

Food Delivery & Storage

Good Hygiene Practice
Guide No 6

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Food Delivery & Storage

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HACCP Chart Reference

Receipt / Storage

Legal Requirements

Food Safety Regulations require that food business operators store food products and ingredients in appropriate conditions, designed and maintained to prevent harmful deterioration and to protect food from contamination.

Once deliveries are satisfactorily received they must be stored in a hygienic manner that will prevent the risk of contamination.

Food Safety Hazards

Microorganisms that cause illness and food spoilage can grow at temperatures between 8°C and 63°C, often called the danger zone. Keeping all high risk foods out of the danger zone reduces the risk of food poisoning.

ALWAYS keep raw and ready-to-eat foods separate during delivery, receipt and storage, to reduce the risk of cross-contamination.

In this guide food storage covers ambient “dry goods” storage as well as temperature controlled food storage i.e. food stored under refrigerated or frozen conditions. It is important to read the manufacturer’s instructions regarding the correct storage conditions for food items.

Food Deliveries – General Controls

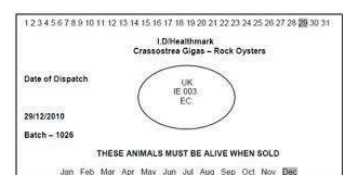
Properly inspecting and checking delivered food products is an essential food safety step. The quality and safety of food deliveries can be affected by physical defects and due to inadequate temperature control.

Follow the steps below to correctly receive and check delivery of products. Remember to record all of the findings on the **Food Delivery Record**. (Food Delivery and Meat Traceability Form for ROI)

1. Check for physical defects, such as:
 - Rusted, leaking or badly dented cans
 - Badly damaged or split packaging
 - Any air pockets or pierced vac pack packaging
 - Mouldy food / unpleasant odours
 - Signs of insect or rodent damage or infestation
 - Over-ripe or discoloured fresh fruit / salads / vegetables



2. Check shelf life
 - ‘Use by’ and ‘best before’ dates must offer an adequate shelf life remaining to allow for use within planned food production.
 - Check for the “Health Mark” on all live bivalve molluscs (e.g. Oysters) (N/A in ROI). Purchase from approved suppliers only.
 - In Republic of Ireland - check for mandatory labeling for all fresh fish- (commercial and scientific name, production method, catch or farmed area, category of fishing equipment used, whether fresh or frozen and use by date)



Food Delivery & Storage

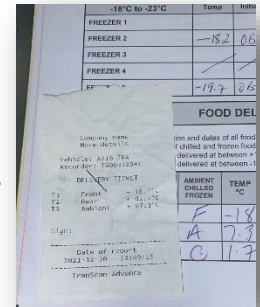
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3. Check for signs of cross-contamination
 - Inspect deliveries to make sure there is no evidence of cross-contamination from raw food or soily fruit and vegetables to ready-to-eat foods before accepting the delivery.
 - Reject any ready to eat foods that have become contaminated.
3. Check the temperatures of all chilled and frozen food deliveries
 - Ensure foods are within the relevant acceptable temperature range (frozen foods: between -18°C and -23°C, chilled foods: below +5°C.)
Note: Within Healthcare sites ready to eat sandwiches and salads must be received and held below +5°C to manage Listeria risks to the vulnerable.
 - This can be done **either** by taking a copy of the printed vehicle digital temperature display reading or by using a dedicated probe thermometer to take between pack temperature readings.
 - In Ireland you must take the temperature of the products; you may not use the printed vehicle read out
4. Place all chilled and frozen food deliveries immediately into storage
5. Decant larger quantities of food into smaller containers to check for pests and to aid transportation
6. Record your findings
 - If you have obtained a printed vehicle temperature display readout, attach this to your **Food Delivery Record** form.
 - If you have taken the temperature of a delivery by using the probe thermometer, record this manually in the **Food Delivery Record** form.
7. Do not accept any food that is unsatisfactory. Place any rejected food in a suitable container, label "not for consumption" and arrange for it to be returned to the supplier. Report the details to the Foodbuy support team / Commercial Team (Ireland)



Food Storage – General Control Measures

1. Temperature Control

Temperature control is one of the most important features of food safety management. Store foods at the temperatures shown below to maintain product quality and safety:

- Chilled foods 0°C to +5°C
- Frozen foods -18°C to -23°C
- Ambient foods - no specific temperature range, but keep in cool, dry and well-ventilated conditions.

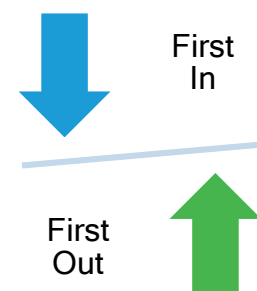
2. Stock Rotation

Rotate food products when replenishing to ensure first in first out in order to minimise spoilage and waste.

Make sure that all foods are labelled and dated, so that the product's shelf life is clear. All foods with a 'use by' date **must** be used before the expiry of the product's shelf life.

It is an offence to have food in storage that has passed the 'use by' date.

Products with a 'best before' date may be used beyond this date, unless client site rules require 'best before' dates to be stringently observed. As the 'best before' date relates to food quality, rather than



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Ireland Only Traceability Record

Remember to record all of the findings and the Ireland Food Delivery and Meat Traceability Form. Please follow the steps on the Ireland Food Delivery and Meat Traceability Form to ensure this is completed correctly.

- You must take the temperature of the products; you may not use the printed vehicle read out
- You need to record the batch codes of all meat and fish (fresh or frozen) and include the country or origin for fresh meat.
- You must also record the batch code of eggs and milk
- Please include a sample of chilled, frozen, fruit & veg and ambient products.
- If you are using Kitchtech - insure you complete all fields.

3. Freezing of Food

It is recommended that food is purchased, prepared and cooked as near as possible to the service period in order to guarantee food safety and quality however, it may be necessary to freeze both purchased fresh food and unit produced food in order to prolong product shelf life and avoid excess food waste. In such circumstances the following guidelines must be followed:

a) Direct Purchased Foods

- Always check the manufacturers information regarding the suitability of the product for freezing. Note: some products are not suitable for freezing as freezing will significantly affect the quality of the food if it is frozen and then defrosted for later use.
- Food must be within its shelf life. Ideally it should be frozen upon receipt, but no later than 1 day before to 'use by' date. Do not freeze food on or past its 'use by' date.
- Do not re-freeze any food which has already been frozen and defrosted.
- Keep products in the original packaging with any manufacturers' shelf life information visible.
- Ensure an additional food label is applied to clearly show the date it was frozen.
- Give frozen food a maximum of 6 months shelf life in the freezer (3 months in Ireland), unless otherwise specified.
- Defrost thoroughly and use within the remaining shelf life determined by the manufacturer, or within Compass shelf life if not given.

b) In Unit Made Food

- Cool and freeze food on date of production.
- Cool food as quickly as possible, following the guidance in GHP 10: Cooling & Re-heating.
- Do not freeze any food which has already been on display for service.
- Label cooked and prepared food including raw meat, fish and poultry with a shelf life of no longer than 6 months (3 months Ireland)
- Defrost thoroughly and use within its remaining shelf life.



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4. Prevention of Cross Contamination

Keep raw food separated from cooked and ready-to-eat foods. Storage should ensure that there is no risk of cross contamination. This can be achieved by:



- Storing raw foods in different refrigerators to cooked and ready-to-eat foods where possible.
- Storing raw foods in separate areas to ready-to-eat and cooked foods, if separate fridges are not available.
- Storing ready-to-eat foods above eggs and unwashed salads, fruit and vegetables.
- Storing raw meat, poultry and fish below all other foods.
- Ensuring all ready-to-eat, cooked and raw foods are stored in suitable, preferably lidded, containers or that they are covered.

All foods, other than fruit and vegetables should be fully wrapped, covered or stored in lidded containers. Ensure the outside surfaces of containers containing decanted raw food have been sanitised to prevent indirect cross-contamination

Dry goods must be stored off the floor on suitable shelving or decking, with access all round for cleaning and inspection. Secure opened dry food packages, or place in impervious containers with close fitting lids. Thoroughly empty, clean and dry the food containers once emptied and before using for the next pack.

Only use food grade containers specifically for food storage. Containers that have previously been used for cleaning products should never be used for food storage, even if they have been cleaned after use.

Keep cleaning products away from stored foods at all times. Where a dry food storeroom is also used for storage of equipment and cleaning products, ensure proper segregation from food items.



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5. Ice Cream

Ice cream should be stored at -18°C to -23°C . However, where ice cream is being stored to be scooped from a bulk container for service, it may be kept in a holding freezer that keeps it at a temperature of between -12°C to -18°C without compromising food safety. After service it should be returned to a storage freezer operating at a temperature of -18°C to -23°C .

6. Eggs

Wherever possible, store eggs under refrigeration, or alternatively follow manufacturers recommendations and store eggs in a cool, dry place below 20°C .

Store eggs in their original packaging and keep them separate from other foods. If eggs are stored in the same refrigerator as raw meats and/or cooked foods, ensure that they are always: below any cooked/ready to eat foods, but above raw meats to avoid risk of contamination



7. Sushi and Sashimi

A separate area of the refrigerator must be provided for the storage of sushi and sashimi. Raw fish for sushi and sashimi must be kept covered and separate from other raw meat, fish, vegetables and fruit and also separate from ready-to-eat cooked products at all times during storage and preparation.

8. Oysters

Store oysters in the fridge above raw meat / fish at no lower than 4°C , cupped side down on a tray or plate and covered with a clean damp cloth or paper towel. DO NOT immerse in water and do not keep them in an airtight container. Discard any that are not tightly closed and use within 2 days of receipt.



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Temperature Monitoring - Food Simulant

Compass Guidance:

Measuring temperatures by probing a food simulant is considered to be the best method of temperature monitoring. It is quick, avoids probing and damaging actual food items, and provides an accurate indication of the overall refrigerator performance.

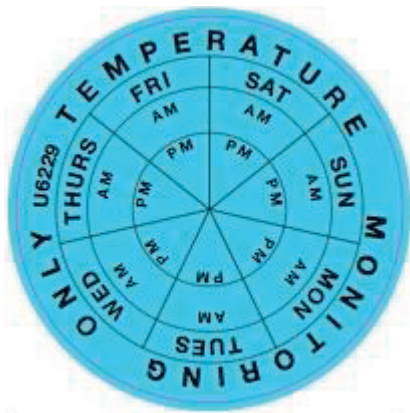
DO NOT use a food simulant in a freezer as there is a high risk of accidentally piercing the hand when attempting to force the probe thermometer into it.

Manufactured food simulants may be purchased or you can use:

- Blocks of butter, margarine or lard
- Pots of jelly

Water is not recommended to be used as a food simulant.

Ensure all food simulants are clearly labelled (e.g. 'Temperature Monitoring - Not for Consumption' and dated, or use the weekly Temperature Monitoring labels (see below - available from Linney Mystore, Stock code: HSE_MISC_000005).



Check the temperature by piercing the food simulant. If using the or the jelly pot lid at the appropriate day and time upon the temperature monitoring label, and record the findings on the **Refrigerator / Freezer Temperature Record** form

Replace food simulant jelly containers at least fortnightly. Blocks of butter, margarine, or lard should be replaced monthly, but may be replaced less frequently where kitchens are used infrequently.



Temperature Monitoring of Refrigerators

Compass Rules.

Monitor the temperature of each refrigerator at least twice per day:

- **First check** within 15 minutes of the kitchen opening
- **Second check** during the afternoon
- **Additional checks** should be undertaken if operating a 24hr or 3 shift food service

Place the sanitised probe into the food simulant. Allow the thermometer reading to stabilise. Food simulant temperatures usually stabilise within 30 seconds and record the thermometer temperature reading on the Refrigerator / Freezer Temperature Record form. Refrigerator temperatures must be between 0°C to +5°C.

Compass Guidance:

If the temperature of the refrigerator is **above +5°C but no higher than +8°C**, then the following steps must be taken (for Ireland the below steps must be taken if the fridge is above 5°C for less than 2 hours):

1. Check the following to identify potential reasons the fridge is not operating within the required temperature range and make corrections or adjustments where possible:
 - Is the thermometer operating correctly or might it have a low battery power or need recalibrating?
 - Has the refrigerator door been opened frequently?
 - Has warm food been placed in the refrigerator?
 - Is the equipment undergoing a defrost cycle?
 - If there is a thermostat can it be altered?
2. Re-check the temperature within an hour by probing a food item that has been in the refrigerator for more than twelve hours.
3. Continue to monitor hourly throughout the day and if necessary place a service call to your equipment maintenance provider within 24hrs to request a check the operating performance of the unit.
4. Record your actions on the Refrigerator/Freezer Temperature Record.

If the temperature of the refrigerator is **above +8°C (+5°C Ireland), and you can be sure that it has been above +8°C for less than 4 hours** then the following the steps must be taken:

1. Immediately place a service call with your equipment maintenance provider (either directly or via your Regional Manager/Client, as appropriate for your unit) to ensure the refrigerator is repaired or replaced as soon as possible.
2. Transfer food to another refrigerator or use high risk food immediately.
3. Contact HSE Manager for advice.
4. Record your actions on the Refrigerator/Freezer Temperature Record.

If the temperature of the refrigerator is **above +8°C (+5°C Ireland), and the length of time is has been running high is not known** then the following steps must be taken:

1. Immediately place a service call with your equipment maintenance provider (either directly or via your Regional Manager/Client, as appropriate for your unit) to ensure the refrigerator is repaired or replaced as soon as possible. Do not use it for storage of food in the mean time.
2. Discard any high-risk or perishable food, and contact HSE Manager for advice.
3. Record your actions on the Refrigerator/Freezer Temperature Record.

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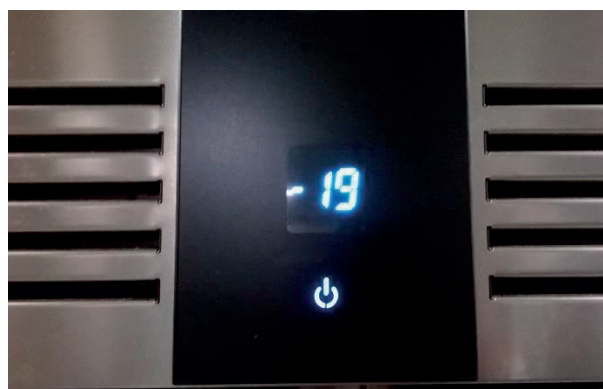
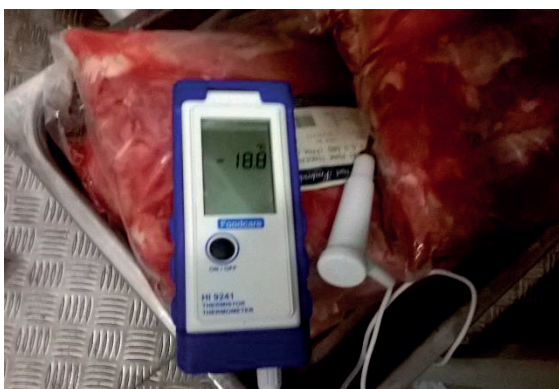
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Temperature Monitoring of Freezers

Compass Rules.

- Monitor the temperature of each freezer daily, within 15 minutes of the kitchen opening.
- Place the sanitised probe between packs of food in the freezer and close the door or the lid.
- **NEVER** attempt to probe a food simulant or a frozen product as this could result in personal injury.
- Allow the thermometer reading to stabilise.
- The temperature should be -18°C to -23°C .
- Record the thermometer temperature reading on the **Refrigerator / Freezer Temperature Record** form.



Compass Guidance - Corrective Actions

If the freezer operating thermometer is above -15°C , then the following steps must be taken:

1. check the following to identify potential reasons the freezer is not operating within the required temperature range and make corrections or adjustments where possible:
 - Is the thermometer operating correctly or might it have a low battery power or need recalibrating?
 - Has warm food been placed in the freezer?
 - Is the equipment undergoing a defrost cycle?
 - Does the freezer require defrosting?
 - If there is a thermostat, can it be altered?
2. Re-check the temperature every hour.
3. Record your action on the **Refrigerator / Freezer Temperature Record** form.

If the freezer is still reading above -15°C contact your refrigeration engineer (either directly or via your Regional Manager/Client, as appropriate for your unit). Follow the the procedures in Refrigerator or Freezer breakdown section on page 11 and move, use or discard food as appropriate.

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HACCP Chart Reference

Receipt / Storage

Refrigerator / Freezer Temperature Record Form

Compass Rules:

The Refrigerator/Freezer Temperature Record form is completed in order to demonstrate that correct storage temperatures for chilled and frozen foods have been maintained.

As stated previously refrigerator temperatures must be accurately checked and recorded a minimum of twice per day and freezers once per day. For sites operating a night shift, an additional check of refrigerator temperatures must be made.

The following the steps must be completed:

- Record the day / month / year
- Identify the equipment being checked (number and/or name). It is important the temperatures recorded can be traced to specific units.
- Record the temperature of the food simulant in refrigerators and between packs in freezers.
- Initial the entry
- Highlight on the record, any temperature outside the limits. Record the corrective action in the comments.
- Your manager must check the record and sign off before it is filed.

SAFETY FIRST REFRIGERATOR / FREEZER TEMPERATURE RECORD
In everything we do

Instructions
 Manager must check, sign and date the record Retain for 6 months
 Temperature Range:
 Refrigerators: +1°C to +5°C. Twice per day (3 if night shift operation)
 Freezers: -18°C to -23°C. Once per day
 Guidance: HSE Website, A-Z Food Safety: Temperature Monitoring 1

Unit: High Street Bank Ltd Unit No: 01234
 MONTH / YEAR: November 2018
 REFRIGERATOR / FREEZER Name: Main Refrigerator - No. 1

DATE	TEMPERATURE °C						COMMENTS Action taken if temperature above accepted limits
	a.m.	Init.	p.m.	Init	Night	Init	
1	WEEK	END	WEEK	END			
2	WEEK	END	WEEK	END			
3	2.7°C	DS	4.3°C	JJ			
4	2.8°C	JJ	3.4°C	JJ			
5	2.1°C	DS	4.4°C	DS			
6	2.7°C	DS	3.7°C	DS			
7	2.8°C	JJ	6.4°C	JJ			Door opened for period of cleaning
8	WEEK	END	WEEK	END			
9	WEEK	END	WEEK	END			
10	3.1°C	JJ	4.8°C	JJ			
11	2.8°C	DS	4.9°C	JJ			
12	2.9°C	DS	8.6°C	DS			Food removed to No.2 fridge Repair logged
13	Out	of	Order				Repair being carried out.
14	2.4°C	DS	3.4°C	DS			Refrigerator now repaired.
15	WEEK	END	WEEK	END			
16	WEEK	END	WEEK	END			
17	2.3°C	JJ	3.1°C	JJ			
18	3.6°C	JJ	4.8°C	JJ			
19	2.8°C	JJ	2.7°C	DS			
20	3.1°C	DS	8.9°C	DS			Door opened for period of cleaning
21	2.6°C	DS	4.1°C	DS			
22	WEEK	END	WEEK	END			
23	WEEK	END	WEEK	END			
24	3.0°C	DS	4.0°C	DS			
25	2.7°C	JJ	2.6°C	DS			
26	3.1°C	DS	3.9°C	DS			
27	2.1°C	DS	3.8°C	DS			
28	2.7°C	JJ	4.6°C	JJ			
29	WEEK	END	WEEK	END			
30	WEEK	END	WEEK	END			
31							

Unit Manager: Diane Smith DATE: 28/11/18

HSE/FSV1/DECEMBER 2018

Full Management System

REFRIGERATOR FREEZER TEMPERATURE RECORD

Instructions

- Identify the equipment to be checked by number or name. Include food vending machines, ice cream freezers.
- Monitor each refrigerator twice per day (three times if you have a night shift) using a temperature probe and a food simulant. Fridge temperatures should be between 1°C and 5°C and below 8°C for cold food display.
- Monitor the temperature of each freezer once per day using a temperature probe and a between-pack-test. Freezer temperatures should be between -18°C and -23°C.
- Highlight or circle any temperature outside the limits. Record the corrective action taken in the Actions Record.

FRIDGES +1°C to +5°C, Display max +8°C	TEMPERATURE					
	AM		PM		NIGHT	
	Temp	Initials	Temp	Initials	Temp	Initials
FRIDGE 1 <i>Double Fridge</i>	+1.3°C	DS	+3.1°C	KF	+3.8°C	TJ
FRIDGE 2 <i>Raw Meat Fridge</i>	+2.1°C	DS	+3.8°C	KF	+3.9°C	TJ
FRIDGE 3 <i>Salad Fridge</i>	+2.6°C	DS	+4.2°C	KF	+2.4°C	TJ
FRIDGE 4 <i>Sandwich Fridge</i>	+4.8°C	DS	+4.9°C	KF	+4.4°C	TJ
FRIDGE 5						
FRIDGE 6						
FRIDGE 7						
FRIDGE 8						
FRIDGE 9						
FRIDGE 10						

FREEZERS -18°C to -23°C	TEMPERATURE		OTHER e.g. Food Vending +1°C to +5°C Ice Cream -18°C to -23°C	TEMPERATURE	
	Temp	Initials		Temp	Initials
FREEZER 1 <i>Walk-in</i>	-18.4°C	DS	1 <i>Ice Cream freezer</i>	-18.1°C	DS
FREEZER 2 <i>Single</i>	-20.1°C	DS	2 <i>Food Vending 1st floor</i>	+4.2°C	SS
FREEZER 3 <i>Chest</i>	-19.5°C	DS	3 <i>Food Vending Cafe</i>	+3.9°C	SS
FREEZER 4			4		
FREEZER 5			5		

HSE Logbook



Refrigerator / Freezer Breakdown Procedure

Compass Rules.

- Contact the client, the maintenance contractor or the refrigeration engineer to arrange repair.
- Record the details on the unit **Record of Repair and Maintenance** form.
- Record the breakdown on the unit **Refrigerator/Freezer Temperature Record** form.

1. Refrigerator Breakdown - Action

Discovered within 4 hours:

Check the temperature of a representative sample of food items using a probe thermometer. Check food from all areas of the refrigerator, i.e. the top, middle and bottom shelves. If the food temperature is:

- +8°C or cooler: transfer the food to an alternative refrigerator immediately.
- Above +8°C(+5°C Ireland):
 - For cooked or high risk food: use immediately, or transfer to an alternative refrigerator and serve from there. Do not place on ambient display.
 - For raw food: transfer the food to alternative refrigerator

Discovered after longer than 4 hours or an unknown length of time:

Check the temperature of a representative sample of food items using a probe thermometer. Check food from all areas of the refrigerator, i.e. the top, middle and bottom shelves. If the food temperature is:

- +8°C or cooler(+5°C Ireland): transfer the food to an alternative refrigerator.
- Above +8°C(+5°C Ireland):
 - For cooked or high risk food: discard
 - For raw food: assess the quality and if acceptable, cook thoroughly and use immediately, or cool rapidly and store in a refrigerator for up to 72 hours. Discard food if the quality is not acceptable.

2. Freezer Breakdown - Action

Immediately check the condition of the food. If the freezer lid or door is kept closed, food can stay frozen for up to 24 hours. If the food is:

- Still frozen: transfer food to an alternative freezer as quickly as possible.
- Defrosted but below +8°C (+5°C Ireland):
 - For cooked or high risk food: complete thawing and use immediately or transfer to refrigerator and use within 72 hours including day of defrosting or follow manufacturer's label instructions.
 - For raw food: complete thawing, cook thoroughly and use immediately, or cook and cool rapidly then store in refrigerator for up to 72 hours.
- Defrosted and above +8°C (+5°C Ireland):
 - For cooked or high risk food: discard
 - For raw food: assess the quality and if acceptable, cook thoroughly and use immediately, or cool rapidly and store in a refrigerator for up to 72 hours.
 - Discard food if the quality is not acceptable.

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Additional Guidance

1. Probe thermometer temperature checks
 - Refer to **Good Hygiene Practice Guide No: 9 - Cooking** for guidance on how to use probe thermometer to check cooking / food re-heating temperature checks
2. Probe thermometer accuracy checks
 - Refer to **Good Hygiene Practice Guide No: 9 - Cooking** for guidance on how to accuracy check probe thermometers
3. Prevention of cross contamination
 - Refer to **Good Hygiene Practice Guide No: 4 - Cross Contamination** for guidance on how to minimise cross contamination risks
4. Food date code checks
 - Refer to **Good Hygiene Practice Guide No: 5 - Food Labelling & Shelf Life** for further guidance on manufacturers food labelling / in unit food labelling / date codes & date code checks
5. Equipment maintenance & repair
 - Refer to **Good Hygiene Practice Guide No 14 - Food Premises** for guidance regarding catering equipment service and maintenance