



## **SHEARWATER SAILING CLUB FOOD HYGIENE MANAGEMENT SYSTEM**

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**SHEARWATER SAILING CLUB  
GALLEY AREA  
INTRODUCTION AND GUIDE TO THE  
MANAGEMENT SYSTEM**

**Introduction:**

It is a requirement of the Food Hygiene Regulations 2005 that we apply an agreed system of working whenever meals are cooked for serving from the clubhouse galley or pre-prepared meals are reheated for serving from the galley. Before commencing operations please read the instructional pack and study the relevant Food Standards Agency booklets. This management system will be submitted for scrutiny by Wiltshire Council who are empowered to audit our operations.

The *monitoring log sheet* provides evidence that the system is being applied. Please co-operate by carefully recording the details required. Highlighting in **italics** indicates that the check is important and requires a logged record.

**Advisors;**

Part of the management system is the qualification of our own hygiene ‘advisors’. Please check with them if you are unsure about the operation of this system.

The advisors are:-

.....  
.....  
.....

Preparations for operating the kitchen:-



- Switch on water heater
- Switch on fly killer
- Wash hands
- Don overalls (to cover arms)
- Wipe down work surfaces with Dettol

## **Health**

*You must not operate the kitchen if you have any disease which can be transmitted through food. Please make the health statement on the log sheet.*

## **Operation**

*Check the fridge temperature* (if food has or will be stored within) is below the required limit of 5 Deg. C. Record this in the log.

*Check for signs of vermin.* Record the result in the log and inform a committee member if signs are positive. Clean up and disinfect any suspect traces.

If using food from the fridge use the oldest stock first!

Remember to keep *cooked food* segregated from *uncooked food*.

Check that the *core temperature of the first meals heated exceed 63 degrees* centigrade. Record this in the log *along with later checks on samples*.

## **Closing down**

Remove perishables such as salad and milk from the fridge. Cheese may remain.

Ensure fridge, microwave and cooker are left clean.

Switch off water heater and fly killer.

Empty bins and replace liners.



**MONITORING LOG SHEET - SHEARWATER SAILING CLUB**

It is a requirement of the Food Hygiene Regulations 2005 that we apply an agreed system of working whenever meals are cooked or reheated for serving from this galley. Before commencing operations please read the instructional pack and study the relevant Department of health booklets. This management system has been submitted to Wiltshire Council who are empowered to audit our operation.

Date.....Day.....

Names.....

**Health Statement**

Please confirm that you are not suffering from any disease which could be transmitted through food. In particular if you are suffering from diarrhea you must decline the duty.

All please state here and sign.

.....

**Check for signs of vermin**

Confirm that work surfaces have been checked clear of rodent droppings. Report to Club Committee member if seen for committee to take immediate action. State here.....

**Check and record fridge temperature.....(Max limit 5Deg. C)**

**Check temperatures on samples of cooked or re-heated food: Min 75 Deg. C**

1.....2.....3.....4.....

**Confirm the cooked and raw foods have remained segregated**

Confirmation.....



Signature.....

## **APPENDIX A**

### **SHEARWATER SAILING CLUB HOT MEALS – MANAGEMENT SYSTEM**

#### **1. SCOPE**

This management system applies the arrangements in place to control the special provision of hot meals at Shearwater SC.

#### **2. BACKGROUND**

Shearwater SC is a private member sailing club offering a safe and friendly sailing environment to families and individuals. Operation is based on voluntary duty rosters, thus ensuring that membership rates can be kept as low as possible consistent with a good standard of maintenance and water safety provision during racing and events. By this means sailing at Shearwater is kept accessible to all sections of the community.

The provision of confectionary and hot drinks on a self-service basis from the galley (kitchen) area is greatly valued by the membership especially for example following immersion in cold water.

This document details the steps taken to assess hazards inherent in the provision of hot drinks and confectionary on a self service basis and the steps taken to assess hazards inherent in the occasional provision of hot food for particular events. The control and monitoring measures to mitigate these hazards and the arrangements for training and instructing the personnel involved are also covered. For the operation to remain viable staffing at the point of sale has to remain based on use of the clubs volunteer labour base.

#### **3. FLOW DIAGRAM**

The process for the provision of cooked and pre-prepared hot meals is shown in flow diagram figure 1.

#### **4. HAZARD ANALYSIS AND CRITICAL CONTROL POINTS**



The activities identified in the flow diagram are assessed for their potential to hazard the consumer and the hazard, control measures and any monitoring steps are identified. This 'HACCP' is presented here in table form.

## **5. STAFFING AND SKILL LEVELS**

Referring to the flow diagram - steps 1 to 7. These are, and will remain, under the direct control of persons who have attended a minimum one day food hygiene course. They are considered to be self monitoring.

Further steps will be conducted by volunteers as before. No special skills will be required but instruction in the form of an information pack and 'prompt cards' will be provided. The galley operators will be required to record critical information on monitoring log sheets. An important feature will be the establishment of the role of 'advisor'. Advisors will be members who have attended a minimum of one day food hygiene course. The advisors task will be to check that the duty team have read and understood the instructions, are applying the controls sensibly and are maintaining the log.

## **6. INSTRUCTION PACK**

An instructional pack will provide guidance on the application of this management system and will contain relevant DHS booklets.

## **7. PROMPT CARDS**

Prompt cards will be displayed at strategic locations to remind volunteers to don overalls, wash hands, declare health problems, measure temperatures, maintain raw / cooked segregation regimes, fill in log sheets etc.

## **8. MONITORING LOG**

The monitoring log will be based on loose leaf A4 sheets to cover each day operation. The sheet will record

- A health statement from the volunteers
- A record of checks for signs of vermin
- Checks that the fridge temperature is below stated maxima
- Sample checks that heated foods are above stated minimum temperatures
- Confirmation that raw and cooked food have remained segregated



## **APPENDIX B**

### **SHEARWATER SAILING CLUB**

#### **FOOD PROCESS FLOW DIAGRAM**

- 1. PURCHASE**
- 2. STORAGE**
- 3. PREPARATION**
- 4. COOKING**
- 5. CHILL AND STORE**
- 6. TRANSFER**
- 7. STORAGE**
- 8. FREEZE**
- 9. THAW AND REHEAT**
- 10.SERVE**
- 11.REHEAT**
- 12.SERVE**



## APPENDIX C

### FOOD SAFETY HAZARD ANALYSIS

#### BASED ON PROCESS FLOW DIAGRAM IN APPENDIX B

##### STAGE ONE – PRODUCTION TO SERVING;-

STEP	HAZARD	CONTROL	MONITORING
PURCHASE	Harmful bacteria	*Use reputable suppliers *Check sell by dates	
STORAGE (SHORT TERM)	Bacterial growth Cross contamination	*Store at safe temperature (5 Deg. C or less) *Use before expiry date *Separate raw and cooked food, wrap	*Check Temps. *Check dates
PREPARATION	Bacterial growth	*Good personal hygiene * Clean equipment and Surfaces *Use trained person	
COOKING	Survival of harmful bacteria	*Cook at safe temp.	*Confirm boiling if appropriate
CHILL AND STORE	Bacterial growth	*Cool for no more than 1 1/2 Hrs. before chilling *Wrap and chill rapidly to 5 Deg. C or colder *Store at safe temperature of 5 Deg. C or colder	*Check fridge Temps. *Separate from raw food
TRANSFER	Bacterial growth	*maintain safe temperature with cool box	
STORAGE (SHORT TERM)	Bacterial growth	*Store at safe temperature 5 Deg. C or less *Separate from raw food using separate fridge	*Check fridge Temps. *Visual check
REHEAT	Survival of harmful bacteria	*Achieve safe centre temperature, + 75 Deg. C	*Check temp. on batch samples

##### STAGE TWO – USE OF OVER PRODUCTION:-

FREEZE	Bacterial Growth	*Maintain safe	*Check temperature
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		temperature -18 Deg. C and below *Date and rotate, use oldest first	
THAW AND REHEAT	Survival of harmful bacteria	*Achieve safe centre temperature + 75Deg.C	*Check temp. on batch samples

## APPENDIX D

### PROVISION OF CONFECTIONARY AND HOT DRINKS FOR SELF SERVICE BY MEMBERS

#### Summary

A variety of confectionary items are held in the galley along with tea, coffee and sugar. Members are required to supply their own milk and this is not provided. Payment is collected by way of an 'honesty drawer' in which the required monies are deposited.

#### Potential risks to health

Rodents - contamination. Harmful bacteria.

#### Control measures

Confectionary is stored inside large screw top jars in high level cupboard.

Coffee, tea and sugar is stored inside clip top containers on galley work surface.

Mugs etc. stored within modern domestic standard kitchen units.

#### Additional measures – responsibility of users

Check for any signs of vermin / rodent droppings and report to a committee member if seen.

You are responsible for ensuring any mugs or plates used are clean. Check before use and wash up afterwards.

Replace and secure all container lids.

If milk is found in the fridge do not assume that it is safe to consume unless you know when it was left there!



## **USE OF GALLEY FACILITIES BY MEMBERS FOR THE PREPARATION OF THEIR OWN FOODSTUFFS**

Members are free to prepare their own food whenever the galley is not in formal use. They should follow the spirit of the guidance laid down in this document. The practice of good hygiene is the responsibility of the individual member, or if a junior member, then the responsible adult too.