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32

CONTENTS

Food Hygiene

Introduction	5
Establishing a Food Business	6
Registration	7
The Licensing Act 2003	7
What to expect from the Food Hygiene Inspection Service	8
The Food Hygiene (England) Regulations 2005	9
Food Hazard Analysis	10
Training of Food Handlers	12
Healthy Eating	13
Food Handling	15
Pest Control	17
Premises	19
Cleaning and Disinfection	23
Temporary Premises	25
Introduction to Temperature Control	27
Temperature Monitoring and Recording	29
Notes on Registration of Food Premises Form	Centre Page Pull Out

Health and Safety

Introduction	31
Preface	32
General Guidance	33
Your Rights when Health and Safety Inspectors take action	35
Main Regulations	35
Management of Health and Safety at Work Regulations 1999	37
The Electricity at Work Regulations 1989	41
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	44
The Reporting of Injuries and Diseases and Dangerous Occurrences Regulations 1995	46
Workplace (Health, Safety & Welfare) Regulations 1992	49
Useful Addresses	51

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21

INTRODUCTION

The general public are now taking more interest in what they are eating, where it has come from and that it is safe.

Generally throughout the country food poisonings are on the increase and this demonstrates to proprietors of food businesses that they must ensure the food they sell is free from harmful bacteria, chemicals and physical contaminants. The onus is on us all to ensure that all food that is eaten is safe. Failure to do this will result in the public losing confidence in the food industry.

Please remember that we are here to help you achieve this through advice, assistance and education. We want you to produce safe, good food and to enjoy a long and prosperous period serving the people of Basildon. This booklet has been produced by Basildon District Council's Environmental Health Services to help those who currently operate or intend to open a food business, to comply with the law.

This booklet is divided into the areas of Food Hygiene and Health & Safety and covers the main legislation that is relevant to most food businesses. It should be noted that the Food Hygiene (England) Regulations 2005 now incorporate most of the requirements that were previously within separate

legislation (please see the section in the booklet relating to the regulations) e.g. temperature control, and the requirement for 'Hazard Analysis' has now been extended which places a duty on food business proprietors to put into place, implement and maintain a **Permanent Hazard Analysis System** based on **HACCP** (Hazard Analysis Control of Critical Points) principles.

Further advice is always available from Environmental Health Officers and Technical Officers, who enforce food safety law throughout the District. They would much rather give advice from the outset than having to apply the force of law at a later date.

If you have difficulty understanding letters or notices etc, because of language differences, this service has access to translators and interpreters to assist you. If you require the assistance of a translator, please contact Basildon District Council, Environmental Health Services on (01268) 294280 who will make arrangements to assist you in this matter. If you require any further advice or information on any food hygiene matter, please do not hesitate to contact us (please see 'Establishing a Food Business').

Disclaimer

The advertisements within this booklet are not to be regarded as an endorsement or recommendation by Basildon District Council.

ESTABLISHING A FOOD BUSINESS

Before setting up a food business, it is recommended that you discuss your proposals with the Environmental Health Department and any other relevant departments. The following table provides a list of departments who will be able to give advice on specific

requirements for your business helping you to address any problems before you start. Typical issues may include: premises layout/structural requirements, licensing for certain types of business, labelling requirements, planning permission etc.

Department	Areas of Advice	Telephone Number	Address
Environmental Health Services	Food hygiene, Workplace safety; prevention of nuisance from odours, etc.	(01268) 294280	Basildon District Council, The Basildon Centre, St Martin's Square, Basildon, Essex, SS14 1DL
Building Control Services	Structural requirements, drainage, etc	(01268) 294182	
Planning Services	Advice on whether planning permission is needed	(01268) 294155	
Essex County Council Trading Standards	Advice on food labelling, disposal of animal by-products, etc.	(01245) 341800	2, Beaufort Road, Dukes Park Industrial Estate, Essex, CM2 6PS
Essex County Fire & Rescue Service Fire Prevention Officer	Fire Prevention, Premises requirements	(01268) 548804	Basildon & Castle Point Community Command, 9 Argent Court Sylvan Way Southfields, Laindon, Essex, SS15 6TH

REGISTRATION

Article 6(2) of EC Regulation 852/2004, requires food business operators to register each of their premises with the Local Authority 28 days prior to opening. Additionally, food business operators must keep the Local Authority informed of any significant changes (such as a change of proprietor or the nature of the business) including closure of the business.

The purpose of registration is to provide enforcement authorities with information about the food premises in their area so they can plan their inspections and target their enforcement resources effectively. The information will help them to inspect premises which represent a high risk to health more frequently than those which only pose a low risk. Registration is not a form of licensing and does not confer approval to trade.

Registration is a very simple process and the registration form should only take a few minutes to complete. There is no charge to register premises and registration does not need to be renewed periodically. Local Authorities cannot refuse to register.

Mobile food businesses not connected with a particular premises should register each vehicle with the Local Authority in whose area the vehicle is normally kept. A registration form can be found at the centre of this booklet or on our website (www.basildon.gov.uk).

If you supply/sell food to other businesses, you may require prior approval to operate. Please contact us for more details.

THE LICENSING ACT 2003

Certain premises are required to obtain a premises licence to enable serving of alcohol (for consumption on or off the premises) and for the provision of regulated entertainment e.g. dancing.

In addition, premises, including mobile vehicles serving hot food or hot drinks to the public for consumption on or off the premises between the hours of 11pm

and 5am, will also require a premises licence. It is an offence to undertake such activities without a licence. For further information, please contact the Licensing section within Environmental Health or e-mail; bdclicensingauthority@basildon.gov.uk



WHAT TO EXPECT FROM THE FOOD HYGIENE INSPECTION SERVICE

Environmental Health Officers and Food Safety Technical Officers visiting your premises for enforcement purposes should be courteous and introduce themselves on arrival. All officers authorised under the Food Safety Act 1990 carry identification which you can ask to see. Officers should be appropriately dressed for the premises they are entering.

A food hygiene inspection has several purposes:

- To advise on the prevention of food poisoning;
- To raise awareness on food hygiene matters;
- To ensure compliance with legislation.

A full inspection could be carried out, or perhaps a part inspection, if the officer is investigating a complaint. Samples of food may be taken or surfaces swabbed for analytical purposes. In some circumstances photographs and/or video recordings may be taken as evidence of the circumstances found. The inspection will normally begin by the officer discussing with you details of how you operate your food business.

During the inspection officers should:

- Seek to identify risks arising from the activities carried on and the effectiveness of the food businesses' own assessment of hazards and control of risks.

- Officers should identify contraventions of the Food Safety Act and associated legislation and seek to have them corrected.

Officers are prepared to offer advice where this is appropriate. All premises are given a risk rating which affects how frequently the premises will be inspected and officers are expected to discuss this with you as well as any other matters at the end of the inspection. The risk rating is based on the nature of the business i.e. high risk or low risk foods, the customer base (vulnerable groups), standards of hygiene and structural condition. One of the most important factors of the rating process is our confidence in the management of the business.

Following an inspection, all proprietors should receive a written report on the inspection which will clearly indicate any works that are required by law and may include recommendations to improve food hygiene. Officers have the power to serve Improvement Notices requiring works to be carried out within a stated time period, or for more serious offences, caution or prosecute the offender. If there is an imminent risk to health, premises can be closed and food and equipment seized.

THE FOOD HYGIENE (ENGLAND) REGULATIONS 2005

The main objective of these regulations is to ensure a high level of consumer protection with regard to food safety and requires food businesses to ensure that all food handling operations are carried out in a hygienic way.

Requirements for food businesses are set out in the regulations and more specifically in articles within EC Regulation 852/2004 and cover general and specific requirements for food premises including training of food handlers, transport, temperature control requirements etc.

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FOOD HAZARD ANALYSIS

The single most important requirement in the regulations is the requirement for proprietors of food businesses to put into place, implement and maintain a **Permanent Hazard Analysis** procedure based on **HACCP** (Hazard Analysis Control of Critical Points) principles. Proprietors have to identify any steps in the activities of the food business which are **Critical** for ensuring food safety and then ensure that adequate safety procedures are identified, implemented, maintained, verified and reviewed to ensure that the hazards are eliminated or reduced to acceptable levels. This can be achieved by following five steps in order:

1. Analysis of the potential hazards in a food business operation

Look at what hazards are present in your business. A hazard is anything that can cause harm to the consumer. These could be:

Biological – i.e. contamination from harmful bacteria in the food or contaminating and growing on the food at a later stage

Physical – i.e. contamination from hair/broken glass

Chemical – i.e. contamination from cleaning fluids

2. Identification of the points in those operations where food hazards may occur

At what stage in your operation do these hazards occur? It may help to draw a flow diagram for this. Typical stages for food in a catering operation may include:

a) Purchase and delivery

b) Storage (e.g. refrigeration of ingredients)

c) Preparation

d) Cooking

e) Further storage (e.g. storage of finished products)

3. Deciding which of the points identified are critical to ensuring food safety (Critical Control Points)

A 'Critical Point' should be seen as the point where a hazard must be eliminated or reduced to a safe level, as there will be no further opportunity to control the hazard. For instance, when making cooked meat pies for sale, it is critical they are adequately cooked, as this will be the final opportunity to kill off any bacteria prior to the customer eating the product.

4. Identification and implementation of effective control and monitoring procedures at those critical points

A **control** will either reduce a hazard to an acceptable level or eliminate it. For the above example, the caterer may decide that to reduce the bacteria in the pies to an acceptable level they must be cooked to a core temperature of 70°C for 2 minutes. The caterer can monitor this by using a temperature probe to test a pie from each batch to ensure this temperature is attained.

5. Review of the analysis of the food hazards, the critical control points and the control and monitoring procedures periodically, and whenever the food business's operations change

All of the above should be regularly reviewed, especially when the 'business operations' change (e.g. introduction of

a new product, or a new system of preparation, etc).

Stage	Hazard	CCP	Control	Monitoring
<i>Cooking</i>	<i>Survival of bacteria</i>	√	<i>Ensure product is adequately cooked to 70°C for 2 minutes measured at core</i>	<i>Use temperature probe on each batch to ensure correct temperature (70°C) is attained. If not, repeat heating process and recheck</i>

Additionally, businesses must provide evidence of compliance with this regulation i.e. the requirement to establish a "permanent" procedure means that details of any procedure or monitoring such as temperature checks need to be documented and retained for an appropriate period. There are a number of "toolkits" available to assist you in complying with this requirement.

Another example of a system recommended by the Department of Health is called Assured Safe Catering. This is explained in a free booklet available from the council and is of particular relevance to caterers, restaurants etc.

The Food Standards Agency has produced a free toolkit entitled "Safer Food, Better Business" which can be used to help you implement food safety management within your business. This will help you to devise a permanent HACCP based procedure, which is relevant to the way you work. For further information, please contact Environmental Health, or if you have access to the Internet, look at the Food Standards Agency website – www.food.gov.uk and search under "Safer Food, Better Business" .

Initially, this is intended for small catering businesses with further toolkits for other activities being produced in due course.



TRAINING OF FOOD HANDLERS

The regulations require that food business operators are to ensure that food handlers engaged in the food business are supervised and instructed and/or trained in food matters commensurate with their work activities. This includes adequate training for those members of staff who are developing and maintaining HACCP systems.

A food handler is considered to be anyone involved in a food business who, by their actions, management or decisions or advice, can directly influence the hygiene of any food handled by that business at any stage. This would mean anyone who handles and prepares open food and includes the next line of supervision above.

Training should be related to both the job of the individual and the types of food being handled. People handling 'High Risk' foods will need more training than those who handle only 'low risk' foods.

Basildon District Council Environmental Health Services offer the Chartered Institute of Environmental Health **Level 2 Award in Food Safety in Catering**.

Courses are provided at regular intervals and details can be obtained by contacting Basildon District Council Environmental Health Services on (01268) 294279.

This service also arranges Foreign Language Food Hygiene Courses for a variety of languages including Bengali, Cantonese, Mandarin, Turkish and others. For further details of these please contact Basildon District Council

Environmental Health Service on (01268) 294280.

A Food Hygiene update course is also available for food handlers that passed the basic course three or more years ago.

Educational establishments and private companies also run similar courses.

Food Sampling

Environmental Health Services take samples of food from shops, restaurants and manufacturers in the Basildon District. The food is taken to the Health Protection Agency Laboratory, New Writtle Street, Chelmsford (01245) 265827) who provide a comprehensive examination and interpretation service. The results help us to monitor the safety of food sold in the District and take action where the results indicate that public health may be at risk. We participate in sampling programmes co-ordinated by the EU, and by the Essex local authorities and the Health Protection Agency. This gives more statistically significant results and focuses resources on food that may pose a risk to public health.

We take many of the samples anonymously so that we can see how they would normally be served. We will always write to you to let you know the results. Where we receive unsatisfactory results, we will work with you to try to identify where the problems have occurred and how they can be resolved.

HEALTHY EATING

Improving the health of the nation to reduce obesity and heart disease has been the driving force behind much of the Government's work to increase public awareness and understanding of 'healthy eating'. The basic message has been to eat more fruit and vegetables, and fibre-rich foods, and less sugar, salt and fat, especially saturated fat.

The public's increased awareness and understanding of 'healthy eating' has generated a demand for food businesses to review their menus. People are more conscious of what they are eating and so dishes that are high in fibre and/or low in sugar, salt or fat have a newfound appeal to customers. We would like to encourage local businesses to incorporate and highlight healthy eating options on their menus, e.g. dishes that are high fibre / low salt / low fat (especially saturated).

'Healthy eating' menu options include:


- dishes that are grilled, boiled, poached, steamed or stir-fried
- dishes that use tomato or vegetable based sauces
- dishes that offer one or more of the recommended five portions of fruit or vegetables a day, for example:
 - ✓ 3 heaped tablespoons of vegetables (raw, cooked, frozen or tinned)
 - ✓ 3 heaped tablespoons of beans and pulses
 - ✓ a dessert bowl of salad
 - ✓ a glass (150ml) of fruit juice

- ✓ 3 heaped tablespoons of fruit salad (fresh or tinned in fruit juice) or stewed fruit
- ✓ An apple, banana, pear, orange or other similar size fruit
- ✓ 2 plums or similar sized fruit
- ✓ 1/2 grapefruit or avocado
- ✓ 1 slice of large fruit, such as melon or pineapple
- ✓ 1 cupful of grapes, cherries or berries
- ✓ 1 heaped tablespoon of dried fruit (such as raisins and apricots)

As a business preparing food from basic ingredients it is difficult for you to estimate the sugar, salt and fat content of your dishes. However, if you were to calculate the nutritional content of the dishes you offer, those that could be identified as being 'healthy options' would contain:

- less than 2g of sugar per 100g of product.
- less than 0.1g of sodium per 100g of product (sodium is an indicator of salt content).
- less than 5g of fat per 100g of product, of which saturated fat should be less than 1g.

In the absence of knowing the fat content of your dishes you could simply highlight those menu options that contain sources of omega 3 fatty acids, e.g. oily fish and certain vegetable oils, such as linseed, flaxseed, walnut and rapeseed. Alternatively you could



highlight dishes that are low fat by virtue of their containing poultry or meat alternatives, e.g. vegetable protein, instead of red meat, or which only use lean cuts of meat.

There are lots of ways in which you can make your menu more 'user friendly' in terms of assisting customers in making more healthy choices. For more information on healthy eating take a look at the Food Standards Agency website, www.food.gov.uk, or their healthy eating website, www.eatwell.gov.uk.

Smoke Free Workplaces

It is the government's intention that by the end of 2007 all workplaces (with the possibility of a few exceptions) will be subject to a smoking ban. Technically, employers are already under a duty to protect employees from the harmful effects of tobacco smoke under health and safety legislation.

We are encouraging employers to consider the benefits of stopping smoking in the workplace and take a proactive role in controlling environmental tobacco smoke ahead of any legislative changes.

Apart from the obvious health benefits, some of the other advantages include:

- reducing the cost of staff time lost through smoking breaks
- minimising the impact on non-smoking employees/customers
- change in customer perception and safety
- improved maintenance of internal decoration.

The local stop smoking service can assist your staff/customers in stopping smoking (call 0800 169 0169). Otherwise, please do not hesitate to contact us if you would like to know how to go about introducing a smoking policy within your business.

FOOD HANDLING

Food handling, be it preparation, processing, manufacturing, packaging, storage, transportation, distribution or offering for sale, should be carried out in a hygienic way. This is essential in preventing food poisoning. One slip in an established catering premises could lead to disaster.

Personal Hygiene:


Good personal hygiene is having a high standard of personal cleanliness. This will be reflected in appearance, dress and behaviour. Poor cleanliness and bad habits present a risk of contaminating food. High standards of personal hygiene will help to prevent food poisoning and reduce the risk of contamination.

Persons suffering from certain medical conditions:

All persons who work in food handling areas who know or suspect that they are suffering from, or are a carrier of a disease likely to be transmitted through food, or having infected wounds, skin infection, sores, diarrhoea, should inform the proprietor/supervisor of such infections. Failure to do this may lead to the individual being prosecuted. Where there is the likelihood of direct or indirect contamination of food, proprietors may need to exclude staff or find more suitable work for them.

Key Points:

- Surfaces should be cleaned before being used to prepare food, ideally wiped with a non-tainting bactericide.
- Raw and cooked food should be kept separate.
- Use separate utensils for raw and cooked foods, e.g. knives, coloured cutting boards.
- Regular hand washing, including palms and backs of hands, should be carried out:
 - a) Before starting food preparation
 - b) Between handling raw and cooked food
 - c) After using the toilet
 - d) After breaks for eating, drinking, smoking
 - e) After handling refuse and waste materials
 - f) After coughing, sneezing, blowing nose or touching hair.
- Wounds should be covered with waterproof dressings (brightly coloured is best).
- Tie back long hair and wear head coverings.
- Keep fingernails short, clean and free of nail polish.
- Wear only plain jewellery and avoid strong perfumes and aftershaves.
- Suitable protective clothing should be worn to prevent contamination of food.
- Foods should be thoroughly defrosted before cooking unless the manufacturer's instructions state otherwise.

- 
- Joints of meat should be thoroughly cooked. It is better to cook two or three small joints rather than one large one.
 - A minimum quantity of food should be reheated. Where this is necessary it should be ensured that the food is heated above 70°C for at least two minutes.
 - Keep food piping hot at above 63°C or cold below 8°C. This reduces the risk of growth of food poisoning bacteria.
 - Do not keep leftover stockpots. They are ideal breeding grounds for bacteria.
 - Cover food to prevent contamination.
 - Remember the law of gravity. Store raw foods below cooked foods.
 - Check refrigerator and freezer temperatures. Record in a logbook.

General Provisions for Foodstuffs:

1. No raw materials or ingredients should be accepted by a food business if they are known to be so contaminated that even after normal hygiene procedures they would still be unfit for human consumption.
2. Raw materials and ingredients should be kept in appropriate conditions so as to prevent contamination or harmful deterioration.
3. Food should be protected against any contamination that is likely to render it unfit for human consumption or be injurious to health.
4. Hazardous and/or inedible substances should be clearly labelled and stored in separate, secure containers.

PEST CONTROL

Pests carry disease and can contaminate foods. You should therefore:

- Examine on a regular basis, all food handling and storage areas to establish if an infestation exists – including rats, mice, cockroaches and other insect pests.
- On discovering an infestation take the appropriate action to eradicate it. (Advice is always available on Pest Control from your Environmental Health Department.)
- Investigate the cause of all damage to packaging materials.
- Refuse stores must be designed and managed in such a way as to enable them to be kept clean. Ensure that all bins and containers have securely fastened lids.

Taking the following measures can control pests:

- Keep premises clean and tidy.
- Clean up spills immediately.
- Store open packs of dry goods in lidded containers.
- Ensure that all external doors are close fitting to frame and threshold, preferably having metal kick plates.
- Install fly screens over external windows and doors where necessary.
- Install an electrically operated fly killer.
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23

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3

PREMISES

Food premises should be kept clean and maintained in good repair and condition. The condition should permit adequate cleaning and disinfection to be effectively carried out.

Floors:

Should be safe, clean, easy to clean, durable and be adequately drained if necessary. They should be capable of withstanding wear and tear, including hot substances and impacts. It is recommended that the junction between the floor and walls should be coved and tile joints should be flush with the surface to permit proper cleansing. All grouting should be waterproof.

Cardboard is not a suitable material for use on floors, as it cannot be adequately cleaned. As an alternative, more frequent use of a detergent containing a degreasing agent should be considered.

Walls:

Should be of solid construction. Walls in food preparation areas must be impervious, non-absorbent and non-toxic. It is recommended that walls behind cookers, sinks and other high damage areas be more durable, possibly stainless steel to facilitate effective cleansing. Stud partitioning is not recommended due to the possibility of infestation in the inaccessible voids.

Ceilings:

Should be designed so as to prevent the risk of infestation, shedding of particles and the formation of condensation or moulds. They should be light coloured and easy to clean. It is recommended

that suspended ceiling voids allow easy access for maintenance and inspection for infestations.

Doors and Windows:

Should seal properly to prevent access by rodents, birds or insects. If there is evidence of entry by insects to food preparation areas then openable windows should be fly screened. Doors and windows should be capable of easy cleaning and have smooth, non-absorbent surfaces.

Sanitary Conveniences:

Should be kept clean and in efficient working order and have adequate natural or mechanical ventilation providing a minimum of three air changes per hour. They should be connected to an effective drainage system and must not lead directly into rooms where food is handled. Sanitary accommodation for public use must be provided where food is consumed on the premises.

Washing Facilities:

Sink(s) with hot and cold water should be provided for washing food and equipment. They should be adequate in size and number to meet the requirements of the business.

Wash Basins:

An adequate number of basins should be provided and fitted with a supply of hot and cold water or water at a suitably controlled temperature. All basins must be fully accessible at all times and not blocked or used for any other purpose.

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They must be used for hand washing only. Bacterial soap with suitable facilities for the hygienic drying of hands should be provided. Where sanitary accommodation is provided for public use, there should also be suitable hand washing and drying facilities.

Equipment:

Should be manufactured from materials so as to minimise the risk of contamination of food. It should be kept in good order and repair to enable it to be thoroughly cleaned and disinfected. It should be installed so as to allow adequate cleaning of surrounding areas.

Ventilation:

Adequate natural or mechanical ventilation should be provided. Mechanical airflow from a contaminated area to a clean one should be avoided. Systems should be designed to ensure easy cleaning and replacement of filters.

Design:

The layout, design, construction and size of food premises should take account of the general need to maintain cleanliness and to prevent opportunities for cross-contamination and other potential food hazards. For example, kitchens must be of adequate size for the volume of business and designed to prevent the accumulation of dirt for ease of cleaning and disinfection. Consideration should be given to such matters as refuse storage to help prevent pest nuisance and to the receipt of food deliveries, food storage, preparation and service so as to keep raw and cooked food separate. Preparation areas should be sited so as to prevent the possibility of

food contamination by foreign matter and hand washing facilities sited where they are most needed. Environmental Health staff will always be willing to give advice on such matters.

Drainage:

Must be adequate and should be designed and constructed to avoid the risk of contamination of foodstuffs.

Tables and Racks:

It is advisable not to use untreated wood because of cleaning difficulties and absorbency. Wood chippings could also contaminate the food.

Utensils, etc:

Stainless steel is desirable because of its durability and ease of cleaning.

Coolers, Refrigerators and Freezers:

Should be kept clean and capable of being cleaned. They should be loaded so that there is no risk of cross-contamination. Raw meats should be stored below products not subject to further cooking. Ideally, separate refrigerators should be used. Products should be rotated and temperatures regularly checked and preferably recorded.

Changing Facilities:

Should be provided when necessary. Adequate provision must be made outside of food rooms for the storage of personal effects and clothing.

Transport

All vehicles and containers used for transporting foodstuffs must be kept

clean and maintained in good repair and should be so designed as to permit satisfactory cleaning.

Vehicles and containers must not be used for transporting anything other than foodstuffs where this may result in contamination of foodstuffs. Bulk foods in liquid, granular or powder form must be transported in receptacles or tankers reserved for the transport of foodstuffs

and must be marked 'for foodstuffs only'. If such vehicles are used for anything other than foodstuffs at the same time, there must be effective separation of the products.

Where necessary, vehicles or containers transporting foodstuffs under temperature control must be designed so as to allow those temperatures to be monitored.

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CLEANING AND DISINFECTION

During inspections of food premises, the cleanliness of the structure of food rooms, equipment and utensils is taken into account in assessing the business. To help ensure the safety of your food, it is essential that surfaces and equipment are:

- Visually clean
- Free from high levels of harmful bacteria

The following definitions must be understood if your premises are to meet these requirements:

Cleaning

The removal of visible food debris and grease. This requires the use of physical energy, heat and/or chemicals.

Disinfection

The reduction of bacteria to a safe level. This is usually done by the use of special chemicals intended for food use, or by heat (hot water at around 82°C or steam).

Detergent

A chemical used to remove food debris and, more specifically, grease.

Disinfectant

A chemical used for disinfection.

Sanitiser

A chemical which combines the actions of a detergent and disinfectant. You must not make up your own, only proprietary makes can be used.

Cleaning and disinfection generally consists of six steps:

- Pre-clean – remove excess food waste by sweeping, wiping or pre-rinsing.
- Main clean – loosen surface waste and grease using a detergent.
- Rinse – remove loose food waste, grease and detergent.
- Disinfection – use a disinfectant to reduce the number of bacteria to a safe level.
- Final rinse to remove disinfectant.
- Dry to remove all moisture.

Points to Remember:

- With light contamination the pre-clean and main clean can be combined.
- Some surfaces do not need to be disinfected after every wash.
- Disinfect any items which come either into direct contact with food e.g. meat slicers, work surfaces, chopping boards etc or with the hands of food handlers e.g. refrigerator door handles.
- When drying, try and let the item air-dry, but if this is not possible, use paper towels or a clean dry cloth.
- After use, clean and dry the cleaning equipment.
- Store cleaning materials and equipment in separate cupboards or rooms, away from food. Never put cleaning materials into unmarked containers or food containers.

- Ensure staff are trained to ‘clean as they go’ and to clean up any spillages immediately.
- A cleaning schedule is probably the simplest way of organising routine cleaning.

Cleaning Schedules

- What is to be cleaned? A list of all items that need to be cleaned.
- When is it to be cleaned? How often each item should be cleaned.
- How is it to be cleaned? This should include the material and equipment to be used.
- Who is responsible for cleaning?

- Precautions to be taken (please also see section on ‘COSHH’).

How to Use a Cleaning Schedule

- Having written your cleaning schedule, prepare charts of the schedules so that they can be displayed in each room or area.
- If possible, make the charts waterproof.
- Ensure staff know their duties under the schedule and that they understand them.

Ensure there is supervision by management so that standards can be monitored.

Cleaning Schedule (example)

Item to be cleaned	Product	Method of Use	Protective Clothing	Frequency	To be cleaned by
Floors	Heavy duty degreaser	Using degreaser: Prepare a hot solution (1/2 cup full per bucket of water - 2oz/gal) using a clean mop, cover approx 10-12 sq. feet. Allow a few moments for the solution to act before mopping over with fresh clean water.	Wear rubber gloves, suitable footwear	Daily	Alan
Deep fat fryers	Heavy duty degreaser	Drain off fat when cold. Fill with water then add degreaser (1 cup per bucket of water - 4oz/gal). Boil for up to 20 mins. Brush surrounds with solution. Empty, rinse with clean fresh water. Allow to air dry.	Wear rubber gloves, plastic apron	Every 7 days	Mary
Slicers, mixers, mincers, peelers	Cleansing & sanitising powder	Use powder: Prepare a hot solution (1/2 cup full per bucket of water - 2oz/gal). Place removable parts in solution and soak for 2 mins. Brush or sponge all parts. Rinse with clean fresh water. Allow to air dry.	Wear rubber gloves, plastic apron	After each use	Mary
Food preparation and chopping blocks	Cleansing & sanitising powder	Use powder: Fill shaker with powder, then sprinkle on to a moistened surface and scrub. Leave for a few moments for the powder to act. Wipe the surface with a clean moist cloth and allow to air dry.	Wear rubber gloves, plastic apron	After each use	Alan

TEMPORARY PREMISES

Marquees, market stall, mobile vehicles, private houses, premises used for catering purposes and vending machines.

Premises and vending machines must be designed, constructed, kept clean and maintained in good repair and condition so as to avoid the risk of contaminating foodstuffs and harbouring pests. In order that personal hygiene can be achieved, appropriate facilities for hand washing and drying, sanitary accommodation and changing facilities should be provided. Provision must be made for the cleaning and disinfecting of utensils and equipment. All surfaces with which food comes into contact must be of sound condition, easy to clean and where necessary capable of being disinfected. Materials should therefore be smooth, washable and non-toxic.

Appropriate sinks should be provided for the washing of foodstuffs. Adequate hot and cold potable water must be available with suitable storage and disposal for the waste, whether liquid or solid. Provision must be made for measuring temperatures of foods. Foods must be placed so as to avoid the risk of contamination.

Temperature Control Requirements

Schedule 4 of the Food Hygiene (England) Regulations 2005 sets out the specific requirements in relation to temperature control relating to foods. The Regulations stipulate that:

‘Any person who keeps any food, which is likely to support the growth of pathogenic micro-organisms or the

formation of toxins and, with respect to which any commercial operation is being carried out at or in food premises at a temperature above 8°C shall be guilty of an offence’.

There are exemptions, however, in certain instances:


- Where the manufacturer has carried out a well-founded scientific assessment, he may recommend that a product be kept at a higher (or lower in the case of hot holding requirements) temperature for a specified shelf life. The manufacturer must give this recommendation as a written instruction such as a label to the purchaser.
- Food for service or display may be kept at a temperature higher than 8°C for a period not exceeding four hours providing it has not previously been kept for service or display at a temperature above 8°C.

For a limited period, food may be allowed to rise above 8°C for the purpose of transferring to or from a vehicle or other unavoidable reasons such as:

- Handling during preparation or processing.
- Defrosting of equipment
- Temporary breakdown of equipment

Cooked Foods

Cooked food still has to be held at a temperature at or above 63°C, however there is a two-hour exemption for service or display providing the food hasn't



previously been kept for service or display below 63°C. Additionally, exemption is granted where a well-founded scientific assessment has established that keeping the food below 63°C is safe.

Frozen Foods

It is recommended that frozen foods be stored at or below -18°C.

INTRODUCTION TO TEMPERATURE CONTROL

At low temperatures bacteria are inactive. Between temperatures of 8°C and 63°C bacteria flourish with 37°C being the optimum temperature for multiplication. At this temperature bacteria double once every ten minutes, i.e. after one hour one bacterium could create 64. Above 63°C most bacteria are destroyed.

Since bacteria cause food poisoning, foods must be kept OUT of this danger zone, especially foods such as meat and meat products, fish and fish products and dairy produce. All cooked food products must be kept either above 63°C or below 8°C. The best way to maintain foods at low temperature is refrigeration.

Guidance for Low Temperature Storage:

Refrigeration below 8°C reduces the chances of food poisoning occurring by slowing down the rate at which bacteria multiply. To be effective the following points must be remembered:

1. Low temperature storage does not stop bacteria multiplication; it only slows it down.
2. Temperatures above 8°C allow greater bacteria activity and prolong the time food spends within the danger zone.
3. Frozen food must be thawed properly prior to cooking. Ideally thawing should take place in the fridge – but remember this will take longer.
4. Cooked foods must be stored above raw foods in the refrigerator and should be covered to prevent cross-contamination.
5. Hot foods should never be placed in the refrigerator. They should be cooled as quickly as possible in a well-ventilated area and placed in the fridge within 90 minutes of cooking.
6. Freezers should be able to operate at -18°C or below.
7. Ensure that the first food in is the first food out.
8. Never re-freeze thawed food.
9. When cooling food, increase the surface area by slicing solid foods such as meats or decanting liquids into a more suitable container. Increasing the surface area increases the rate of heat loss.
10. Check the temperature of deliveries of refrigerated and frozen food. Reject foods not at the correct temperature. Refrigerate or freeze immediately.




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TEMPERATURE MONITORING AND RECORDING - HAVE YOU GOT A THERMOMETER?

Increasingly more and more emphasis is being put on the importance of monitoring and recording fridge temperatures. By not having a means of recording temperature you are unable to demonstrate that you are complying with the law.

How do you measure temperature?

a) Product Temperature:

All legislation relates to product temperature, therefore the actual temperature of the food is taken using a temperature probe; this however may result in the appearance of the food being damaged.

b) Between Pack Temperature:

This is taken using a flattened probe, which is sandwiched between food packs. 2°C can be deducted to temperatures taken in this way to allow for the inaccuracy in temperature recording method.

c) Air Temperature:

This is taken by using either the built-in fridge thermometer, which measures the core temperature of the fridge, or a stand-alone thermometer, which measures the air temperature. Neither of these temperatures relate directly to product temperature, therefore it is necessary to establish a relationship between the two. For newer models of refrigerators this information can be obtained from the manufacturer. For older models the relationship can be determined experimentally. Because of the reliance on the

relationship between the product and air temperature, this is the most inaccurate method.

Probe thermometers are the easiest to use and can be used directly to measure product temperatures. Probes can be purchased that function across a wide range of temperatures and can therefore be used to determine temperatures of both hot and cold foods. But remember **THE PROBE MUST ALWAYS BE DISINFECTED BETWEEN USES.**

Temperature probes are available from most catering equipment suppliers and at larger branches of the big supermarket chains.

Where to monitor the Temperature:

As fridge temperatures do vary throughout the unit, ideally temperature readings should be taken at various locations in the fridge and the highest recorded. Temperatures should not be taken where the cool air leaves the cooling unit, as this does not give a true reflection of the temperature throughout the unit.

How to record temperatures:

To help you comply with these requirements it is recommended that you monitor the temperature of your fridge and freezers and keep these records for two and six months respectively.

The following page provides you with a means of recording these temperatures. Each refrigerator and freezer should be

HEALTH & SAFETY

Introduction

Health & Safety is becoming more important to members of the public and employees following a series of high profile accidents and the increasing perception that employers need to be made more accountable. You not only have a legal duty to avoid unsafe practices at your premises, but a moral duty to ensure your premises are safe for employees and visitors alike. It's worth remembering that people who have an accident are now more likely to take a civil action against the employer/company who control the premises, and the amount of compensation that is awarded for injuries and damage to property is contributing to the growing cost of accidents.

These costs are not just due to lost time of an employee who is away from work or of any prosecution that lead to fines, but also as a result of other underlying costs such as bad publicity, which can destroy a profitable business.

Health & Safety in most premises is not as onerous as people believe it to be. It can be easily built into the working day.

It just takes a little time to plan, but once you have thought about what you do in your place of work you will be surprised how simple and straight forward it all can be, and you are likely to find that financial benefits will result. As a service we are more than pleased to offer assistance and advice on any issue you may have and help you understand the legal requirements that are imposed on you.

When we visit you, for whatever reason, our main objective is to assist you in meeting your legal duties. Only as a last resort will we take legal action and only in those cases where total disregard for safety has been demonstrated. You will find that the rest of this booklet is broken down into sections relating to the regulations that we feel are the most relevant to the premises within our enforcement (although they may not all be relevant to you). Please note that this is not an exhaustive list as there are some others that are quite specialist, that although very significant in there own right, are not necessarily appropriate for inclusion here.



PREFACE

The law, which applies to most places of work in the UK, is the Health & Safety at Work Etc Act 1974, although there are a few exemptions (e.g. Crown premises, domestic employment). The purpose of the Act is to ensure the health, safety and welfare of persons at work and to protect people, other than those at work, against the risks arising out of or in connection with activities of a workplace.

The responsibility for securing the health and safety of employees and other people on the premises lies with the employers. Self-employed people have a duty to secure their own health and safety and that of non-employees. In addition, employees have duties to look after themselves and to ensure that their actions do not put at risk their colleagues at work or other people. The responsibility of checking for compliance with the law lies with two authorities:

Local Authority – Environmental Health Department

Broadly, Environmental Health Officers are responsible for the following sorts of premises:

- Retail or wholesale shops and warehouses

- Offices
- Cafes, restaurants and other catering services
- Saunas, solaria and beauty treatments (except where medically supervised)
- Residential accommodation, such as hotels, but not work in private houses
- Consumer services provided in shop premises
- Tyre and exhaust fitters
- Leisure activities such as sports, arts, games and entertainment
- Places where animals are provided with care, treatment or accommodation (but not veterinary practices)

This list is not exhaustive and may change from time to time. If you are in doubt, please ask us for advice.

Health and Safety Executive

Health and Safety Executive inspectors are responsible for enforcing health and safety legislation in all other premises.

GENERAL GUIDANCE

The following gives some general guidance on what an inspector will be checking for when a visit is made. However, in some premises, there will be special hazards that will also be investigated.

General Duties

The inspector will look for general knowledge and awareness of the Act and the duties it imposes on the employer and employees. The information given is only an indication of what an inspector will be looking for. Obviously, different premises have different hazards and safety precautions for those hazards will be checked. In addition, the inspector will always be willing to give advice, where possible, on any queries you may have.

Health & Safety Policy Statement

Under section 2(3) of the Health & Safety at Work Etc Act 1974, if more than four people are employed, the employer must prepare and revise as necessary, a written statement of their general policy with respect to health and safety and the organisation and arrangements for carrying out that policy. This statement, and subsequent revisions, must be brought to the attention of all employees. The inspector will check the contents of this policy and may discuss aspects with employees to ensure that they have read and understood it.

Fire Precautions

Adequate means of escape in case of fire must be provided and all staff must

know the fire evacuation procedure. In addition, facilities provided to prevent spread of fire or fight fire must not be tampered with e.g. propping fire doors open, letting off extinguishers unnecessarily.

Inspectors will assess general compliance with fire precautions and may ask the Fire Prevention Officer to visit, if the situation warrants it.


First Aid

Sufficient and appropriate first aid materials must be provided for employees (it should be noted that medication e.g. aspirin is not kept in the box). In addition, in most instances, a person must be appointed to be responsible for the first aid box, to ensure it is always adequately stocked and to take charge of emergency situations.

However, where there are a sufficient number of employees and/or special hazards in a workplace it may be considered necessary to appoint 'suitable' persons who can render first aid, i.e. is properly trained as a first-aider.

The New Health and Safety Poster

Under the Health and Safety (Information for Employees) Regulations 1989, every employer is required to display an approved Health and Safety Law poster or provide employees with an equivalent leaflet. These are designed to provide your employees with basic information on health and safety law and local information on enforcement authorities.



These posters can be purchased from HES Books on (01787) 881165.

Within the poster, certain information needs to be entered within the name and address section on health and safety inspectors who enforce the law within that workplace. If you fall within our enforcement, the information will be as follows:

Health and Safety Enforcing Authority

Environmental Health Services
Basildon District Council
St Martin's Square
Basildon
Essex
SS14 1DL

Employment Medical Advisory Service

Wren House
Hedgerows Business Park
Colchester Road
Chelmsford
CM2 5PF

Enforcement

It is the policy of Basildon District Council to develop professional working relationships with local businesses and offer advice wherever possible. However,

it must be recognised that enforcement action can and has to be taken in certain instances. When an inspection has been carried out, you will be told of any items which have given rise to concern and therefore require attention. These concerns will normally be confirmed in writing. However, where a requirement of the law is not being met, the inspector may choose to issue an improvement notice, which requires compliance with the law within a specified time. If a situation exists, which could involve somebody suffering serious injury, then a prohibition notice may be served, which prohibits an activity until it is made safe.

There is a right of appeal against notices served. Failure to comply with a notice will result in prosecution. In any event, where a contravention exists, the inspector has the power to prosecute immediately. It is therefore in everyone's interest for you to be aware of your duties and responsibilities and if you have any queries or wish to discuss any of the matters raised, do not hesitate to contact the Environmental Health Department at Basildon District Council, where the officer responsible for enforcement in your premises, will be pleased to advise you.

YOUR RIGHTS WHEN HEALTH AND SAFETY INSPECTORS TAKE ACTION

If an Inspector:

Tells you to do something – You have the right, if you ask, to be given a letter explaining what needs to be done, when and why.

Intends to take immediate action – for example, by issuing a prohibition notice, you have a right to a written explanation as soon as practicable of why this is necessary. Prohibition notices include such explanation;

Intends to issue an improvement notice – you have the right to a written explanation of what is wrong, an outline of what needs to be done and by when.

When a notice is issued – You will be told in writing about your right of appeal to an employment tribunal and given a form to use to appeal. You will be told:

- How to appeal
- Where and within what period an appeal may be brought
- That an appeal may be brought on any grounds; and
- That action required by an improvement notice is suspended while an appeal is pending. Please note however, a prohibition notice is still enforced irrespective of whether you make an appeal or not until either the employment tribunal dismiss or modify the notice or you comply.

Always ask to see the inspector's identification/authorisation before allowing someone onto your premises. If in doubt, telephone the Environmental Health Department.

MAIN REGULATIONS

Aside from the Act, there are numerous regulations that cover the major responsibilities of employers in relation to almost every kind of work activity. Some regulations are supported by Approved Codes of Practice (ACoPs), which detail 'best practice' when complying with the regulations. Although failure to comply with any provision of an ACoP would not, in itself, be an offence, that failure could be taken into account in criminal proceedings as proof that a person had contravened the regulation to which the provision related. It is not practicable to include all of the regulations here, as they will not all be applicable to every type of premises. The most important, and most relevant for this publication, are included and are outlined in the rest of the booklet.

It is recommended that any queries that you may have are directed to the Environmental Health Department at Basildon District Council, additionally, there are a number of free resources on the Health and Safety Executive's website relating specifically to the catering and hospitality industry. These can be found at: www.hse.gov.uk/catering/

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The Management of Health and Safety at Work Regulations overlap with many of the other regulations. If management is complying with other regulations, it will normally be sufficient to ensure compliance with the Management of Health and Safety at Work Regulations (an example of such other regulations would be COSHH).

However the Management Regulations do set very specific duties upon you as management to:

- Make an assessment of the risks to the health and safety of all those employed by you and to any other person who may be affected by your work activities. To begin the assessment it is important to identify hazards (something that has the potential to cause harm – using catering as an example, this may include hazards from slips and trips resulting from spillages) in the workplace and decide whether the risk in respect of each hazard is significant. “Risk” means the likelihood that harm will occur and the severity of injury or damage, which will result.
- Consideration should also be given to the number of people likely to be affected (staff particularly young people who may be inexperienced, customers etc). This enables employers to identify the necessary protective and preventative measures to ensure the health and safety of all concerned. Those employing five or more employees must record the significant findings of the assessment, similar to the requirements for a safety policy under the HSAW Act).
- Implement health and safety measures (controls) that have arisen from your risk assessment (using the example of spillages, a typical control would be implementing a ‘clean as you go’ policy in the workplace) ensuring that they cover the following:
 - a) Planning
 - b) Organisation
 - c) Control of necessary health and safety measures and;
 - d) Monitoring and review of the measures taken.
- Wherever the risk assessment shows it necessary, adequate health surveillance of an employee must be provided.
- A competent person should be appointed to assist in the compliance of your duties under the regulations. This person can be from either inside your own organisation or from an outside body but you should ensure full co-operation from them.
- Establish effective and appropriate emergency procedures and appoint competent persons to help implement the procedures.
- Ensure that any employee who may be at high risk due to the presence of hazards is informed of that fact and of the necessary measures taken to protect them.
- To inform all employees of the risks and the preventative measures in



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relation to their health and safety in a form that is easily understood, for example, in a staff induction booklet.

- Co-operate with other employers who have employees, both permanent and temporary, sharing the same place of work.
- Give adequate training to employees upon recruitment; introduction to new work equipment; change of

responsibilities; or being exposed to new or increased risk(s).

As well as this, there are also requirements regarding employee's duties. The Management of Health and Safety at Work Regulations are accompanied by an Approved Code of Practice and you are advised to obtain a copy of this from HSE books.

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The Electricity at Work Regulations 1989 (EAWR) requires the employer to maintain electrical systems and equipment to prevent danger.

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THE ELECTRICITY AT WORK REGULATIONS 1989

The Electricity at Work Regulations 1989 came into force on 1 April 1990. These regulations are made under the provisions of the Health and Safety at Work Etc. Act 1974 and apply to all places of work, with no exceptions. Duties are placed on everyone – employer, employee and the self-employed, to comply with the Regulations in so far as they relate to matters within an individual's control.

Typically, accidents resulting from poor electrical safety are caused by:-

- Apparatus which is unsuitable for the work and conditions of use.
- Inadequate maintenance or misuse of equipment/systems.

- The use of defective apparatus.
- Failure to follow systems of work whilst carrying out electrical work.

Duties imposed by the Regulations aim to control such problems, ie. by ensuring that the electrical equipment is suitable for the purpose and the conditions for which it will be used. The Regulations go on to apply basic 'common sense' principles for electrical safety from ensuring adequate earthing of equipment/systems to means for protecting from excess of current; and for cutting off the supply, and isolating equipment. Maintenance is required as necessary to prevent danger.

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equipment, especially hand held portable electrical apparatus, to periodically carry out visual checks. This can highlight such things as:-

- Damaged or missing plug covers exposing bare live conductors.
- Damage to cables.
- Signs of overheating causing scorching to equipment, plugs and sockets.

Obviously, such simple checks are unlikely to reveal such matters as poor earthing, internal damage or defects to equipment. It is advisable therefore to seek expert advice to establish what is required in terms of maintenance and set up a system to ensure that this is carried out by competent persons – a competent

person is one who has the necessary training, knowledge and experience for the task in question. Such aspects of electrical safety should be covered in your arrangements for regularly checking safety in your workplace.

If in doubt, employers and others can seek advice from specialist organisations such as:-

- The Institution of Electrical Engineers
- The Electricity Association

Further guidance is contained in HS (R) 25: Memorandum of Guidance on The Electricity at Work Regulations 1989 from HSE Books.



THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

The 'COSHH' Regulations 2002, apply to virtually all work in which people are exposed or liable to be exposed to substances hazardous to health. They seek to control exposure to hazards which arise out of or in connection with work, which is under the employer's control.

A substance hazardous to health is defined under Regulations 2 and 5 and their associated paragraphs in the Approved Code of Practice from HSE Books. Substances hazardous to health include gases, vapours, liquids, fumes, dusts and solids and can be components of a mixture of materials.

In the working environment, the range of hazardous substances can be from a level of one bottle of bleach in use to a chemical manufacturing plant. Assessment of the risks must be carried out in all cases and precautions implemented as necessary.

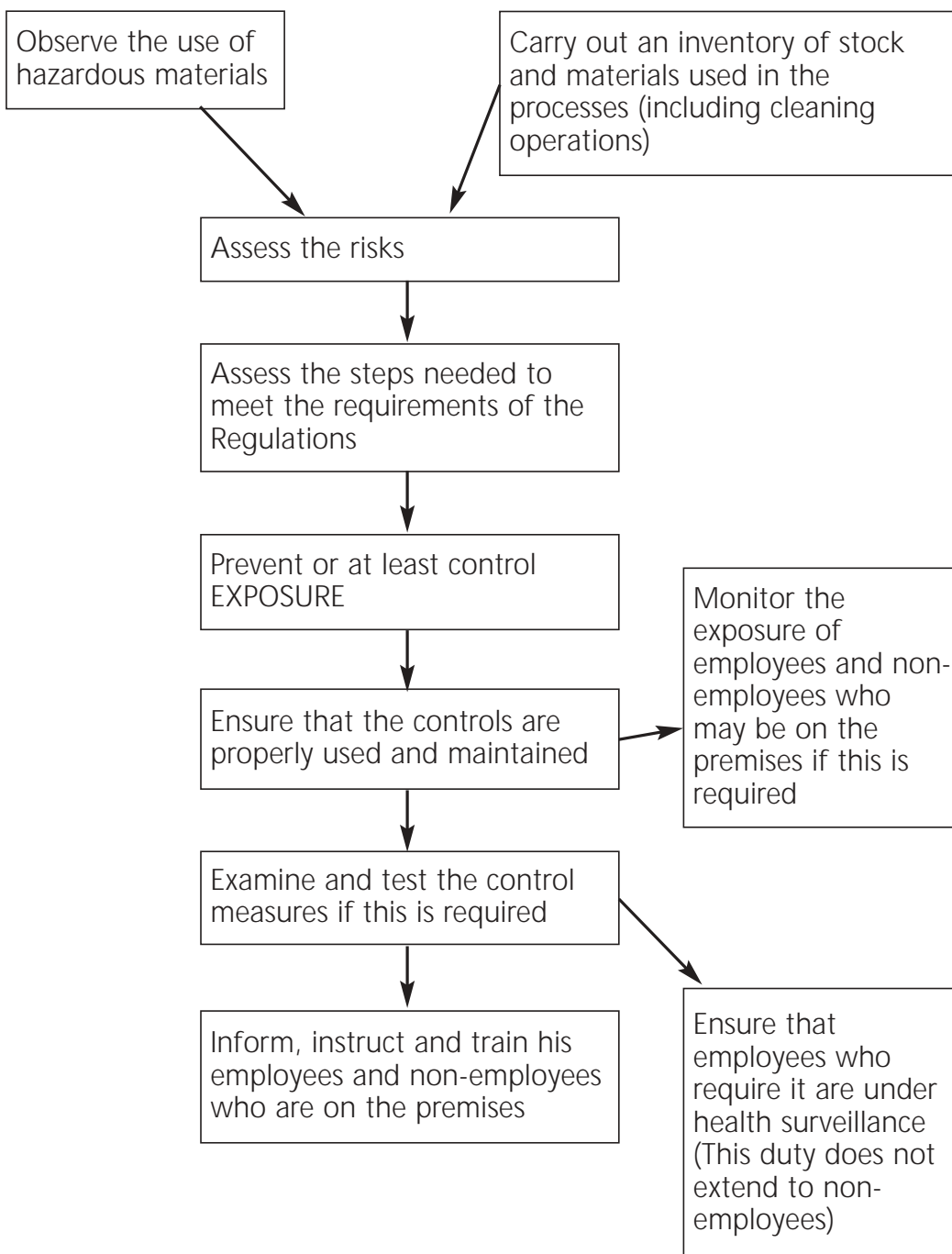
Practical guidance on the regulations is given in Codes of Practice and various guidance notes obtainable from HSE Books. The regulations have a number of principal aims, these are:

- To maintain and improve existing standards of health and safety in relation to work involving substances hazardous to health.
- To simplify greatly the existing law and consequently, the task of employers and employees in complying with it, and of inspectors enforcing it.
- To provide one set of regulations covering substances hazardous to health, including those not specifically covered by any existing provision, or covered only where they occur in factories.
- To set out clear objectives which will be cost-effective by matching precautions to the risk involved.
- To provide a suitable framework for implementing existing and future EU Directives on worker protection.

When an employer is looking at completing or reviewing the assessment, it is good practice to consult the safety data sheet for that chemical, which your supplier must provide (please note, a safety data sheet does not constitute a suitable and sufficient assessment under the regulations). The following flow chart demonstrates the procedural steps in complying with the duties imposed.

The main duties imposed on the employer by the COSHH Regulations

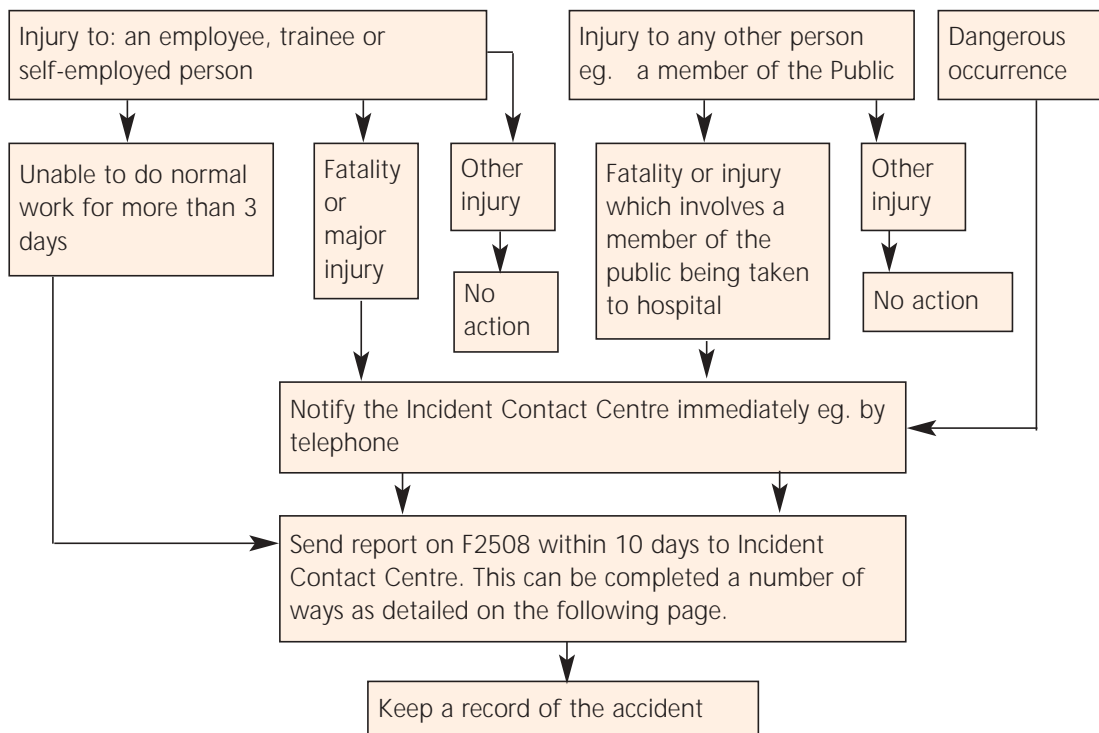
The employer must:



THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 1995

The above-mentioned regulations require certain injuries to be notified to the relevant Enforcing Authority. The following chart provides some guidance

concerning your responsibilities as an employer, self-employed person or person in control of work premises.



FAILURE TO NOTIFY IS AN OFFENCE

What is a major injury?

- Fracture of the skull, spine, pelvis and any bone in the arm or leg (excluding thumbs, fingers or toes).
- Amputation of a hand or foot, or a thumb, finger or toe where the bone or joint is completely severed.
- Loss of sight of an eye, penetrating injury or chemical or hot metal burn to the eye.
- Injury requiring medical treatment or loss of consciousness due to electric shock.
- Loss of consciousness due to lack of oxygen.
- Decompression sickness.
- Acute illness or loss of consciousness caused by absorption of any substance.
- Acute illness believed to be the result of exposure to a pathogen or infected material.
- Any other injury resulting in a person being admitted to hospital for more than 24 hours.

Certain dangerous occurrences must also be notified immediately e.g. collapse of a lift or crane, fire resulting in the stoppage of work for more than 24 hours and the unintended collapse of

any structure. Reportable injuries also include those arising from violence at work.

The reporting procedure for the above regulations has been simplified and offers a facility to report all cases to a single point, the Incident Contact Centre (ICC), based at Caerphilly. This means that you no longer need to be concerned about which office and which enforcing authority you should report to. You can report incidents in a variety of ways:

Postal reports should be sent to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

For Internet reports please go to www.riddor.gov.uk or alternatively via www.hse.gov.uk

By telephone 0845 300 9923 (08:30am to 5:30pm Monday to Friday) Or fax 0845 300 9924 (both charged at local rate).

By e-mail: riddor@natbrit.com

If you use the Internet or telephone service, you will be sent a copy of your report and given the chance to correct any errors in it. This will also act as your record, which you are required to keep under the regulations.

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WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

These regulations cover many aspects of health, safety and welfare in the workplace in three broad areas:

Working Environment

- Maintenance of the workplace and any equipment, devices or systems provided in compliance with these regulations, e.g. emergency lighting and mechanical ventilation.
- Provision of effective and suitable ventilation to ensure enclosed workplaces receive sufficient quantities of fresh or purified air (certain processes e.g. deep fat frying can generate harmful by-products that need to be removed from the work area).
- Maintenance of a reasonable temperature in indoor workplaces and provision of a sufficient number of thermometers.
- Provision of suitable and sufficient workplace lighting.
- Room dimensions and workspace to be sufficient (layout of the workspace should allow any work to be carried out in safety)
- Provision of workstations and seating which are suitable in respect of health, safety and welfare.
- Floors and traffic routes to be of suitable construction and kept free from obstructions and slip, trip or fall hazards (food spillages, trailing cables etc). Handrails to be provided on staircases.
- Provision of suitable and sufficient measures to protect people against the risk of falling such a distance or being struck by a falling object that is likely to cause personal injury.
- Safety requirements in relation to windows and transparent or translucent surfaces in walls and partitions and transparent or translucent surfaces in doors and gates.
- Safety in respect of the opening, closing and adjustment of windows, skylights and ventilators.
- Arrangements for the safe cleaning of windows and skylights

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- Organisation of traffic routes to allow the safe circulation of pedestrians and vehicles e.g. does the workspace allow safe movement of people undertaking different tasks – cooking, cleaning etc?
 - Safety in respect of the construction and operation of doors and gates including sliding and power operated doors and gates.
 - Safety in respect of escalators and moving walkways.

Facilities

- Provision of suitable and sufficient sanitary conveniences, washing facilities and an adequate supply of wholesome drinking water.
- Provision of suitable and sufficient accommodation for clothing and changing facilities in situations where employees have to change into work clothing.

- Provision of facilities for rest and to eat meals, including suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke and facilities for pregnant women or nursing mothers at work.

Housekeeping

- Cleanliness of the workplace and furniture, furnishings and fittings and prevention of waste material accumulations.

The WHSW Regulations are now supported by an Approved Code of Practice which cites the various regulations and provides some additional guidance from HSE Books.

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- Manager of Environmental Health Services
Environmental Health Services
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St. Martin's Square
Basildon
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