

 West Lothian Council	Environmental Health		SUBJECT: BUSINESS SELF ASSESSMENT FOR CONTROL OF CROSS CONTAMINATION
	✓	Food Safety/Food Hygiene	NUMBER: FH29
Revised: 29/06/15	Health & Safety		
	Public Health		
Status: Trade Advice Data label: Public	Pollution Control		
	Pest Control/Dog Warden		

BUSINESS SELF ASSESSMENT: Controlling cross contamination risks from *E. coli* O157

The following can be used by you to carry out checks on your business to make sure you are controlling cross contamination risks from *E. coli* O157 and other harmful bacteria. It is intended to cover parts of an officer's inspection that will look closely at the management of cross contamination and the safety of ready-to-eat (RTE) foods. It is intended to help you and your staff comply with the law and keep food and your customers safe.

The Food Standards Agency have developed guidance which is available at: <https://www.food.gov.uk/sites/default/files/ecoli-cross-contamination-guidance.pdf>

All food business operators are encouraged to be aware of this guidance and how it applies to their business.

The guidance states that separation is the most reliable control of cross contamination, and you must focus on how this can be achieved in your business. The guidance also states that separation should not be replaced with cleaning/disinfection. When ensuring separation in your business you will need to consider storage, staff, staff clothing, cleaning materials, handling areas, washbasins, sinks, equipment, utensils, storage containers etc.

Only after proper separation has been put in place should you consider the use of cleaning/disinfection as a means of controlling cross contamination risks from *E. coli* O157.

Once you have put the correct food safety standards and controls in place, these must be written into the existing food safety management system (FSMS) documents and records. Staff will also need to be trained and instructed in these to ensure the rules are followed at all times.

Key Area	Issues for consideration	✓	X	n/a	Notes
Separation	<ul style="list-style-type: none"> Has complete separation been achieved for raw and ready to eat (RTE) foods? (food storage/preparation areas, sinks, washbasins, staff, cloths, utensils, equipment, containers) Are these clearly identified? Is there complete separation of complex (hard to disinfect) equipment? E.g. slicers, vac packing, mincers. (These cannot be shared for raw and RTE foods) 				
	<ul style="list-style-type: none"> If complete physical separation is not possible - can raw food contact with surfaces be avoided? (e.g. already prepared ready for use by supplier) 				
	<ul style="list-style-type: none"> If not, has a temporary clean area approach been adopted? Ensure that ONLY non food contact surfaces are shared – have these been identified? Are separate preparation boards being used for preparing raw and RTE foods on these non food contact surfaces? Has an appropriate time separation/cleaning & disinfection approach been adopted before preparing RTE food? Are the cleaning and disinfection guidelines below being followed? If the same sink(s) is used for washing raw and RTE equipment is there separation by time of washing the equipment and is the sink(s) being properly disinfected in between? 				
	<ul style="list-style-type: none"> Separation of raw and RTE foods in storage and display (including fridges and freezers)? Are areas for storage of raw and RTE in shared fridges/freezers clearly identified? Separate probe thermometers for raw and RTE? Separate chopping boards, utensils, knives and other equipment used for raw and RTE food? Dirty equipment can be kept separate from clean areas and equipment before 				

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	cleaning? <ul style="list-style-type: none"> • Frozen raw foods thawed away from RTE foods? • Separate cleaning materials are available and stored separately? • Wrapping and packaging for RTE foods stored in the clean area? 				
	<ul style="list-style-type: none"> • Have separate cash registers been provided (if staff are handling raw and RTE food at point of sale)? • Movement of staff kept to a minimum between raw and RTE food areas? • If staff are required to handle raw and RTE food are the personal hygiene guidelines below being followed? 				
Cleaning and disinfection procedures for surfaces and utensils	<ul style="list-style-type: none"> • Is heat disinfection used? If so, what temperatures are achieved? (Dishwasher or washing machine temperatures should reach e.g. 80°C for 15 secs or equivalent) 				
	<ul style="list-style-type: none"> • If not, are chemical cleaning products relied on for disinfection? • If so, do they meet a relevant standard (BS EN 1276:1997 or BS EN 13697:2001] • Do staff and management understand the difference between a detergent, disinfectant and sanitiser? • Are the chemicals provided being used correctly to ensure at least 2 separate stages of cleaning and disinfection are taking place? • Has everyone involved in cleaning and disinfection been told and shown the correct methods/contact times/dilutions etc? • Are separate and/or single use cloths/materials used only for raw and RTE areas? • Are cloths which can be used again cleaned and washed at a suitably high temperature? (Hot wash cycle above 82°C) 				
	<ul style="list-style-type: none"> • Premises, equipment, hand contact points etc. visibly clean? 				

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	<ul style="list-style-type: none"> • Are food contact surfaces, equipment, and hand contact points being properly disinfected? • Are cloths/cleaning materials separate for raw and RTE areas (ideally cloths should be disposable)? • Are written cleaning and disinfection instructions available for staff to follow? • Is the premises etc. maintained in good condition and repair? 				
Personal hygiene and handling practices	<ul style="list-style-type: none"> • Do you try to avoid hand contact with RTE and raw food (use of tongs/utensils)? • Is there good handling practice to minimise need for handwashing (foot operated pedal bins/time separation for handling raw and RTE/separate staff)? 				
	<ul style="list-style-type: none"> • Are there proper facilities for hand washing (number and location of washbasins, hot/cold running water, soap, hygienic drying facilities, accessible, clean, in good repair)? • Washbasins with non hand operated taps or single use towels to turn off hand operated taps? • Do management know the correct way to wash hands? • Have staff been told and shown how to wash their hands correctly? Are staff following the rules for handwashing? • Is there appropriate handwashing between raw and RTE food handling? • Are hygienic hand rubs provided as extra level of protection <u>NOT</u> as replacement for handwashing? • Are wash hand basins being used for handwashing only? 				
	<ul style="list-style-type: none"> • Is there appropriate changing of protective clothing (different aprons/ disposable aprons used for different activities)? • Is over clothing, hats or other appropriate protective clothing being worn by staff? 				
	<ul style="list-style-type: none"> • Do management know the rules regarding preventing staff handling food when unwell? • Staff have been told these rules and management ensure they are followed? 				

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Training and supervision	<ul style="list-style-type: none"> • Does the food business operator or person responsible for managing the business have enough food safety knowledge to run the business safely and tell staff how to work safely? • Have all staff been told how to work safely with food within the business? • Have staff handling raw and RTE food received formal training (e.g. to elementary level)? • Have records been kept to show that staff have been told about the food safety rules for the business? • Have records of formal staff training and instruction (e.g. elementary course) been kept? • Have records of any corrective actions taken by management been kept? 				
Management control	<ul style="list-style-type: none"> • Have cross contamination control procedures been written into the food safety management system (FSMS) document? • Can you demonstrate that technical controls are working correctly? (e.g. dishwasher temperature if used), • Have staff been trained in these cross contamination control procedures? Records of training? • Are routine food safety checks carried out on cross contamination controls? Are they recorded? • Are all records routinely signed and checked off by a competent member of staff? • Do staff responsible for developing and managing the FSMS have adequate training in food safety and HACCP (Hazard Analysis Critical Control Point) principles? • Are prompts (signs or notices) displayed and used to remind staff of food safety rules? • If a mistake is made, are there corrective actions for staff and management to follow? Are these written down? • Are all procedures reviewed and up to date? 				