

Compass Group Food Safety Management System Briefing

Document Name	Food Safety For Food Manufacturing Clients	Document No	BI/FS/G/001
Document Owner	David Turner	Date of Issue	Jan 2019
Classification	Internal Use	Version No	02

Our Agenda



Objective

The FSMS has been developed in conjunction with our Primary Authority – Luton Borough Council.

The 3 key principles were:



1. Consolidation



2. Simplification



3. Education

Overview

The new system is made up of a number of elements, it is vital that you ensure that all elements are completed correctly and implemented within your business.



PRE-WORK

In order to make the implementation process easier it is key to review your existing catering operation.

This includes reviewing the actual catering operation against your existing One Compass HACCP System to ensure that all areas of food production or service are covered.



TOP TIP#1

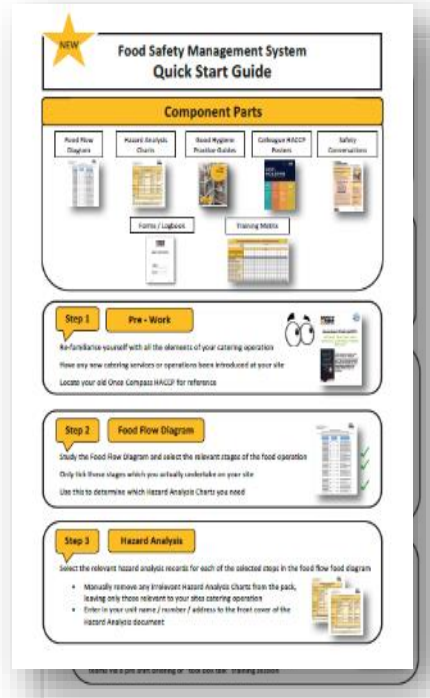
Identify if there have been any changes to equipment or the menu.

TOP TIP#2

If you are unsure if all areas are covered contact your HSE Manager.

1. Managers Quick Start Guide

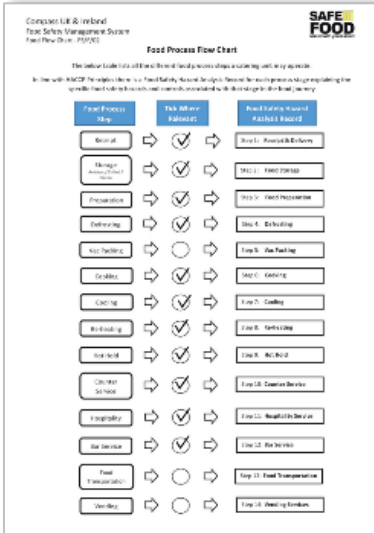
This document will help Unit Managers successfully land the new system with a step by step guide explaining what & how to implement each stage



2. FOOD FLOW DIAGRAM

Review the Food Flow Diagram and select the relevant stages of the food operation that are applicable to your unit.

By completing this Food Flow Diagram you will determine which Hazard Analysis Charts you need for your unit.



Computer Unit & Manual
Food Safety Management System
Food Flow Chart (FS/001)

Food Process Flow Chart

The online Food Flow Chart (Food Process Flow Chart) is a tool to help you determine which Hazard Analysis Charts you need for your unit.

In line with HACCP, the system identifies the Food Safety Hazard relevant to the Food Process stage you are completing the system. Food Safety Hazard relevant to the Food Process stage you are completing the system.

Food Process Stage	Task Relevant	Food Safety Hazard
Receiving	<input checked="" type="checkbox"/>	Hazard 1: Food Spoilage
Storage	<input checked="" type="checkbox"/>	Hazard 2: Food Spoilage
Preparation	<input checked="" type="checkbox"/>	Hazard 3: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 4: Food Spoilage
Freezing	<input type="checkbox"/>	Hazard 5: Food Spoilage
Cooling	<input checked="" type="checkbox"/>	Hazard 6: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 7: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 8: Food Spoilage
Freezing	<input checked="" type="checkbox"/>	Hazard 9: Food Spoilage
Cooling	<input checked="" type="checkbox"/>	Hazard 10: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 11: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 12: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 13: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 14: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 15: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 16: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 17: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 18: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 19: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 20: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 21: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 22: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 23: Food Spoilage
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Reheating	<input checked="" type="checkbox"/>	Hazard 25: Food Spoilage
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Cooking	<input checked="" type="checkbox"/>	Hazard 94: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 95: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 96: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 97: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 98: Food Spoilage
Reheating	<input checked="" type="checkbox"/>	Hazard 99: Food Spoilage
Cooking	<input checked="" type="checkbox"/>	Hazard 100: Food Spoilage

TOP TIP #1

You should only tick the food processes that are relevant to your unit.

TOP TIP #2

If there is a food process that you have in your unit that is not listed, contact your HSE Manager.


3a. Hazard Analysis - Selection

Start by selecting the relevant hazard analysis records from the pack for each of the selected steps in the food flow food diagram.

Manually remove any irrelevant Hazard Analysis Charts from the pack

On the front page of the Hazard Analysis Document you need to fill in your unit details.

Compass UK & Ireland
Food Safety Management System
Hazard Analysis



Food Safety Hazard Analysis

Unit Name		
Unit Address		

Hazard Analysis Implementation		Signed
1st Review		Signed
2nd Review		Signed
3rd Review		Signed

The Compass Group Food Safety Hazard Analysis is based upon the Codex Alimentarius 7 Principles of HACCP, 3rd edition 2003, which is a recognised food safety management system

[illegible]


TOP TIP#1

If you need clarity on the control measures refer to GHPG's.

3b. Hazard Analysis – Site Specific

Remember to add in any specific corrective actions you take in your unit over and above those listed, for example;

- Additional brand standard or sector controls, e.g. Starbucks / Costa or Levy UK
- And additional client or contract specific checks

	Check your supplier's food safety management system (FSMS) records.			
Physical contamination	Check for physical contamination (e.g. glass, metal, plastic, etc.) in the food.	Check for physical contamination (e.g. glass, metal, plastic, etc.) in the food.	Check for physical contamination (e.g. glass, metal, plastic, etc.) in the food.	Check for physical contamination (e.g. glass, metal, plastic, etc.) in the food.
Chemical contamination	Check for chemical contamination (e.g. cleaning products, pesticides, etc.) in the food.	Check for chemical contamination (e.g. cleaning products, pesticides, etc.) in the food.	Check for chemical contamination (e.g. cleaning products, pesticides, etc.) in the food.	Check for chemical contamination (e.g. cleaning products, pesticides, etc.) in the food.
Allergens	Check for allergen contamination (e.g. nuts, dairy, etc.) in the food.	Check for allergen contamination (e.g. nuts, dairy, etc.) in the food.	Check for allergen contamination (e.g. nuts, dairy, etc.) in the food.	Check for allergen contamination (e.g. nuts, dairy, etc.) in the food.
Site Specific Actions	The above action resources and monitoring procedures are implemented within my unit			
Agreed	Date			
 Also refer to the following <i>Good Hygiene Practice</i> guides for additional guidance: Cooking / Cross Contamination / Personal Hygiene / Allergens / Food Labelling & Staff Safety / Cleaning				

TOP TIP #1

Complete each Hazard Analysis Process with as much information as possible.

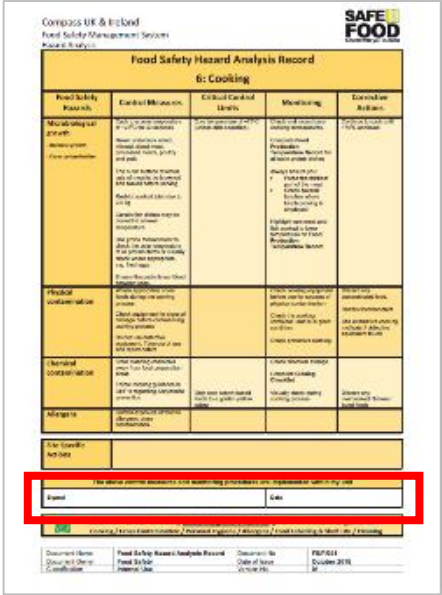
TOP TIP #2

Ensure all team members are aware of the site / sector specific controls and processes.

3c. Hazard Analysis - Validation

Once you have made each Hazard Analysis Process specific to your unit you will need to;

- Understand the hazards listed in each process
- Understand the control measures required to prevent the hazards
- Check that the monitoring procedures identified are in place at your unit
- Sign and date each hazard analysis chart



The image shows a 'Food Safety Hazard Analysis Record' for the 'Cooking' process. It is a table with five columns: 'Food Safety Process', 'Control Measures', 'Critical Control Points', 'Monitoring', and 'Control Action'. The table is filled with specific details for the cooking process, including hazards like 'Food poisoning', 'Food contamination', and 'Food allergen'. Below the table, there is a section for 'Unit Manager Signature' and 'Date', which is highlighted with a red box. At the bottom, there is a section for 'Document Name', 'Document Number', 'Document Date', 'Document Version', and 'Document Date'.

TOP TIP#1

Take the Hazard Analysis record into the check that the correct working practices are being followed.

TOP TIP#2

Ask questions of your team to check their level of understanding of the controls.

4. GOOD HYGIENE PRACTICE GUIDES

There are 16 Good Hygiene Practice Guides produced which include all the additional guidance you and your colleagues need to follow when operating in your unit.

Ensure all the Good Hygiene Practice guides are readily available within the unit for reference.

These guides replace the Food Safety A-Z



5. Food Safety Conversations

It is important that everyone is familiar with the good hygiene practices outlined within the Good Hygiene Practice guide's in order to effectively manage food safety

Food Safety Conversations are the key training resource for each of the GHPG's.

These conversations should only take 5 minutes each to complete.



TOP TIP#1

Safety Conversations are great for pre shift briefings.

6. Colleague HACCP Posters

Ensures colleagues understand the food safety hazards and controls associated with their role

There are 11 colleague HACCP posters covering the core stages within a food operation.



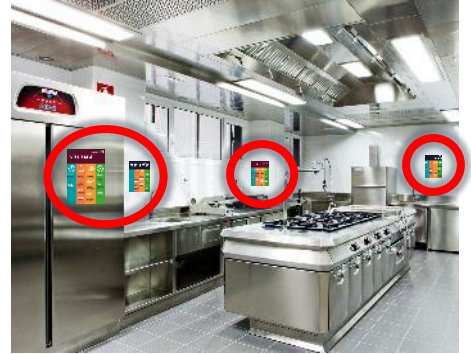
TOPTIP#1

Take groups of colleagues by job role(s) and brief them on the contents of each poster relevant to their role

7. Display Colleague HACCP Posters

Each poster is to be displayed in a location where it is relevant in order to continually remind and prompt colleagues on what to do & when

Use any means suitable to fix and display the posters where applicable



TOP TIP #1

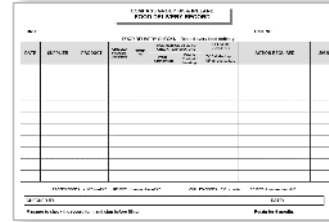
Remove any HSE posters that are outdated or not applicable to your unit

8 New Food Safety Logbook / Food Safety Forms

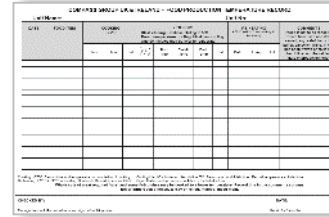
Daily food safety paperwork remains a vital part of our system.

There are some new forms which will require familiarizing with:

- Opening Checklist which is to be completed by the person in charge at the beginning of the shift
- Closing Checklist which is to be completed by the person in charge at the end of the shift

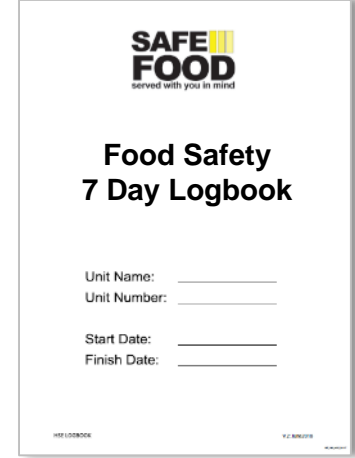


This is the 'Opening Checklist' form. It features the SAFE FOOD logo at the top. Below the logo is a section for 'Unit Name' and 'Unit Number'. The main body of the form is a table with columns for 'Date', 'Shift', 'Personnel', 'Temperature', 'Time', and 'Signature'. The table has multiple rows for data entry. At the bottom, there are fields for 'Prepared by' and 'Reviewed by'.



This is the 'Closing Checklist' form. It also features the SAFE FOOD logo at the top. Below the logo is a section for 'Unit Name' and 'Unit Number'. The main body of the form is a table with columns for 'Date', 'Shift', 'Personnel', 'Temperature', 'Time', and 'Signature'. The table has multiple rows for data entry. At the bottom, there are fields for 'Prepared by' and 'Reviewed by'.

**Food Safety
Forms**



This is the 'Food Safety 7 Day Logbook' form. It features the SAFE FOOD logo at the top. Below the logo is the title 'Food Safety 7 Day Logbook'. Underneath the title are fields for 'Unit Name:', 'Unit Number:', 'Start Date:', and 'Finish Date:'. The bottom of the form has the text 'HSP LOGBOOK' and 'V.2.000000'.

**Food Safety
Logbook**

9. Training Matrix

The new FSMS will need to show that all employees have read and understood the information and know the role they play within the overall system.

A new training matrix has been developed to record all training and Food Safety Conversations that have been completed by each colleague.

[illegible]

TOP TIP#1

Only complete the Training Matrix with the training that is applicable for your colleagues.

TOP TIP#2

Remember to continue recording training for new starters or colleagues with job roles.

THANK YOU

