



# **Food Hygiene Regulations Guidance Pack For Bed & Breakfasts**

**“Your written food safety system”**



# FOOD HYGIENE GUIDE FOR BED AND BREAKFASTS

We have developed a guide, which will help you gain a clear understanding of the requirements you need to observe as a bed and breakfast business.

## **A change in the law**

In January 2006 food hygiene legislation was updated and changed to include the registration of all food handling establishments. If you provide food (even just a hot drink and a bowl of cereal) then you are considered to be a food business and will need to register with your local Environmental Health service.

Date you registered your food business:.....

Another change that came about in 2006 was the requirement for food businesses to have a documented food safety procedure based on HACCP (Hazard Analysis, Critical Control Point) principles.

EC No 852/2004 Article 5 HACCP

*“Food business operators shall put into place, implement and maintain a permanent procedure or procedures based on HACCP principles”*

This is a new legal requirement which is designed to make food business operators focus on the activities critical to the safety of food in their business and to find ways of controlling them and where appropriate to document the process.

The level of controls and checks will depend on the style and scale of catering that you carry out and the risks posed to your guests. The following pages provide guidance for registered bed and breakfasts to help you understand these requirements and to monitor food hygiene effectively. You need only fill in the parts that are relevant to your business.

## **Food hygiene inspections**

If an inspector visits, a written report will be left with you. If you need to carry out any work, a list detailing these works will be given to you at the time of the inspection or will be sent to you in the post. If a schedule of work is issued it will contain the reasons why you are being asked to take specific actions with a time scale for completion of these actions. There will be a clear distinction between works that are legal requirements and those that are recommendations of good practice.

Whether you are preparing full meals or not, the food hygiene risks need to be kept to a minimum. The inspector from the Environmental Health service will discuss with you how best to comply with the food hygiene regulations

If you have any questions, need any assistance with completing this pack, or if you require any further review sheets, then please contact the Health Protection Team at Winchester City Council on 01962 840 222

## **Training**

All food handlers must be suitably trained in food safety matters which are relevant to their work. This requirement is designed to ensure that the food being prepared is safe to eat. To satisfy this requirement you may want to consider attending a recognised food hygiene course.

Date Level 2 Award in Food Safety in Catering Certificate Issued: .....

Produced by Portsmouth and Fareham Environmental Health Officers on behalf of the Hampshire and Isle of Wight Food Advisory Committee.  
October 2007

Amended by Winchester City Council  
April 2009

## CROSS CONTAMINATION

The spread of bacteria around the kitchen and onto food can result in illness.

HAZARD	CONTROL
<b>People</b> can carry bacteria on their bodies including hands	Washing hands effectively can help prevent the spread of harmful bacteria. <b><i>Always wash your hands before handling food and:</i></b> <ul style="list-style-type: none"><li>• After going to the toilet</li><li>• After handling rubbish</li><li>• After touching uncooked meat</li><li>• After handling or feeding pets</li><li>• After coughing, sneezing or blowing your nose</li></ul>
<p>Where do you wash your hands? <input type="text"/></p> <p>What type of soap do you use? <input type="text"/></p> <p>What do you dry your hands with? <input type="text"/></p>	
<b>Cloths</b> can easily spread bacteria in the kitchen.	Use single use clothes wherever possible. If you use reusable cloths then; - <ul style="list-style-type: none"><li>• Always use a new or clean cloth to clean surfaces or utensils that will be used for ready to eat foods.</li><li>• If a cloth is used for uncooked meat or eggs it should removed for washing.</li><li>• Wash or disinfect cloths and fabric hand towels every day either on a hot cycle in the washing machine or by hand using a disinfectant and hot water.</li></ul>
<p>What type of cloths do you use and for which tasks?</p> <div><input type="text"/></div>	
<p>How do you clean and disinfect your cloths?</p> <div><input type="text"/></div>	
<b>Uncooked and Ready to Eat Foods</b> must be kept separate to prevent harmful bacteria from spreading.	<ul style="list-style-type: none"><li>• Keep food covered in the fridge.</li><li>• Ensure that uncooked food is stored at the bottom of the fridge below ready to eat foods.</li><li>• Prepare uncooked and ready to eat foods separately. Do not use the same chopping board, work surface or knives unless they have been thoroughly cleaned and disinfected between the different foods.</li></ul>

<b>Domestic Activities</b> can cause the spread of harmful bacteria	<ul style="list-style-type: none"> <li>Doing the laundry and caring for pets, including feeding, should not be carried out whilst you are handling or preparing food.</li> </ul>
<b>Food Allergy and Intolerance.</b> It is important to be aware of any specific allergies or intolerances that your guests may have and to take all necessary precautions to ensure that they are not exposed to the food which trigger allergic reactions.	<ul style="list-style-type: none"> <li>Ask your guests for any details of food allergies they may have.</li> <li>If your guest has a food allergy ensure that if you are preparing food for them that does contain the item they are allergic to that you thoroughly clean the surfaces and equipment prior to preparing the dish.</li> </ul>

How do you ensure that your guests do not eat any of food which causes an allergic reaction?

### Common Food Allergies and Intolerances

- Peanuts
- Eggs
- Milk
- Crustaceans (prawns, crab & lobster)
- Fish
- Cereals containing gluten (wheat, rye, oats)
- Sesame Seeds
- Molluscs

Do you have pets?

How do you control access into the kitchen whilst you are preparing food?

**Pests** such as flies, cockroaches, rats, mice and food storage beetles can spread harmful bacteria onto food.

- Make sure that pests cannot get into your kitchen.
- Keep lids on internal and external bins. Ensure bins are washed out regularly.
- If pests get into the kitchen throw away any food that they came into contact with.
- If you think you have an infestation of pests seek professional advice.

### ILLNESS AND FITNESS TO WORK

Do not prepare or serve food if you are suffering from diarrhoea and/or vomiting. Do not prepare or serve food again until 48hours after symptoms have stopped. If you employ other staff you must make sure that they know about reporting of illnesses. It is therefore recommended that you draw up a written sickness procedure or policy if you have staff.

If symptoms persist, visit your GP.

## CLEANING

Proper cleaning ensures that food debris is removed and harmful bacteria are killed.

### HAZARD

- Food debris may contain harmful bacteria and if left around it can attract pests.
- Harmful bacteria can remain on equipment, utensils, surfaces and hands.

### CONTROL

- Ensure food debris is cleaned up
- Follow the manufacturers instructions on how to use their cleaning products
- Use a suitable anti-bacterial cleaner; the multi surface cleaners are good.

### Areas needing special attention

- Fridges
- Freezers
- Work surfaces and equipment that come into contact with food (e.g. worktops, chopping boards, knives, taps, microwave, cupboard handles)

What cleaning products do you use?

Where do you use them?

### Daily Cleaning Tasks

### Weekly Cleaning Tasks

### Monthly Cleaning Tasks

## CHILLING

Some foods have to be kept cold to prevent harmful bacteria from growing.

### HAZARD

### CONTROL

**Storage** High risk foods such as dairy products, cooked foods, food with use by dates and those with “keep refrigerated” on the label must be kept cold enough to make sure that harmful bacteria does not grow.

- Your fridge should be kept between 0°C and 8°C.
- High risk foods should be kept in the fridge until they are needed.

How do you ensure that food is kept at a safe temperature?

**Defrosting** Food that is not defrosted properly can grow harmful bacteria.  
Defrosting food in a warm kitchen may mean that harmful bacteria can grow on its surface whilst the inside is still frozen.  
Cooking food that is partially frozen may result in harmful bacteria surviving the cooking process.

- Allow plenty of time to defrost food in the fridge.
- Ensure that food is thoroughly defrosted before cooking.

How do you defrost food?

**Cooling.** Hot food should be cooled as quickly as possible to avoid the growth of harmful bacteria.

- All cooked food should be cooled as quickly as possible. This must be within 90 minutes.
- If freezing food this must be carried out as soon as it is cooled.
- If freezing food that has been bought this should be done immediately.

How do you ensure hot food is cooled within 90 minutes?

**Use by dates** Food kept past the “use by” dates may not be safe to eat.

Do not use food that has past its “use by” date.

How do you ensure that you do not use food that is past its “use by” date?

## COOKING & REHEATING

Harmful bacteria are killed when food is cooked properly.

HAZARD	CONTROL
<p><b>Cooking.</b> Harmful bacteria may survive the cooking process if the food does not reach a sufficiently high temperature.</p> <p>Food should be eaten immediately, as harmful bacteria may grow if the food is not kept hot.</p>	<ul style="list-style-type: none"><li>• Temperatures above 75 °C will destroy most harmful bacteria therefore cooking food until piping hot is the best way to ensure food is safe to eat.</li><li>• Ideally meals should be prepared as required rather than being prepared in advance.</li></ul>

How do you ensure food is cooked thoroughly?

<p><b>Eggs</b> with soft yolks may contain harmful bacteria.</p>	<ul style="list-style-type: none"><li>• Ensure that all eggs are thoroughly cooked.</li><li>• Always wash your hands after handling eggs</li></ul>
<p><b>Reheating.</b> Harmful bacteria may have grown since the food was cooked. Therefore it is very important to reheat the food properly.</p>	<ul style="list-style-type: none"><li>• Reheat food quickly until piping hot throughout.</li><li>• Only reheat food <b>ONCE</b>.</li></ul>

How do you reheat food?

What method do you use to check that the food is hot enough?



**PERIOD REVIEW**  
**Spring Period (March, April, May)**

Have you made any changes to your menu or the way in which you handle food?   
If yes, how do the changes affect your food safety policy? Give details

If you experienced any problems during the last period please give details.

Details of any further action required and date completed.

Date

Signed

**PERIOD REVIEW**  
**Summer Period (June, July, August)**

Have you made any changes to your menu or the way in which you handle food?   
If yes, how do the changes affect your food safety policy? Give details

If you experienced any problems during the last period please give details.

Details of any further action required and date completed.

Date

Signed

## PERIOD REVIEW

**Autumn Period (September, October, November)**

Have you made any changes to your menu or the way in which you handle food?

If yes, how do the changes affect your food safety policy? Give details

If you experienced any problems during the last period please give details.

Details of any further action required and date completed.

Date

Signed

## PERIOD REVIEW

**Winter Period (December, January, February)**

Have you made any changes to your menu or the way in which you handle food?

If yes, how do the changes affect your food safety policy? Give details

If you experienced any problems during the last period please give details.

Details of any further action required and date completed.

Date

Signed

## Useful links and contacts

- Winchester City Council Website– contains guidance and information, food business registration forms and dates for forthcoming food hygiene training dates.  
[www.winchester.gov.uk](http://www.winchester.gov.uk)
- Winchester City Council Health Protection Team.  
Phone: 01962 840222  
Email: [food@winchester.gov.uk](mailto:food@winchester.gov.uk)
- Safe2eat – The safe2eat scheme was set up within Hampshire to proactively give information following a primary food hygiene inspection of a business from an authorised local authority food inspector. The outcome of the inspection will determine whether a premise is rated Excellent, Satisfactory or Unsatisfactory under the safe2eat scheme. The rating is can only be considered accurate at the time of the last full food hygiene inspection and is published on the website for the general public to access.  
[www.safe2eat.com](http://www.safe2eat.com)
- Food Standards Agency – Contains lots of information and guidance on food safety issues. The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.  
[www.food.gov.uk](http://www.food.gov.uk)
- Enjoy England – Their mission is to grow the value of tourism through the English regions throughout the year. Their vision is simply to enjoy England! This website contains a search engine which enables potential customers to find accommodation. Enquire about including your business.  
[www.enjoyengland.com](http://www.enjoyengland.com)
- Tourist Information Centre – This website lists Bed and Breakfasts within Winchester City Councils district which the public can view. Features regular events which are happening too in the local area too.  
[www.visitwinchester.co.uk](http://www.visitwinchester.co.uk)

**NOTES:** Remember to notify your Environmental Health Department if you stop trading!