Food Safety Management System

Fact Sheet and Hygiene Rating Improver

1. WHAT IS A FOOD SAFETY MANAGEMENT SYSTEM (FSMS)?

A Food Safety Management System (FSMS) is a way of identifying risks to food safety and detailing how they are controlled in your business. It must be documented. Your FSMS should follow these steps:

- Identify food safety risks
- Identify steps in your business where those risks could affect the food you prepare or sell.
- Decide how these risks will be controlled or stopped from happening.
- Set corrective action procedures i.e. what to do if things go wrong.
- Monitor your procedures and keep records.

It is a legal requirement to have a FSMS. The Food Standards Agency has produced a template FSMS called Safer Food Better Business for small businesses to use.

2. CAN I USE SAFER FOOD BETTER BUSINESS (SFBB)?

The following SFBB packs are available for different food businesses:
- **SFBB for Caterers** – suitable for small catering businesses e.g. café, restaurant, pub preparing food, takeaway, sandwich shop.
- **SFBB for retailers** – suitable for small retail businesses that sell food which needs to be kept cold such as pre-packed sandwiches, pre-packed cooked and raw meat/poultry, milk e.g. newsagent, small convenience store, delicatessen
- **SFBB for Chinese or Indian, Pakistani, Bangladeshi and Sri Lankan cuisines** – suitable for restaurants and takeaways serving these cuisines
- **SFBB for Childminders** – suitable for childminders preparing food for children
- **Care homes supplement**, designed for use with the caterer's pack

Packs can be downloaded and printed at www.food.gov.uk/business-industry/caterers/sfbb

3. WHAT DOESN'T SFBB COVER?

The SFBB packs do not cover processes such as vacuum-packing, jarring foods, and sous-vide cooking, or preparation of raw dishes such as sushi, beef carpaccio and steak tartare. If you use these processes or prepare any of these dishes you will need to carry out additional hazard analysis. MyHACCP is a useful tool, accessible from the Food Standards Agency website, which takes you through how to devise a HACCP for your business.   http://www.food.gov.uk/myhaccp

If you are making 'low-risk' items such as cakes, sweets and jams, SFBB maybe too detailed for your business. Therefore we have created example FSMS for these type of products which can be downloaded http://www.west-norfolk.gov.uk/default.aspx?page=26034

SFBB is not appropriate for butchers' shops where raw meat and ready-to-eat foods (e.g. cooked meats) are handled.

4. WHAT GUIDANCE IS AVAILABLE FOR BUTCHERS SHOPS THAT SELL READY-TO-EAT FOOD?

Butchers shops require more in depth record keeping than lower risk food businesses due to the greater risk of cross-contamination between raw meat and ready-to-eat foods. The Food Standards Agency has produced guidance and resources for butchers to develop a FSMS.   This can be viewed at http://www.food.gov.uk/business-industry/caterers/food-hygiene/butchers
Similarly a FSMS has been designed by the Chief Officers Group in Northern Ireland for butchers http://www.sgehc.com/files/Butchers_HACCP_Final_Version_PDF.pdf

FOOD HYGIENE RATING
Eating out? Getting food in? Check food.gov.uk/ratings

STEP	IMPROVE MY RATING	Done
1	I have the correct SFBB for my business or my own FSMS	
2.	All extra dishes or processes are covered by my own FSMS	
3.	All questions are answered and blank spaces completed in SFBB	
4.	Manager and staff have read and understand your FSMS/SFBB	
5.	Staff following FSMS procedures and this is checked regularly by manager	
6.	Supporting records kept on a daily basis (e.g. temperature records, SFBB diary completed daily)	
7.	FSMS is regularly reviewed (e.g. 4-weekly review completed in SFBB diary, or review of procedures in HACCP)	

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