • 'Best before' Dates • Protection of Food	
Stock rotation Including: • Decanted Food • First-in-first-out • Damaged Stock	
Labelling of bought-in High Risk Foods which have been removed from their original packaging	
Labelling of High Risk Foods prepared on the premises	
Protection of Food Including: • Defrosting • Hot Holding • Service/Delivery	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Signed ..... Position in the business ..... Date .....

The Stock Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

Allergen Management House Rules

Enter a statement of your Allergen Management House Rules in the table below :

	Allergen Management House Rules Describe: • Control Measures and Critical Limits • Monitoring including frequency
Standard Recipes & recording of information	
Incoming Deliveries and labels	
Storage and avoiding cross contamination	
Preparing dishes	
Serving Dishes	
Staff Training	
Communicating with your customers	
Outgoing Deliveries	
What to do in the event of an emergency	
Monitoring/checking and any other appropriate records used by your business	• Weekly Record

Signed .....

Position in the business .....

Date .....

The Allergen Management House Rules are an essential component of your HACCP based system and must be kept up to date at all times

WHAT IS ACRYLAMIDE?

It is important not to over-cook certain foods. Over-cooking or burning certain foods means that these foods can be higher in acrylamide.

Acrylamide is a chemical that is formed naturally when some foods; containing asparagine (an amino acid) and sugars; are cooked at high temperatures (above 120ºC) such as by frying, roasting, baking, grilling and toasting.

Legislation is in place to reduce acrylamide levels in food, as it is a probable carcinogen in humans.

What foods?

If you cook the following types of foods, you should put in place practical steps to reduce acrylamide.				
Potato products such as chips, French fries, other deep cut (deep-fried) and sliced potato crisps, including potatoes that are deep fried and finished in the oven.	**Bread products** such as loaves, bread rolls and baguettes, toast and toasted sandwiches.	**Sweet bakery products** such as cookies, biscuits, scones, gingerbread, wafers, crumpets.	**Savoury bakery products** such as crackers, crisp bread, breadsticks.	**Fried products such as** doughnuts, fried bread, battered products.

The tables below advise on what to do when **purchasing, receipting and storing** these types of products.

Safety point	Why?	Tick if you do this
When buying raw potatoes ask your supplier for advice on the best variety to use for the type of cooking you are doing.	Certain potato varieties are lower in asparagine (an amino acid) and natural sugars and using these will help to keep acrylamide levels lower.	
Store raw, unpeeled potatoes that are going to be fried, baked or roasted in a cool, dark place, above 6ºC. Do not store in the fridge.	Potatoes stored in the fridge can form more sugars, which can mean higher levels of acrylamide when the food is cooked.	
When buying products from a supplier tell them you will not accept over-cooked or burnt products.	Check deliveries and reject products that are over-cooked or burnt as these could have higher levels of acrylamide.	

The tables below advise on what to do when **preparing** these types of products.

Safety point	Why?	Tick if you do this
Cut foods, such as potatoes, to similar sizes.	This will help all foods to cook more evenly and help reduce acrylamide formation.	
Where possible, when making *home-made chips, or cut potatoes that are going to be deep-fried*, follow one of these steps as each remove excess sugars and help to keep acrylamide levels lower:		
Soak (for 30-120 mins) in cold water after cutting. Rinse with clean water and drain.		
Or – Soak for a few minutes in warm water. Rinse with clean water and drain.		
Or – Blanch potatoes before cooking.		
Where possible, and when the preparation process allows, when making *bread or dough products* follow this step:		
Extend the yeast fermentation time.		This will help to keep acrylamide levels lower in the finished product.

The tables below advise on what to do when **cooking** these types of products.

Cook foods to a ***golden yellow, or lighter colour***. Manufacturers will have designed cooking methods best suited to their products.

Safety point	Why?	Tick if you do this
Follow manufacturers' cooking instructions as appropriate.	The manufacturer has tried and tested cooking methods specifically for its products.	
Deep-fry potato products, such as chips and French fries to a golden yellow, or lighter colour. The oil temperature for cooking should ideally be below 175ºC.	Cooking to a golden yellow, or lighter colour, and deep-frying at lower temperatures will keep acrylamide levels low.	
When deep-frying take care not to over-fill baskets. Fill the basket only half way.	This will help the foods to cook more evenly and help reduced acrylamide formation.	
Keep cooking oil quality at its best by skimming often to remove crumbs and food particles left in the oil.	This will prevent crumbs and food particles left in the oil from over-cooking; preserving the oil quality and keeping acrylamide levels low.	
Filter, change oils and clean cooking equipment as often as needed or as recommended by suppliers.	Reusing old, dirty oil and cooking equipment will increase the levels of acrylamide in deep-fried foods.	
When baking bread and sweet or savoury bakery products cook to a golden yellow, or lighter colour. Use the lowest oven temperature possible for the food.	Baking foods at lower oven temperature to a golden yellow, or lighter colour will reduce acrylamide levels.	
When cooking foods such as toast and toasted sandwiches do not over-toast or burn.	Cooking bread to a golden colour, or lighter, will help to keep acrylamide levels lower.	
Where possible, set a timer to mark the cooking time. This could be built-in or you can use a separate timer.	This will remind you to cook foods for the right time and help keep acrylamide levels low.	

Colour charts
Some suppliers have produced colour charts to show what colour is the best for certain foods to keep acrylamide levels low. You can ask if your supplier has these available. You do not have to use colour charts, but they can be useful for training your staff. Colour charts for fries can be found here and for rolls here.

What to do if things go wrong?	How to stop this happening?
• Dispose of foods that are over-cooked or burnt.	• Review your cooking method. • Lower the cooking temperature or use different equipment. • Train staff again on this safe method. • Improve staff supervision. • Repair or replace equipment that is broken or defective. • Write down what went wrong and what you did about it in your diary.