



FOOD SAFETY GUIDE FOR FARMERS MARKETS IN SCOTLAND



FOOD
STANDARDS
AGENCY

SCOTLAND
Buidheann
Inbhe-Bidhe
an Alba



Foreword

Over the past few years, farmers' markets have emerged as a distinctive new sector in the food retail supply chain. In Scotland, where there was no recent tradition of street markets selling fresh produce, farmers' markets began in 1999. Since then, they have become well established in many parts of the country. They are regarded as important in the diversification of the rural community; as adding value locally through the promotion of farm-based food businesses; as a means of establishing closer and more direct links between farmers and consumers; as an additional retail outlet for locally-produced food and importantly, in giving consumers more choice when buying their food.

This guide has been designed to help market traders and organisers at farmers markets meet food safety requirements. It has been developed by representatives from Local Authorities, the Scottish Food Advisory Committee and the Scottish Association of Farmers' Markets. The Agency would like to record its gratitude to the Working Group for the commitment, time, expertise and support they have given in the development of this guide.

It is our intention to amend the guide during 2006 to reflect changes to European legislation, the exact details of which are not yet fully available. If you would like to make suggestions that would improve its content, please do so through your Local Authority Environmental Health Department or directly to the Agency.

I believe that the advice contained within this guide, which builds upon existing good practice, will help market traders control food safety risks and that it will prove to be a valuable resource to all of us committed to the very important issue of raising food safety standards and, thereby, protecting consumers.

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March 2005

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Introduction

This guide has been designed to help market traders and organisers at farmers markets meet food safety requirements. The details contained within this guide apply to all farmers markets and will also apply to traders at other markets in Scotland, for example car boot sales, fetes, agricultural shows and continental markets. It aims to provide specific information in relation to different product categories and provide general advice on how to comply with the Food Safety (General Food Hygiene) Regulations 1995 (in particular, Chapter III) and the Food Safety (Temperature Control) Regulations 1995. However, any further specific or detailed information required should be sought from the Environmental Health Department of your local authority.




Note that this guide has been written for stalls where there is more than one person (manager and staff). However, we recognise that in many cases, stalls will be operated by one-man businesses. You are therefore advised to interpret the guidance accordingly. In the event of any concerns, you should contact the Environmental Health Department of your local authority and/or take independent legal advice.



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Legal Responsibilities.

This guide contains general advice only and is based on the Food Standards Agency's understanding of the law however, it is for the courts to provide a definitive interpretation of that law. This guide is not a substitute for the relevant legislation which will continue to apply and it remains the duty of food business proprietors to comply with that legislation.

In the event of any apparent conflict between the guide and the relevant legislation, you should seek your own legal advice on the application of the guide in relation to your own circumstances.



SECTION 1:
MARKET ORGANISERS: ORGANISING A MARKET



MARKET ORGANISERS: ORGANISING A MARKET

Market organisers may also be referred to as market operators or market co-ordinators.

You may wish to set up a market yourself, or as a co-operative with other market traders. In the first instance, you should contact your local authority which will be able to advise on market licensing requirements, food safety and hygiene conditions, health and safety (as appropriate), traffic management and planning, as well as the other relevant legislation. An example of a market organiser's checklist is contained in **Appendix 2**.

As a market organiser, you must ensure that there is adequate provision of toilets, wash hand basins, collection of waste food, general rubbish and disposal of waste water. Alternatively, direct traders to where these facilities may be found. Local arrangements may be in place with SEPA (Scottish Environment Protection Agency) with regards to disposal of liquid waste. Their contact details may be found in **Section 5**. Facilities must be kept clean and in good working order to ensure that the markets can run as effectively and hygienically as possible. Where required, electricity should also be made available e.g. for refrigeration.

Structure and layout of the site must be carefully considered. For example, stalls handling open ready to eat foods should be placed close to wash hand basins and the layout of the market should be such that food is sold at a distance from animals, in order to minimise contamination of food. Where markets are held on agricultural land, it is recommended that the land is kept free from farm animals for the preceding three weeks prior to use, or preferably, use grazing-free land. Further advice should be sought on this matter as appropriate from your local Environmental Health Department.

You will be expected to be familiar with the conditions within the market, and it is recommended that you undertake your own monitoring of the facilities e.g. standards and positioning of stalls. Although market organisers have a responsibility to ensure that adequate facilities are in place, market traders are also responsible for ensuring that the facilities are available and used to maintain a hygienic environment.



SECTION 2: MARKET TRADERS: REGISTRATION



MARKET TRADERS: REGISTRATION

A market stall must be registered as a food business if this business is carried out for five or more days during five consecutive weeks. If you use vehicles or stalls for your business in connection with a permanent registered premises, there is no need to register the vehicle separately, but if there is no permanent premises, you must advise your local authority of where the vehicle is kept. If the market is already registered by the market organiser, stalls provided by the organiser need not be licensed.

Registration is free of charge and the local authority cannot refuse to register you. Registration ensures that the local authority is aware of you so that they may offer advice and carry out inspections as necessary.

Whether registered or not, your food stall/premises, like any other food premises, will be subject to inspection on a regular basis by local food enforcement officers, from the local Environmental Health Department.

APPLICATION FORM

Each local authority or market organiser may also ask you to complete a Market Stallholder Information/Application Form, prior to your first market. A sample form is found in **Appendix 3** but this may differ depending on arrangements in place with your local authority.

OTHER APPROVALS/LICENSING

Depending on the type of foods being sold from your stall, other approvals or licensing may be required. Further information is contained throughout this guide, and it is recommended that you seek advice from your local Environmental Health Department.



SECTION 3:
FOOD SAFETY





GENERAL

Food businesses have a responsibility to ensure that food is kept safe and free from contamination. Food safety legislation currently requires that all food business operators carry out a hazard analysis of all steps of the food process. The hazards may be microbiological, chemical or physical. They must identify those steps which are critical to food safety (which may be particular to the type of food being sold) and implement controls and monitoring procedures to minimise any food safety risks. From 1 January 2006, it will be a requirement of food businesses to implement and maintain food safety procedures based on HACCP (Hazard Analysis and Critical Control Points) principles. The extent to which implementation is carried out will depend on the nature and size of the business.

Most local Environmental Health Departments will have advice available on Hazard Analysis and HACCP. They may also run or recommend local courses for you to take, so you should discuss this matter with them.

Planning your preparation, transport, display etc. and any other requirements in advance, will help you meet the requirements of the relevant legislation. Some examples of the process steps that you may need to go through before the food is made available for sale in a safe and hygienic condition at a farmers market, are detailed over the page in a flow diagram. Examples of product specific flow diagrams are also provided in **Appendix 4**. Not all steps will necessarily apply to you, however it is your responsibility to carry out an assessment of the steps applicable to your own process and ensure the appropriate controls are implemented and monitored.

In order to prepare for the forthcoming legislation, it is recommended that you keep records of your process. Keeping records of your control procedures and monitoring will demonstrate that you are controlling hazards in an effective manner. For example, your temperature control records will allow you to provide evidence that you have taken all reasonable precautions to ensure that the food has been kept at a safe temperature. Simple measures should be all that is necessary for most stallholders.

If the checks you carry out identify that the control measures you have in place are no longer effective e.g. the chill is no longer keeping the food at chilled temperatures, then you should take appropriate corrective action.

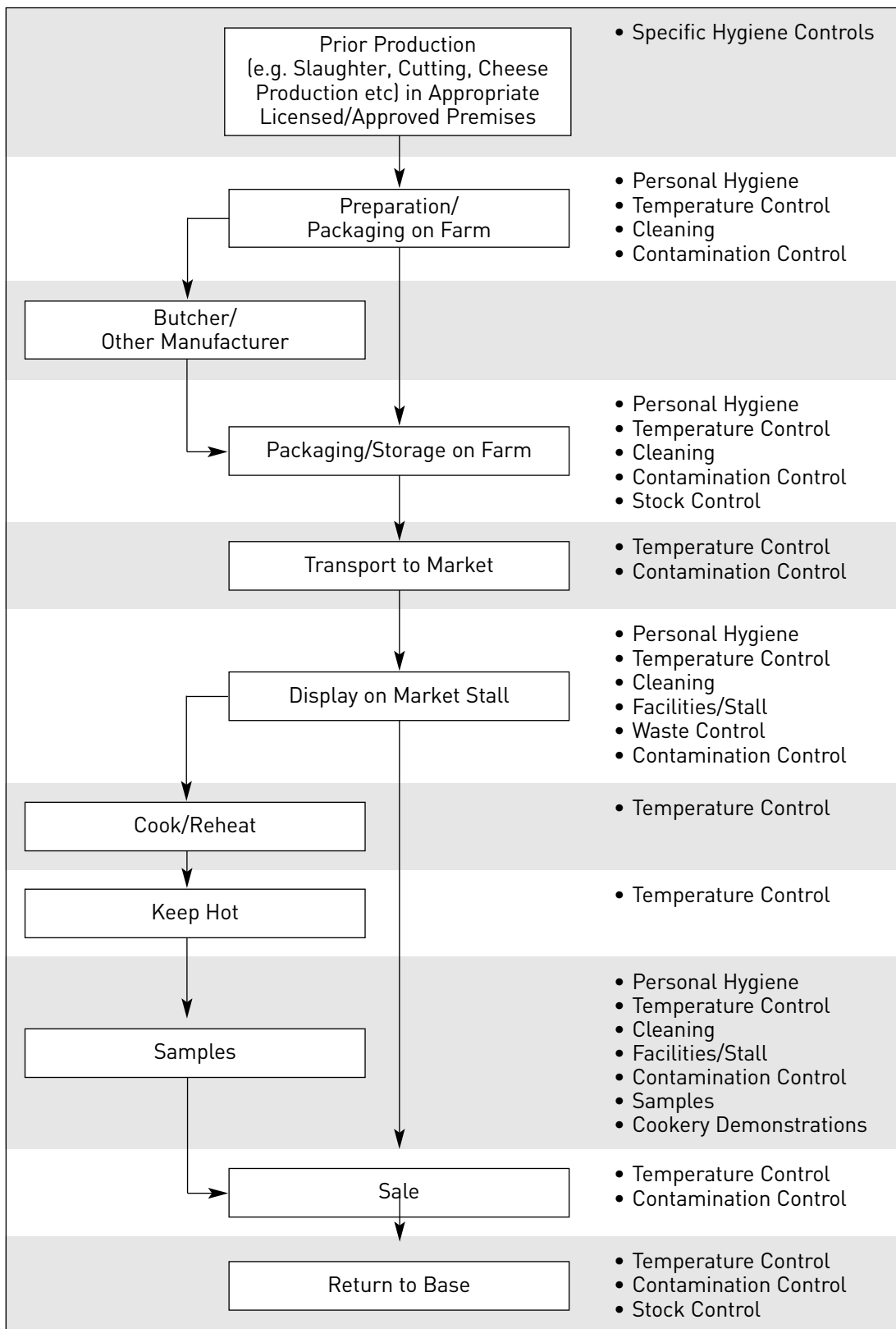
Examples of monitoring forms/records can be found at the back of this guide and they may be adapted to suit your own specific needs. Controls and records may need to change when new products are produced or a change occurs to the process. Regular review of your process is therefore important.



EXAMPLE HACCP FLOW CHART - GENERIC

PROCESS STEPS

EXAMPLE CONTROLS (Refer to relevant section in Guide)



Examples of HACCP flowcharts for different product types can be found at the back of this guide (**Appendix 4**).

FACILITIES/STALL

General conditions to be observed: -

- The stall should be designed in such a way to protect food from adverse environmental conditions, for example, rain, dust, direct sunlight etc.
- Work surfaces and equipment must be constructed in such a way that they are smooth, impervious and capable of being easily cleaned.
- If using wooden tables, plastic sheeting or another suitable washable covering material must be used to cover the tables.
- You are encouraged to use water provided by the public water authority if available, however you may wish to use water from a private supply. Where water is used from a private water supply, you must ensure that the water is safe to drink (“potable”) even if you are only using it for handwashing or for the washing of equipment. It is important to ensure that there is adequate cleaning and disinfection of any water storage containers, or bottles used to transfer water.

TRAINING

The Food Safety (General Food Hygiene) Regulations 1995 require that the owner of a food business ensures that food handlers are supervised and instructed and/or trained in food hygiene matters appropriate to their work activities.

Stallholders and market organisers are encouraged to attend at least a level 1 Food Hygiene course or equivalent. This will ensure that you can identify the food safety hazards and effectively implement controls. Any staff can then be instructed accordingly.

It is not always essential for food handlers within markets to have attended formal training courses in food hygiene, although this is generally recommended, especially when handling open high risk foods e.g. cooking samples.

Some market organisers may require you to hold a formal food hygiene qualification as a condition of trading, and food enforcement officers may ask you about your training and to demonstrate your understanding by asking you to explain what food safety controls you have in place and why.

Formal training will involve an examination with a certificate issued at the end. Examinations may be taken in written or verbal format and may take place in languages other than English. Formal training can take place at one of three levels, and it is recommended that level 1 training (“Elementary” or “Basic”) is carried out although level 2 training (“Intermediate”) may be considered for those in a supervisory position. In addition, some training providers cater for new food handlers by means of specifically tailored courses.



Where informal training has taken place, all food handlers should be aware of the basic principles that must be applied to the safe handling and preparation of food. **These essentials of food hygiene include: -**

- Personal hygiene
- Temperature control
- Cross contamination control
- Cleaning and disinfection

A summary of food hygiene key points can be found in **Appendix 5**.

As a stallholder, it is your responsibility to establish the level and type of training appropriate for you and your staff to ensure that food available for sale on your stall is safe. Training records are a means of identifying which staff are trained for particular tasks and it is recommended that training is recorded. An example of a training record can be found in **Appendix 6**.

It is important that vital information gained during training is not forgotten and that training is put into practice. You may wish to consider, therefore regular refresher training. When food safety failures occur, staff involved should be retrained.

Training courses will be accessible through most local colleges. Lists of courses can be found by contacting your local Environmental Health Department. Alternatively, you can contact the organisations listed in **Section 5** for lists of their courses and training centres.



PERSONAL HYGIENE

General conditions to be observed: -

- It is the responsibility of the stallholder to ensure that staff employed understand the need for good personal hygiene.
- Hands must be washed before starting work, after breaks, after using the toilet, after handling waste, after handling raw food and before handling prepared ready to eat foods in order to prevent contamination. A wash hand basin, with hot and cold running water (or warm water), soap and paper towels should be available in close proximity to the stall (or shared with neighbouring stall, preferably selling similar products). Refuse facilities must be made available for disposable towels. A mobile handwash basin may also be suitable. If a mobile basin is used, suitable facilities must be provided for the disposal of waste water. The facilities should be checked to ensure they are working.
- Do not eat, drink or smoke where open food is handled.
- A properly equipped first aid box should be available and should include a supply of waterproof coloured dressings. Ensure that cuts, spots and sores are covered with a brightly coloured waterproof dressing.
- If you suffer from any skin, nose, throat, stomach or bowel trouble, you have a legal duty to advise the owner of the business. Food handlers suffering from any of these complaints must be excluded from food handling until they have recovered fully and, in the case of a stomach upset, sickness and/or diarrhoea, until at least 48 hours have passed after you are free of symptoms. It is recommended that you obtain GP clearance. For further advice, refer to the Department of Health publication "Food Handlers: Fitness to Work" (see **Section 5**).
- Disposable gloves may be used, however they should be changed regularly and washed between handling raw and cooked food (as you would wash your hands).
- Disposable handwipes may be used to wipe hands after handling pre-packed foods only, however they are no substitute for handwashing using soap and water. As detailed above, hands must be washed properly, as necessary.
- All food handlers must maintain a good level of personal hygiene, wearing suitable clean protective clothing appropriate for the task. Examples may be aprons or overalls, and hair covering is recommended, especially where there are potential risks to open food.
- When handling food, the wearing of jewellery should be minimised to prevent contamination of food by jewellery or ineffective handwashing. Jewellery should therefore be restricted to plain wedding rings and sleeper (hoop) earrings.



TEMPERATURE CONTROL (see also Appendices 7, 8 & 9)

General conditions to be observed: -

- It is important to keep perishable foods chilled or frozen. Chilled food should be kept at a temperature of 5°C or less, as detailed in **Appendix 8**, to discourage the growth of harmful bacteria. Frozen food should be stored at a temperature of -18°C or less. Eggs should be kept in a cool dry place, ideally at refrigerated temperatures. These temperatures are ideal and temperatures and tolerances are detailed on the Target Temperature Chart (**Appendix 8**).
- Chilled and frozen food should be transported by temperature controlled vehicle, to and from the market and stored on site under temperature controlled conditions. However, small traders may use icepacks in insulated containers, provided the temperature is kept at 5°C or below.
- On site, food can be kept at chill temperatures by means of a refrigerator (if a generator or mains electricity is available) or an insulated cool box. In the case of fish, ice should be provided for keeping the temperature down to 5°C or below. Food must not be displayed in direct sunlight as it will increase the temperature of the food. The use of anti-glare screens (which may minimise any increase in temperature) and additional monitoring should be considered.
- If food requires to be cooked at the market stall, the cooking equipment should be adequate to cook food to 75°C for 30 seconds, or equivalent (see **Appendix 8**). If food requires to be reheated prior to service, the equipment used must be adequate to reheat food to at least 82°C. Food need not be reheated to 82°C if this results in a deterioration to the food quality. In these circumstances, it is good practice to “reheat” foods to a minimum core temperature of 75°C for 30 seconds, or equivalent. It is recommended that this temperature is checked and recorded.
- If food is held hot prior to serving, then it must be held at a temperature above 63°C. It is recommended that this temperature is checked and recorded.
- Temperatures of chill facilities should be monitored regularly throughout the period of use. For pre-packed foods, this can be done by placing the food probe/thermometer between the packs. It is recommended that the temperature is recorded. Example record forms are provided in **Appendix 7**.
- Temperature monitoring should take place to demonstrate temperature control throughout the food distribution chain (for example, prior to leaving farm/base, arrival on site, loading into refrigerated display cabinet, cooking etc).



- Temperature monitoring equipment such as probe thermometers must be made available where necessary. Disinfectant wipes should also be made available for cleaning the probes between uses. They should be checked regularly to ensure they are working properly. This can be done easily by placing the probe in a beaker of melting ice and checking that the temperature is 0°C and placing it in boiling water, ensuring that it reaches a temperature of 100°C. A monthly check should be carried out and the checks recorded (an example check sheet is given in **Appendix 9**). If inaccuracies are highlighted, then the probe or thermometer should be rechecked and replaced if necessary.
- Temperature monitoring can take place without using a temperature probe or thermometer e.g. when cooking very thin meats (e.g. bacon), it may be sufficient to cook until the meat is visibly cooked on both sides.
- Left over food should either be disposed of (see **“Waste Control”**) or excess stock frozen for use at a later time, provided temperature control has been maintained throughout the distribution chain. It is important that any food which has been frozen has been temperature controlled throughout the entire market day, that it is labelled appropriately, and, if thawed, that it is not frozen again at a later date. If the food has been previously frozen, the customer must be advised accordingly.



CLEANING

General conditions to be observed: -

- Cleaning is necessary to remove soiling which may contaminate food and to prevent food poisoning by reducing harmful bacteria to a safe level.
- Cleaning and disinfection must be carried out as necessary. If available, a bactericidal detergent (i.e. capable of destroying bacteria) should be used to ensure effective cleaning and disinfection takes place. Cleaning and disinfecting chemicals must be checked to ensure they are “food friendly”. In addition, the following equipment must be provided where necessary: a suitable sink of adequate size and supplies of hot and cold water. Chemicals must be clearly labelled and stored separately to food.
- Utensils and serving implements must be washed between different uses (e.g. handling raw and cooked foods). Washing facilities must therefore be provided and, depending on the operation being carried out, should not be the same as those facilities provided for washing hands. If utensils cannot be washed on site, ensure you have sufficient supplies of clean utensils for use on market day.
- Where there are both high and low risk areas, surfaces and equipment should be cleaned in the direction of high risk areas to low risk areas.
- Clean as you go – keep all equipment and surfaces clean. Where necessary, surfaces should be rinsed after washing to ensure residual detergent is removed. Disinfection should also take place after cleaning regularly throughout the day, for example by using disposable cloths/towels with a disinfectant spray.
- Use disposable cloths or replace dishcloths and scourers frequently.
- It can be useful to record cleaning. An example cleaning schedule is provided in **Appendix 10**.



CONTAMINATION CONTROL

Microbiological Contamination

General conditions to be observed: -

- Cross contamination occurs when bacteria are passed from raw foods (e.g. raw meat, unwashed vegetables) to ready to eat perishable foods (e.g. cooked meats, cheese, ready to eat salads) via, for example, an unclean work surface or dirty hands. In order to prevent cross contamination, the following steps should be taken: -
 - Displayed food must be covered or wrapped, as appropriate
 - Raw and ready to eat foods must be kept separate. Outer packaging of raw meat can be contaminated with harmful bacteria and it is therefore recommended that packed raw meat is also kept separate from ready to eat foods. If only one refrigerator/chiller is available, ensure that the raw food is wrapped (or contained) and stored beneath ready to eat foods or physically separated.
 - Temperature probes should be thoroughly cleaned and sanitised between uses.
 - When handling raw and cooked foods on the same stall, good personal hygiene must be observed. Use separate utensils, working areas, cleaning equipment etc. This can easily be done by colour coding. Wash hands after handling raw foods and before touching other food or equipment.
 - If open food is to be displayed, consideration must be given to clear “sneeze-screens” or clear wrapping. Temperature controls must be observed.
- An example Control of Contamination Check List is provided in **Appendix 11**.

Chemical Contamination

General conditions to be observed: -

- Detergents and disinfectants must be adequately labelled and stored separately from food to avoid contamination.
- Only food grade contact packaging must be used for food.
- Pesticides e.g. bait used for pest control purposes, must be kept separate from food.
- An example Control of Contamination Check List is provided in **Appendix 11**.



Physical Contamination

General conditions to be observed: -

- Personal hygiene practices must be followed at all times.
- Effective pest control measures must be put in place to prevent pest ingress. These include clearing away rubbish regularly, proper storage of food and packaging off the ground and adequate cleaning. This is not only important on the stall but also at the home base.
- Food must not be placed directly on the floor/ground as this may present a contamination risk.
- Displayed food should be covered or wrapped, as appropriate, however, if this is not practical (e.g. unwrapped cheeses), then consideration must be given to install clear "sneeze-screens", to prevent physical contamination.
- Food transported to markets must be wrapped, covered or placed in suitable containers to prevent contamination. All wrappings in contact with food must be made of food grade material. You should ensure that vehicles and containers are kept clean and in good repair. Food must be kept separate from other non-food items. You should consider how to prevent contamination from animals, fuel etc. by clear and adequate separation. Cardboard boxes and paper-lined crates may be suitable for most agricultural produce. Higher grade, washable material, such as metal or plastic crates, should be used to transport higher risk (perishable) food (for example, cooked meats, sandwiches, cheese etc) and bakery goods.
- An example Control of Contamination Check List is provided in **Appendix 11**.



Allergens

General conditions to be observed: -

- Some people have a sensitivity to certain foods such as nuts, seeds, gluten and shellfish. Some foods may result in a severe allergic reaction (these include peanuts (known also as groundnuts), tree nuts (e.g. almonds, hazelnuts, walnuts, Brazil nuts etc), fish, shellfish, sesame seeds, eggs, milk and soya), while others may cause an intolerance (e.g. gluten, which is the protein found in many cereals such as wheat, rye and barley, and lactose, the sugar found in milk).
- Nut allergies can be particularly severe and the consumption of nuts and nut products, even in tiny quantities, can be fatal. Often, these very small quantities of nuts can find their way into foods unintentionally, due to inadequate controls. The following steps represent good practice: -
 - Keep foods which can cause reactions separate from other foods and ensure that staff wash their hands after handling these foods.
 - Utensils and equipment should be separate or cleaned thoroughly after use.
 - Store these ingredients and store and display finished food, which may contain them, separately.
 - Always check that your suppliers have sent you what you have ordered.
 - Check that the ingredients have not changed their composition and that your supplier has not substituted one brand or ingredient for another, which may contain any of these allergens.
 - Be aware of hidden ingredients e.g. nuts used in the base of a cheesecake. This will require you to check with your suppliers what is contained within your bought in ingredients.
 - Make sure that your staff understand that they should never guess whether or not an ingredient is present in a food – they should check every time.
 - It's better to tell a customer that you don't know if a food contains a particular ingredient than to guess.



STOCK CONTROL

General conditions to be observed: -

- Stock (food and packaging) must be stored in a dry clean environment which is free from pests and in a temperature controlled environment when necessary.
- To avoid spoilage, stock should be rotated to ensure that older stock is used before newer stock ("first in, first out").
- Stock should be checked regularly to ensure that it has adequate shelf life remaining ("Use By" and "Best Before" dates).

WASTE CONTROL

General conditions to be observed: -

- Waste must be kept away from food and regularly removed, for disposal.
- The market organiser must make sure arrangements are in place for waste disposal from the market. Stallholders must arrange adequate provision for waste collection on their stall e.g. covered bins/sacks for refuse and waste food and for the disposal of waste water.
- The Animal By-Products Regulations 2003 require that raw waste meat, raw products of animal origin (e.g. trimmings, bones) and other foods and packaging which has been in contact with raw meat or products of animal origin, must be disposed of by rendering, incineration, composting or biogas treatment and must not be fed to livestock. Waste cooked meat and cooked meat products (e.g. cooked burgers, sausages) may be disposed of in the normal way (your usual commercial collection) until 31 December 2005.

FARM SUPPLIED PRODUCE

If you are selling food from your stall it is likely that you will be producing at your farm, or some other premises. This section deals not only with the sale at the market but also the processing of meat, game, fish and dairy products which are governed by a set of very specific rules and cover a complex area of legislation. Below is some general guidance but we recommend that you contact your local authority for more detailed information depending on your circumstances.

Slaughter

Cattle, sheep, goats and pigs must be slaughtered in a licensed slaughterhouse if the meat is to be sold for human consumption. If buying meat to sell on the stall, ensure it is from a reputable supplier and that the meat is traceable to source. It is a legal requirement that beef is specifically labelled (The Beef Labelling (Enforcement) (Scotland) Regulations 2001) and details of these requirements can be found in **Section 4 (Composition and Labelling)**.

Poultry, rabbits and farmed game should be slaughtered in a licensed slaughterhouse if the meat is to be sold for human consumption. However, where a farmer produces less than 10,000 rabbits or birds on his holding(s), he may be exempt from this requirement, provided the birds/poultry are sold to the final consumer;

- directly from those holdings
- at the local farmers market to the holding
- directly to retailers who sell to the final consumer from premises which are in the same or a neighbouring locality to the holding where the rabbits or birds were produced.

A slaughterhouse with an annual throughput of less than 10,000 rabbits or birds must keep a record to show the number of rabbits or birds received into, and despatched from, those premises during each week.

Getting the meat cut, packed and labelled

The Fresh Meat (Hygiene and Inspection) Regulations 1995 (SI 1995/539) and the Poultry Meat, Farmed Game Bird Meat and Rabbit Meat (Hygiene and Inspection) Regulations 1995 (SI 1995/540) require that cutting plants are licensed. Veterinary supervision is required. Some butchers shops are licensed cutting plants. You may even wish to set yourself up as a licensed cutting plant. In this case, you will need to comply with the requirements laid down in the above Regulations. The Food Standards Agency will provide advice regarding licensing requirements.



Exemptions

Exemptions exist where the meat is cut up or repackaged exclusively for sale to the final consumer from those premises. In addition, butchers need not be licensed as a cutting plant if they sell all their meat from the butchers shop. However, if they have other retail outlets in their own ownership (including market stalls) they may sell up to 50% (or 1 tonne) (whichever is less) of weekly production from those other retail outlets to the final consumer.

Discretion may be given by your local authority which would allow you to use a butchers premises for cutting your meat if licensed cutting plants are not available locally or unwilling to undertake this work. This should be discussed fully with your local authority. There are conditions attached to use of that discretion and these are that the meat should be sold at a local farmers market and that the hygiene requirements have been met.

Although permitted in law, the cutting of meat on the stall, for sale from that stall, is **discouraged** due to the risk of contamination to ready to eat food (in which case a butchers licence will be required (see below)) and the difficulties of maintaining adequate hygiene controls and ensuring effective pest control.

Health Marking

If the meat is cut and wrapped at a licensed cutting plant, then it will be health marked. If it undergoes re-wrapping at a different licensed establishment, then the wrapped meat will be given the health mark of that establishment (re-wrapping centre).

Butchers Licensing

If you are handling unwrapped raw meat together with any ready to eat foods at the same stall, then a butcher's licence is required. It is recommended that you seek advice on the requirement of butchers licensing from your local Environmental Health Department before proceeding.

Wild Game

Wild game intended solely for the UK domestic market, need not be processed in a plant licensed under the Wild Game Meat (Hygiene and Inspection) Regulations 1995 (SI 1995/2148). Such meat will not be health marked.

Two primary pieces of legislation detail the requirements for dealing in game: the Game Act 1831 and the Game Licences (Scotland) Act 1860. They require that a licence be obtained for the taking or killing of game, or for the buying and selling of game. Some local authorities combine these licences (Game Dealers licences) and so you are advised to contact them for further advice. Game includes hares, pheasants, partridges, grouse, heath or moor game and black game.

If you wish to sell game from a particular premises (e.g. your stall) then you must be licensed as a Game Dealer and display a notice stating “licensed to deal in game”. The licences are renewed annually.

The Deer (Scotland) Act 1996 regulates the sale of venison in Scotland. These Regulations require that a person wishing to deal in venison requires a venison dealer’s licence. A venison dealer includes any person or business which sells or offers to sell venison, purchases or offers to purchase venison. The licence is issued by a Local Authority. Every licensed venison dealer must keep a book in which a copy of all purchases and receipts of venison should be recorded in the prescribed form which can be found on the Deer Commission website. The contact details are found in **Section 5**. If you buy the game from an unlicensed stalker for processing, you must be a licensed venison dealer. If, however, you buy pre-packed venison from a licensed venison dealer, you do not need to be licensed yourself.

Sale of mince, sausages and burgers (meat preparations) from your stall

The stall at which you are selling the meat preparations need not be approved under the Minced Meat and Meat Preparations (Hygiene) Regulations 1995 although there may be a requirement to be licensed as a butcher depending on other products being sold.

If you are manufacturing these products yourselves, you may be required to have the manufacturing site approved under the Minced Meat and Meat Preparations (Hygiene) Regulations 1995, by the local Environmental Health Department (or the Meat Hygiene Service). However, if all of the product is intended for sale to the final consumer from your premises, approval will not be required.

Further advice on this may be obtained from your local Environmental Health Department.

Sale of bacon and meat pies etc (meat products) from your stall

The stall at which you are selling the meat products need not be approved under the Meat Products (Hygiene) Regulations 1994 although there may be a requirement to be licensed as a butcher depending on other products being sold.

If you are manufacturing these products yourselves, you are likely to be required to have the manufacturing site approved under the Meat Products (Hygiene) Regulations 1994 by the local Environmental Health Department. Only those premises which supply directly to the final consumer (which includes most caterers and takeaways) are exempt. Even if the operator of the manufacturing site has a separate retail outlet in which the products are sold direct to the final consumer, approval will be required.

Since this is a matter which will be assessed on a case by case basis, you are advised to contact your local Environmental Health Department.



Dairy Products

Your farm must be licensed as a production holding under the Dairy Products (Hygiene) (Scotland) Regulations 1995, as amended if you are producing raw milk. Premises that carry out some form of treatment (e.g. pasteurisation) or processing (e.g. cheese, yoghurt) usually have to be approved by local authorities. The stall at which you are selling the milk or dairy products need not be approved. The sale of raw cows milk, as drinking milk, in Scotland is prohibited. The sale of raw goats, ewes and buffalo milk is permitted, however, until 1 January 2006. If you are considering producing raw milk cheese, then you should seek advice before doing so (see **Section 5**).

Fish, live shellfish and fish products (e.g. fish cakes, fish pates)

Fishmongers, who sell fish and shellfish to retail customers and caterers only, need not be approved under the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998. This includes a market stall.

Establishments which process fishery products do require to be approved under these Regulations. Dispatch centres/purification centres which handle live shellfish require to be approved under the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998. When live shellfish are sold, fishmongers should usually be able to identify where it has come from by means of the health mark up to the point of sale.

Products made from less than 10% fish are not considered to be fishery products and their production would be exempt from approval under these Regulations.

You should consult your local authority for further advice on any of these matters.



FOOD MANUFACTURED AT HOME FOR SALE ON STALL

Because of the wide variety of foods which could be produced in your home for sale at the market, it is not possible to detail all applicable controls required, in this guide. Foods produced in the home may, depending on circumstances, be perishable or low risk foods. You are therefore recommended to thoroughly plan how you would intend to produce food in the home for sale and then discuss any such plans with your local authority. Depending on the frequency of such use, there may be a requirement to have your home registered with the local authority (see **Section 2**).

“Low Risk” Foods (e.g. cakes and jam)

It is important that you are familiar with the basics of food hygiene as well as labelling and shelf life requirements.

“Perishable” Foods (e.g. meat, dairy and fish products)

These foods are covered in **Farm Supplied Produce** in greater detail.

Section 4 (Composition and Labelling) should provide you with the necessary labelling advice you need and you can also contact your local authority. There are various publications available which will provide useful information. Contact information can be found in **Section 5.0**.

SAMPLES

It is recognised that samples can provide a useful means for you to advertise your products to customers. The same controls and food safety legislation apply to samples as to food for sale.

As with all food, you must protect samples from contamination and they should be stored out of reach of animals and young children. In order to prevent customers contaminating samples, you should provide tongs, disposable spoons, cocktail sticks etc for use. The temperatures of food cooked or hot-held for samples, should be monitored, and recorded as necessary. Food which must be chilled for safety reasons, must be kept out of temperature control conditions for a minimum period of time, especially in warmer weather, and it is recommended that it is disposed of, if kept out of the chill, for more than one hour.



COOKERY DEMONSTRATIONS

If the food from the cookery demonstration is made available to consumers, the controls described in this guide must be followed closely before, during and after cookery demonstrations. In summary, they are as follows: -

- Personal hygiene rules must be followed (facilities for the hygienic washing and drying of hands and hygienic sanitary arrangements).
- Food surfaces must be in good condition, made of food grade material and easy to clean and disinfect as appropriate.
- Adequate provisions must be made for cleaning and disinfection as appropriate.
- Adequate provision must be made for the cleaning of foodstuffs, if necessary.
- An adequate supply of hot and/or cold potable water must be available.
- Adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) must be made available.
- Adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions must be available.
- Foodstuffs must be placed so as to avoid, so far as is reasonably practicable, the risk of contamination.
- Steps must be taken to avoid cross-contamination by, for example, separate utensils, separate surfaces, colour coding etc.



ANIMAL ATTRACTIONS AT FARMERS MARKETS

You may wish to use animals as an additional attraction at the market. However, animals carry harmful bacteria in or on their coats, faeces, mouth etc. which can cause human illness. If animal attractions are taking place, it is necessary to consider the following: -

- If animals are to be petted or fed, they must be supervised and you must have adequate handwashing facilities, including hot water, soap and disposable towels for the use of visitors. It is advisable to use signs to remind people of the need for handwashing after touching animals.
- Make sure animal movement records are available where necessary.
- Make sure animals are transported separately from foodstuffs.
- The holding pen at the market must be well separated from the food stalls and animals should not be led to the pen past or close to food stalls and picnic areas.
- If visitors bring picnics or eat any of the food they have bought at the market, they should be discouraged from eating close to the animals and the layout of the market should be such that food is sold at a distance from animals.
- On departure from the market site, and throughout the day if necessary, it is important to ensure that animal waste is cleared up and disposed of appropriately.

Further useful advice can be found in the HSE Information Sheet 23 (revised): "Avoiding Ill Health at Open Farms – Advice to Farmers (with teachers supplement)". Details can be found in **Section 5**.



SECTION 4: **COMPOSITION & LABELLING**





COMPOSITION AND LABELLING

Food for sale must be appropriately labelled. Food labelling is a complex area and may be product specific.

Please note that this section will not be available until early 2006. In the meantime, you should contact your local Environmental Health Department for advice.



SECTION 5: CONTACTS AND USEFUL SOURCES OF INFORMATION



CONTACTS AND USEFUL SOURCES OF INFORMATION

We hope that this guide is of use to you. If you require any further information, you may find the following useful:

CONTACTS

Personal Contacts

For **Food Safety** and **Health and Safety** advice:-

Environmental Health Department (local authority). Please check your phone book for contact details.

Please insert your own contacts: -

Environmental Health

Name:

Telephone numbers:

For **Weights and Measures, Pricing** and **Animal Health**:-

Trading Standards Department (local authority). Please check your phone book for contact details.

Please insert your own contacts: -

Trading Standards

Name:

Telephone numbers:



Additional Contacts

Scottish Association of Farmers Markets

www.scottishfarmersmarkets.co.uk

Food Standards Agency Scotland

Tel: 01224 285100

www.food.gov.uk

Deer Commission for Scotland

Tel: 01463 231751 or 01786 446282

www.dcs.gov.uk

Scottish Environmental Protection Agency (SEPA)

Please check your phone book for local contact details.

For advice on **Health and Safety**: -

Health and Safety Executive

Please check your phone book for local contact details.

Training Organisations

Royal Environmental Health Institute of Scotland (REHIS)

Tel: 0131 225 6999

www.rehis.org

Royal Institute of Public Health

Tel: 0207 580 2731

www.riphh.org.uk

Chartered Institute of Environmental Health (CIEH)

Tel: 0500 009777

www.cieh.org

Royal Society for the Promotion of Health

Tel: 0207 630 0121

www.rsph.org

PUBLICATIONS AND WEBSITES

You may find the following publications useful: -

Industry Guide to Good Hygiene Practice: Markets and Fairs Guide

(Published by Chadwick House Group Limited) ISBN 1 902423 00 3.

Available through most booksellers.

There are also a number of other Industry Guides available which may be useful:

Catering Guide (ISBN 0-11-321899-0)

Retail Guide (ISBN 0-900103-60-4)

Baking Guide (ISBN 0-900103-55-8)

Bottled Water Guide (ISBN 1-9043-0631-4)

Wholesale Distributors Guide (ISBN 0-900103-65-5)

Butchers Shop Licensing Supplement to the Retail Guide (ISBN 1-904306-43-8)

Food Handlers: Fitness to Work.

Guidelines for Food Business Managers.

Available from the Department of Health or HMSO.

Avoiding Ill Health at Open Farms

[AIS no. 23, revised]

www.hse.gov.uk/pubns/ais23.pdf

E coli 0157 Schools Information Pack

Issued by the Scottish Executive

www.scotland.gov.uk/library5/health/ecsip-01.asp

Keeping It Safe - Is your Private Water Supply Safe?

[Ref: B21682 12/01] Issued by the Scottish Executive

www.scotland.gov.uk/library3/environment/kisl.pdf

Code of Practice on the Handling and Storage of Eggs from Farm to Retail Sale

MAFF Publication 1996 PB2818

www.defra.gov.uk/foodrin/poultry/pdfs/eggstorage.pdf

Advice on ice cream can be found on the following website (**The Ice Cream Alliance**)

www.ice-cream.org

Food Hygiene for Caterers

www.cleanup.food.gov.uk

Allergy Advice

<http://www.food.gov.uk/healthiereating/allergyintol/caterers/>



Food Hazards and your Business

Available from FSA Publications (details below)

Report on Small-Scale Cheese Production in Scotland

Issued by the Food Standards Agency Scotland and the Scottish Executive.
Available from your local Environmental Health Department.

Cutting of Meat for Direct Sale by Farmers

www.food.gov.uk/enforcement/role/guidancela/meatcut/cuttingmeat_faq/

A variety of **food safety and food standards publications** can be obtained from your local authority or:

Food Standards Agency Publications

Tel: 0845 606 0667

Minicom: 0845 606 0678

Fax: 020 8867 3225

Email: foodstandards@eclogistics.co.uk

A variety of **health and safety publications** can be obtained from your local authority or:

Health & Safety Executive Publications

HSE Books

PO Box 1999

Sudbury

Suffolk CO10 2WA

Tel: 01787 881165

Fax: 01787 313995

Website: www.hsebooks.co.uk

You will be able to access current legislation through: -

Her Majesty's Stationery Office

www.hmso.gov.uk

Or place an order through: -

TSO

PO Box 29

St Crispins

Duke Street

Norwich NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

Email: book.orders@tso.co.uk

Online ordering: www.tso.co.uk/bookshop



SECTION 6:
APPENDICES





GLOSSARY

Allergen	A substance that causes an allergy.
Bacteria	Groups of single cell living organisms. Some are known to cause food poisoning or food spoilage.
Bactericidal Detergent	A detergent which is a combined detergent and disinfectant, designed to kill bacteria during the cleaning process.
Best Before Date	The date marked upon the label of a food up to and including the date that the food can reasonably be expected to remain in optimum condition if properly stored.
Contamination	The introduction to, or occurrence in, foods of any harmful substance which may compromise the safety or wholesomeness of that food.
Detergent	A chemical or mixture of chemicals for removing grease/food particles during cleaning.
Disinfection	A part of overall cleaning process aimed at reducing the level of harmful microorganisms to a level that will not lead to either harmful contamination or spoilage of food.
Food Poisoning	Acute illness caused by consumption of contaminated or poisonous food. Symptoms commonly include vomiting and diarrhoea.
HACCP (Hazard Analysis and Critical Control Point)	A food safety management system, the main aim of which is to focus attention on critical points in the operation and take measures to ensure that problems do not occur.
Harmful Bacteria	Bacteria capable of causing illness such as food poisoning.
Hazard	A hazard may be microbiological, chemical or physical and may cause harm through eating contaminated food.
High Risk Food/ Perishable food	Usually considered as food which supports the multiplication of harmful bacteria and which is intended for consumption without any further treatment such as cooking, which would destroy such organisms. High risk food is usually high in protein, requires refrigeration and must be kept separate from raw food.
Low Risk Food	Foods other than high risk foods, such as raw food or ingredients that are still to be cleaned or processed.
Ready to Eat Food	Food which may not require to receive further cooking or reheating prior to consumption e.g. cooked meats.
Sanitise	The action of cleaning and disinfecting.
Shelf Life	The length of time a product may be stored without becoming unsafe or unsuitable for use or consumption.
Use By Date	A date mark required on microbiologically perishable pre-packed food after which its consumption could present a risk of food poisoning.



MARKET ORGANISERS CHECKLIST (Example)

Part 1 – Setting up of Market

Service/Agency	Area of Advice/legal requirements and good practice
Local Authority Environmental Health	Food safety, food labelling & composition, health & safety, private water supply.
Local Authority Trading Standards	Weights, measures, pricing and animal health.
Local Authority Legal Services	Street traders licensing, market organisers, licensing, liquor licensing, game dealers licensing.
Local Authority Planning	Planning consent for siting farmers markets at a particular location.
Local Authority Roads	Traffic management – in conjunction with police.
Local Authority Cleansing/Waste Collection	Maintenance of the venue and arrangements for disposal of waste.
Police	Traffic management, crime prevention.
Fire Brigade	Fire safety requirements.
Meat Hygiene Service	Licensing of slaughterhouses and cutting plants.
Scottish Water	Mains water supply.
Scottish Environment Protection Agency (SEPA)	Requirements and advice on disposal of waste and waste minimisation.

Please note that this list is not exhaustive and will include items such as public liability insurance. Note that in some local authorities, responsibilities will differ to those above but the onus is on you to establish relevant contacts.

Part 2 – Market Day Checklist

- Condition and suitability of site
- Mains water available and easily accessible
- Handwash basins available
- Waste collection arranged
- Toilets available
- Appropriate siting of stalls
- Arrangements in place for monitoring of temperature/personal hygiene/
cross contamination
- Facilities clean
- Facilities in good order

This list is not exhaustive. Note that market traders also have responsibilities to ensure that the facilities at the market are sufficient to ensure the safety of their product.



MARKET STALLHOLDER INFORMATION/APPLICATION FORM (Example)

NAME:

ADDRESS:

.....

TEL No:

Product types available for sale from stall:

Products other than meat, fish, poultry

Product	Loose or pre-packed	Source of product	Place of production

Meat/Meat Products/Poultry

Product (loose/ pre-packed)	Source of product	Place of slaughter (inc. licence no.)	Place of cutting/packing (inc. licence no.)	Place of manufacturer (eg sausages, pies) (inc. approval no. where appropriate)

Fish/Fish Products

Fish/Product (loose/ pre-packed)	Source of product	Place of dispatch/ purification centre (inc. licence no.)	Place of processing/packing (inc. licence no.)



Product Samples/Cookery Demonstrations

If samples of products are to be given away to consumers, please specify the arrangements for transportation, cooking (including target core temperature and provision of adequate numbers of clean utensils for handling raw and cooked product) and display

Please tick the appropriate answer to the following questions:

1. Is the place where the food is produced or usually held, registered by your local authority as a food premises? YES NO N/A

Name and address of local authority:

.....

2. I have read the Food Safety Guide for Farmers Markets in Scotland and have in place regimes for:

- | | | | |
|-----------------------|------------------------------|-----------------------------|------------------------------|
| Temperature Control | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Personal Hygiene | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Cleaning | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Contamination Control | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Transport | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

3. I will ensure that treatment by chemicals (e.g pesticides, herbicides etc) is in accordance with Good Agricultural Practice and legislation.

YES NO N/A

4. I will notify the market organisers of any changes in the foregoing circumstances which could have a direct bearing on my eligibility to attend any future market.

YES NO N/A

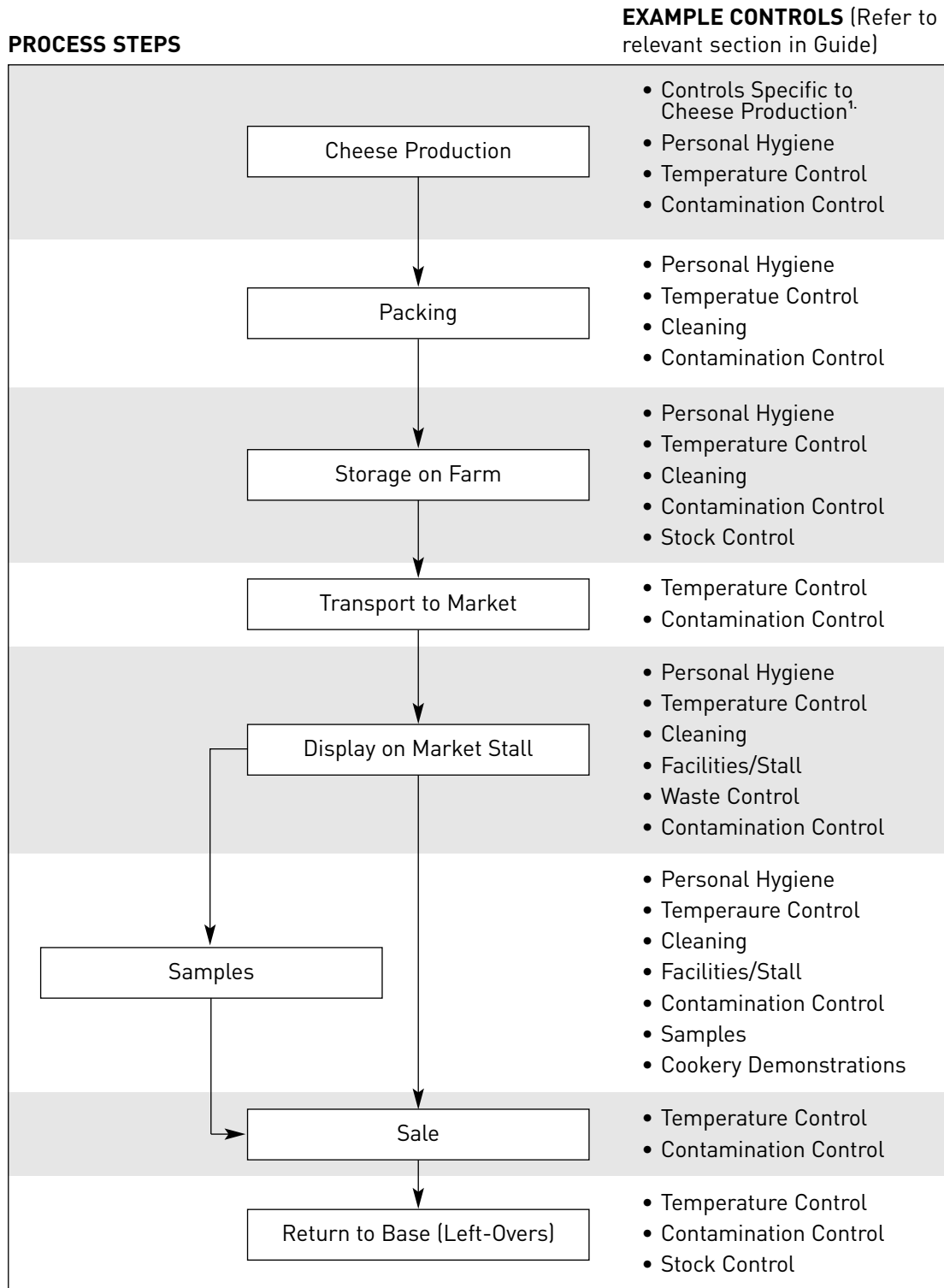
I understand that I may be asked to vacate my stall if it is determined that I have falsely answered any of the foregoing questions or fail to comply with the requirements detailed in the guides.

Signed: Date:

Application accepted by **Council**

Signed: Date:

HACCP FLOW CHART (Example) - CHEESE

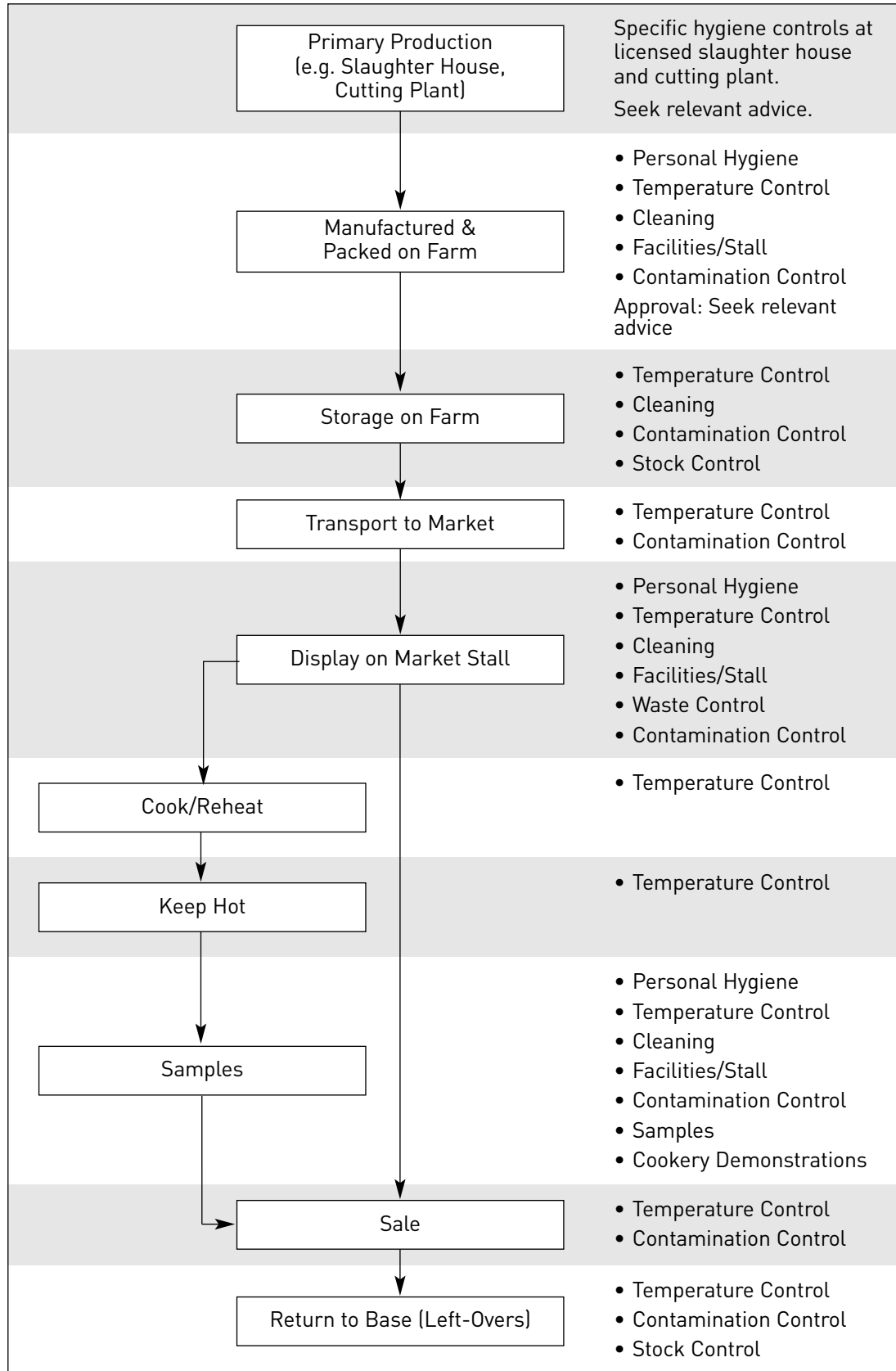


¹ Refer to Report on Small-Scale Cheese Production in Scotland, issued by the Food Standards Agency Scotland and the Scottish Executive. A copy will be available from your local Environmental Health Department.

HACCP FLOW CHART (Example) - BURGERS

PROCESS STEPS

EXAMPLE CONTROLS (Refer to relevant section in Guide)

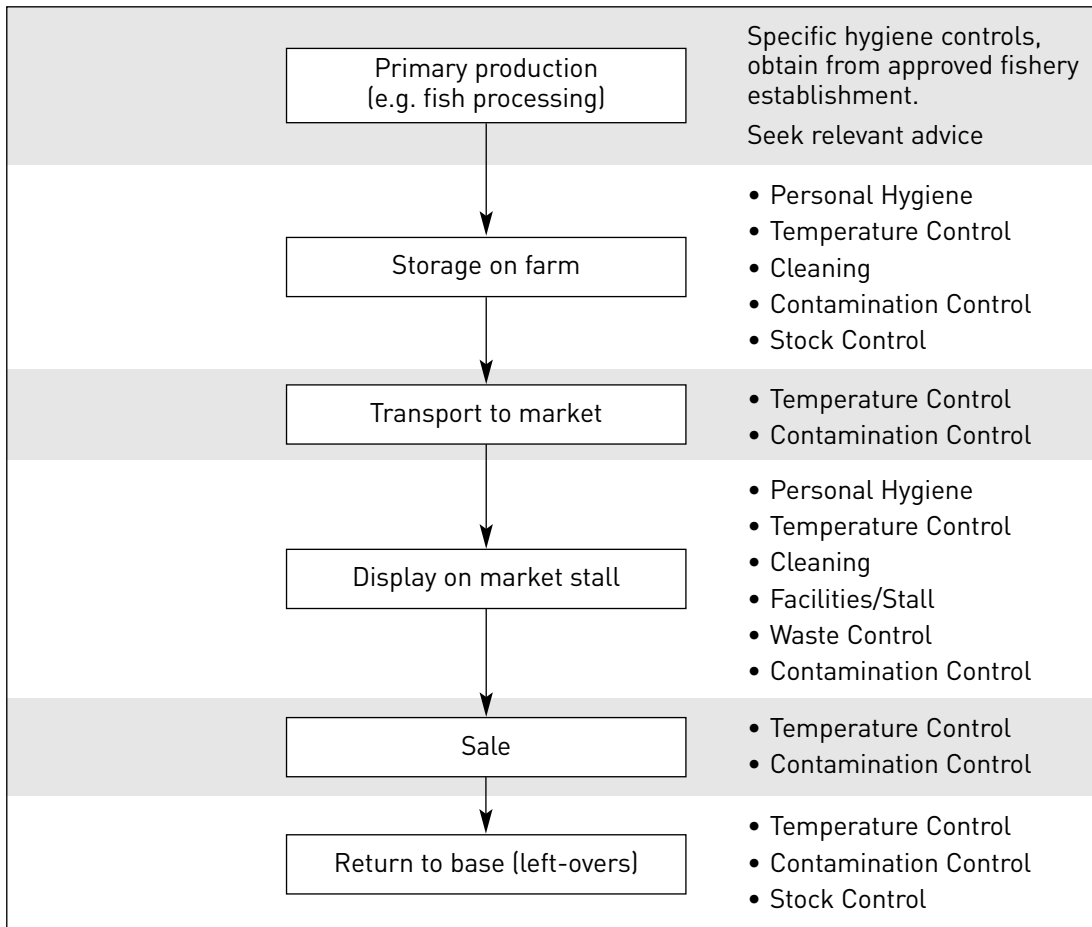




HACCP FLOW CHART (Example) - FISH

PROCESS STEPS

EXAMPLE CONTROLS (Refer to relevant section in Guide)





THE ESSENTIALS OF FOOD HYGIENE²

- Keep yourself clean and wear suitable clean protective clothing.
- Always wash your hands thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing your nose.
- Tell your manager, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink near food, and never cough or sneeze over food.
- If you see something wrong, tell your manager.
- Do not prepare food too far in advance of service.
- Keep perishable food either refrigerated or piping hot.
- Keep preparation of raw and cooked food strictly separate.
- When reheating food, ensure it reaches a minimum temperature of 82°C.
- The cooling of food should take place as quickly as possible.
- Clean as you go. Keep all equipment and surfaces clean.
- Follow any food safety instructions either on food packaging or from your manager.

Please note that this list is not exhaustive and there may be specific issues particular to the stall which will require to be addressed.

² Based on "Industry Guide to Good Hygiene Practice: Catering Guide", published by HMSO (ISBN 0-11-321899-0)



TRAINING RECORD (Example)

Example Training Policy

- All staff will be formally trained within 4 weeks of starting work. Untrained staff must be supervised.
- Existing staff are trained in the business' food safety procedures and retrained as necessary
- Training received is recorded below

	Employee 1:		Employee 2:		Employee 3:		Employee 4:		Employee 5:	
	Employee signature	Employer signature	Employee signature	Employer signature	Employee signature	Employer signature	Employee signature	Employer signature	Employee signature	Employer signature
Induction										
Formal Training										
Temperature Monitoring										
Cross Contamination Prevention										
Cleaning										
etc										
Retraining										
Refresher training										



TEMPERATURE CONTROL RECORD (MARKET DAY) (Example)

NAME:

VENUE:

CONDITIONS AT MARKET:

Step	Time	Temperature	Comment	Sign
Storage temperature prior to leaving base				
Transport temperature	Start			
	End			
Display unit – air temperature prior to loading				
Display Unit	1			
	2			
	3			
On site cooking of samples	1			
	2			
	3			
On site re-heating of food	1			
	2			
	3			
Hot holding	1			
	2			
	3			
On site storage (chilled)	1			
	2			
	3			
Frozen	1			
	2			
	3			
Return journey	Start			
	End			
Storage temperature after loading with returned food				

Target Temperatures and tolerances

(see appendix 8 for further information)

Chilled: 5°C or less (0°C to 8°C)

Frozen: -18°C or less (-12°C to -25°C)

Cook: 75°C for minimum 30 seconds or equivalent

Hot Holding: Above 63°C

Reheat: Minimum 82°C

Corrective Action

If unacceptable air temperature, take food temperature (by placing probe between packs) and/or recheck air temperature after short period of time. Arrange disposal of food or move to alternative storage location or further cooking. Investigate and remedy cause, calling out engineer if necessary.



SUMMARY OF TEMPERATURE CONTROL AND CONTROL RECORDS

Step	Comments
Receipt of delivery of produce	Permanent ongoing record maintained at home base (Delivery/Food Storage Record).
Storage at home base premises	Permanent ongoing record maintained at home base (Delivery/Food Storage Record).
Storage temperature prior to leaving base	
Transport temperature	Pre-chilling of cool-box (if used) is recommended.
Display unit – air temperature prior to loading	Display unit should be chilled down prior to loading with food.
Display	Appropriate monitoring frequency to be determined, depending on length of market day etc.
On site storage (chilled)	Appropriate monitoring frequency to be determined – should reflect how the refrigerated storage is used, how often opened up, period of use etc.
On site storage (frozen)	Appropriate monitoring frequency to be determined, depending on use.
On site cooking of samples (cook/reheat)	Regular temperature probing should be carried out, frequency to reflect effectiveness of repeated method of cooking.
Hot holding	Regular temperature probing should be carried out, frequency to reflect effectiveness of equipment.
Return journey arrival at base before unload and place into storage	Depending on timescale to load food into coolbox or refrigerated vehicle. May not be necessary to record temperature at start of return journey.
Storage at home base	Delivery/Food Storage Record.

- Air temperatures should be taken, unless the air temperature is above the target, in which case, temperature between packs of food, or food temperature should be taken
- Disinfect probe before and after use for food temperature monitoring
- Check accuracy of thermometer regularly



TARGET TEMPERATURE CHART

The temperatures below represent good practice unless specified as a legal requirement.

Cook food to 75°C for 30 seconds

Suggested equivalent core cooking temperature/time:

60°C	45 minutes
65°C	10 minutes
70°C	2 minutes
80°C	6 seconds

Reheat food to not less than 82°C

This is a legal requirement except where to reheat food to this temperature would result in a deterioration of the quality of the food. Under these circumstances, it is good practice to “reheat” foods to 75°C for 30 seconds or equivalent.

Hot hold food above 63°C

This is a legal requirement. If the temperature falls below 63°C, food should be disposed of or reheated to not less than 82°C.

Refrigerated food

Receipt/storage and display at 5°C or less.
Suggested tolerance range: 0 to 8°C

Frozen food

Receipt, storage and display at -18°C or less.
Suggested tolerance range: -12°C to -25°C

Ice cream

Store below -18°C.
Suggested tolerance range: -15 to -25°C³

Ice cream (point of service)

Suggested air temperature tolerance range: -10 to -15°C⁴

Eggs

Should be stored in a cool, dry place, ideally at refrigerated temperatures.

Corrective Action

If the temperature is not within the tolerance range, take food temperature (by placing probe between packs) and/or recheck air temperature after short period of time, or check actual food. Arrange disposal of food or move to alternative storage location or further cooking. Investigate and remedy cause, calling out engineer if necessary.

³ See “A Guide to the Safe Handling and Service of Ice Cream” and “Code of Practice for the Hygienic Manufacture of Ice Cream”, Ice Cream Alliance

⁴ See “A Guide to the Safe Handling and Service of Ice Cream” and “Code of Practice for the Hygienic Manufacture of Ice Cream”, Ice Cream Alliance



MONTHLY PROBE CHECK YEAR:

Month	Agitate probe in melting ice (-1°C to +1°C acceptable) Record actual temperature	Agitate probe in boiling water (99°C to 101°C acceptable) Record actual temperature	Date	Sign	Corrective Action
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

If more than one probe is used, a separate form should be used for each, and identified.

CLEANING SCHEDULE (Example)

Items & areas to be cleaned	Frequency	Method of cleaning (inc chemicals & amount)	Sun	Mon	Tues	Wed	Thu	Fri	Sat
e.g. worktops	After each use	<ul style="list-style-type: none"> Remove left over food. Wash with detergent* and hand hot water. Rinse. Use non taint disinfectant spray* after cleaning work surfaces with a disposable cloth. Air dry. 							
e.g market stall cover	After erecting on site prior to laying out stall	<ul style="list-style-type: none"> Remove left over food. Wash with detergent* and hand hot water. Rinse. Use non taint disinfectant spray* after cleaning work surfaces with a disposable cloth. Air dry. 							
e.g. wash hand basin, taps and bowls	Throughout the day to minimise risk of cross contamination	<ul style="list-style-type: none"> Remove accumulated food debris and disinfect taps and bowl with non taint disinfectant spray* or made up disinfectant solution 							
Manager check									

- * Follow cleaning chemicals manufacturer's instructions regarding dilution rates and the use of safety equipment and clothing, as necessary. Record below the detergents used, dilution rates etc. For example:
- Bactericidal Detergent: use 2 caps into full blue bucket of warm water, clean using green disposable cloth. No further disinfection step required.
 - Anti-bacterial disinfectant spray: no dilution, use direct on surfaces using blue disposable cloth.



CONTROL OF CONTAMINATION CHECK LIST (Example)

List areas where food contamination could occur	Check Sheet to ensure that procedures are followed					
	Date/ Initials	Date/ Initials	Date/ Initials	Date/ Initials	Date/ Initials	Date/ Initials
1. Chill – raw meat/fish beneath other foods or separate chills						
2. Freezer – raw meat/fish separate from other foods or separate freezer						
3. Food covered/wrapped – chill, freezer, cooling, display, transport						
4. Food stored off floor						
5. Vegetables washed prior to use How?						
6. Waste kept away from food and regularly removed						
7. Separate equipment/utensils for raw and ready to eat foods						
8. Time separation and cleaning disinfection for dual purpose equipment						
9. Separate preparation surfaces for raw and ready to eat foods						
10. Time separation and cleaning/disinfection for dual purpose surfaces						
11. Shelf life of food produced in advance How?						
12. System to avoid spreading bacteria via cloths How?						
13. Cleaning materials labelled and stored separately from food						

Please note that this list is not exhaustive and not all these points may be applicable to you.