

Food Safety Management System Fact Sheet and Hygiene Rating Improver No. 6



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 FSMS called Safer Food Better Business (SFBB) for small businesses to use.

Can I use Safer Food Better Business (SFBB)?



Safer food, better business

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
- download and print at: www.food.gov.uk/business-industry/caterers/sfbb

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.

If you are making 'low-risk' items such as cakes, sweets and jams, SFBB maybe too detailed for your business.

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

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: www.food.gov.uk/business-industry/caterers/food-hygiene/butchers

The Meat Training Council has produced a **guidance manual** to help butchers implement a HACCP system. This includes a completed example and blank templates. You may wish to use the FSA Scottish CookSafe Pack.

FOOD HYGIENE RATING

STEP	IMPROVE MY RATING	Done
1	I have the correct SFBB for my business or my own FSMS	
2	All extra dishes or process 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 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)	