

# Welcome & Introduction



## Compass Food Safety Management System

This folder contains **Version 2** of the Compass Food Safety Management System (FSMS) released in March 2022 and includes several significant updates for our catering teams.

Following legislative changes and a full review of our food safety procedures with our Primary Authority (Luton BC), we have updated several 'rules' around food safety and introduced a number of new guidance documents for topics not previously covered by version 1 of the Compass FSMS, including Natasha's Law, Food Transportation and Souse Vide.

Additional posters have been added to the pack to help explain the rules around shelf life of both bought in food and in-unit made product

The food safety conversations have been converted into a more user-friendly task card system whereby they can be presented to the colleague(s) via an easel stand folder and delivered via a group training session within unit.

It is important that Unit Managers read the following information to understand what they need to do as well as the table of changes on the reverse of this page.

### Actions:

1. Archive your old FSMS folder and HACCP document. This may be needed at a later point or by an inspecting enforcement officer
2. Re-complete the **Food Flow Diagram** to indicate which steps you currently undertake within your unit
3. Collate the associated **HACCP** sheets depending upon which stages in the Food Flow Diagram you have ticked
4. Read and sign & date the relevant HACCP sheets and complete the front page to indicate the date you have implemented this within your unit
5. Read the **Table of Changes** listed on the reverse of this page to familiarise yourself with the significant changes in food safety policy that may affect your operation
6. Use the new **Food Safety Task Cards** to brief out to the team any subject whereby there has been a significant change in food safety policy that they need to be aware of.
7. Record this training on the new **Training Matrix** document contained in the FSMS folder
8. Take down your old **HACCP Posters** from within the kitchen and replace with the new ones supplied in your pack
9. Display the new **Shelf Life Posters** in a suitable area of the kitchen for colleague to read and follow.

The below table outlines the main changes made to Version 3 of the Compass FSMS

Document	Content
FSMS Folder	<ul style="list-style-type: none"> <li>• Bigger arch lever folder to enable extra content</li> </ul>
HACCP	<ul style="list-style-type: none"> <li>• Additional space for a review in Years 4 &amp; 5</li> <li>• Updated content in line with additions to the GHPs below               <ul style="list-style-type: none"> <li>○ Receipt &amp; Storage – added reference to receiving RTE foods at max of +5°C for Healthcare sites as part of additional listeria controls</li> <li>○ Removal of reference to not using food past Best Before dates</li> <li>○ Specific reference to wearing hair coverings in food production areas</li> <li>○ Reference extension of frozen in-unit food to 6 months shelf life</li> <li>○ Clarification on allergen controls</li> <li>○ Exemption of hot holding for in-unit baked pies and sausage rolls</li> <li>○ Do not store scoop or tongs in the ice to minimise cross contamination</li> </ul> </li> </ul>
GHP1: Training	<ul style="list-style-type: none"> <li>• New document to reflect new Level 2 &amp; Level 3 e-learning content</li> </ul>
GHP 6: Shelf Life	<ul style="list-style-type: none"> <li>• Reference to new Shelf-Life posters</li> <li>• Reference to sausage roll shelf-life exemption</li> <li>• New section on pickles / preserves / salad dressings and shelf life</li> <li>• Recommendation to change food simulant monthly</li> <li>• Removal of rule not to use food past Best Before date</li> </ul>
GHP 7: Food Preparation	<ul style="list-style-type: none"> <li>• Added reference to double washing broccoli before cooking</li> <li>• Add reference to the Chartwells / Healthcare choking guidance for vulnerable groups</li> </ul>
GHP 9: Cooking	<ul style="list-style-type: none"> <li>• Added guidance in Acrylamide section about not storing potatoes in fridge</li> </ul>
GHP 12: Cleaning	<ul style="list-style-type: none"> <li>• Added section on chemical free options and more detail on Toucan system as an accredited option for catering areas</li> </ul>
GHP 13: Allergens	<ul style="list-style-type: none"> <li>• Section on NL + link to GHP 21</li> <li>• Added information about food label discrepancy process</li> <li>• Clarity on printing and retention of allergen logs – keep for 2 week or menu cycle period</li> </ul>
GHP 14: Equipment & Premises	<ul style="list-style-type: none"> <li>• Section on use of 3<sup>rd</sup> party facilities</li> <li>• Section on 3<sup>rd</sup> party caterers using our facilities</li> <li>• Section on temporary mobile units</li> </ul>
GHP 15; Sous Vide	<ul style="list-style-type: none"> <li>• New GHP document added to the Food Safety Management System</li> </ul>
GHP 21 Natasha's Law	<ul style="list-style-type: none"> <li>• New GHP document added to the Food Safety Management System</li> </ul>
GHP 22: Food Transportation	<ul style="list-style-type: none"> <li>• New GHP document added to the Food Safety Management System</li> </ul>
Log Book / Forms	<ul style="list-style-type: none"> <li>• All forms re-vamped</li> <li>• Cleaning schedule added back in</li> <li>• New small unit daily form (all checks on 1 page)</li> </ul>
FSMS Training Record	<ul style="list-style-type: none"> <li>• New form updated to include new GHPs – 15 / 19/ 20 / 21 / 22</li> </ul>
Posters	<ul style="list-style-type: none"> <li>• Updated HACCP posters to reflect new changes + Ireland specific references</li> <li>• New Shelf life posters</li> </ul>
Safety Conversations	<ul style="list-style-type: none"> <li>• Converted into a new Task Card format for easier in-unit delivery via a tabletop display folder</li> </ul>