



## A summary of the changes to Safer food, better business for Caterers 2015

SFBB has been reviewed and changes have been made to the pack to take account of Food Standards Agency policy changes, feedback from local authorities and stakeholders. Key changes are outlined for reference, followed by a full record of all changes listed in page order.

Key Changes - Section of SFBB
Updated Refresh and Re-brand of SFBB Icons on Front cover, Dividers and Safe methods. Block colour and lines removed throughout to facilitate a more print friendly version.
<b>CROSS-CONTAMINATION SECTION</b>
Addition of Allergies information to Safe methods where appropriate
Additional detail on specific Allergen ingredients
<b>CLEANING SECTION</b>
Addition of Allergies information to Safe methods where appropriate
New information on managing food waste
<b>CHILLING SECTION</b>
New Safety point on not defrosting chicken under running water and link to more information on Campylobacter on FSA website
<b>COOKING SECTION</b>
Additional information on barbequing and shellfish
<b>MANAGEMENT SECTION</b>
New Allergens page to assist FBOs with new Food Information Regulations requirements
Additional information for Suppliers and Contractors in relation to food fraud
Additional information on re-dating food when freezing
<b>DIARY SECTION</b>

### Key Changes - Section of SFBB

Diary page layout changed with colour differentiation in 8<sup>th</sup> box

**A complete list of all the changes to the Safe methods follows. These changes are listed in the order they appear in the revised pack.**

Section of SFBB	Where to find the change
<b>WORKING WITH FOOD SHEET</b>	
Additional text on when to wash hands – words ‘and handling’ added	Second side – 1 <sup>st</sup> box
Additional text on when to wash hands – words ‘and money’ added	Second side – 8 <sup>th</sup> box
<b>HOW TO USE THIS PACK</b>	
2 pages merged and image of girl with tray removed.	Removed
Expansion of text for who the pack is for reflecting businesses need to be registered	Is this pack for me?
Expansion of text to reflect FBOs ‘make and sell’ food	How does this pack help me comply with the law?
Example of how to use the Safe method Defrosting page replaced with revised Defrosting Safe method	‘How to use the safe methods’ page
Example of how to use the diary replaced with new version of 1 week to a page and 8 <sup>th</sup> box now Red to differentiate	‘How to use the diary’ page
Expansion of text on note for Extra Checks box clarifying example of extra text	‘How to use the diary’ page. 5 <sup>th</sup> box
Revised text for information on on-line videos. Reference to the SFBB DVD removed and new link to food hygiene videos supplied.	Questions. ‘How do I use the ‘Working with Food?’ factsheet with the pack’ section
New bullet and text on improving food hygiene rating	Questions. How will I benefit from using this pack? Section. 6 <sup>th</sup> bullet
New box and text referencing how using the pack could help food hygiene rating	Questions. New 4 <sup>th</sup> box
Expansion of text to reflect need for keeping Allergen information	Questions. Do I need to keep lots of daily records?
Change of text on probes	Questions. Do I need to use a temperature probe?
New FSA link for further information on food safety. Removal of EC Group phone number	Questions. ‘Where can I get more information?’ section
Change of publication, update and next review changed.	About this guidance section
Revised information on Copyright requirements	Copyright section

<b>Section of SFBB</b>	<b>Where to find the change</b>
New link for Adaptions Guidance	Copyright section. Last sentence
Removal of the page with 6 section Coloured Icons	Removed
<b>CROSS-CONTAMINATION SECTION</b>	
New Icon for Cross contamination	Front of Divider and throughout CC safe methods
Cross contamination key points text re-located	Reverse of divider
Additional new text referencing Allergies	Reverse of Divider. Last sentence
<b>Personal hygiene Safe method</b>	
Title of Safe method extended to include fitness to work. To now read 'Personal Hygiene and fitness to work'	First side – Title bar
Expansion of text to reflect 'handling' as well as preparing food	First side – 1 <sup>st</sup> Safety point
Change of text on work clothes being long sleeved.	First side – 3 <sup>rd</sup> Safety point
New text on work clothes	First side – 3 <sup>rd</sup> Why?
Image of staff washing up removed	First side – 3 <sup>rd</sup> Why?
New images of staff wearing hat and hair tied back	First side – 5 <sup>th</sup> Safety point and Why?
Additional text to specify 'plain' wedding band	First side – 6 <sup>th</sup> Safety point
Change of text – word 'or' replaced with 'and' on why jewellery should not be worn	First side – 6 <sup>th</sup> Why?
Expansion of text on washing hands if staff cough, sneeze or touch face/nose.	First side – 7 <sup>th</sup> Safety point
Additional text and link to 'Fitness to work' document	Second side – 1 <sup>st</sup> Why?
Additional text on why waterproof dressings should be used.	Second side – 4 <sup>th</sup> Why?
Refreshed Icon for Diary reminder	Second side (and all CC safe methods)
<b>Cloths Safe method</b>	
Expansion of text in Top message – to include Allergens as well as bacteria	Title - Top message
Expansion of text in why disposable cloths should be used – to include Allergens as well as bacteria	First side - 1st Why?
Addition of text to reflect 'disinfection' of cloths	First side – 3rd Safety point
Change of text on temperature advice to 60 <sup>o</sup> to reflect latest E Coli guidance	First side – 4 <sup>th</sup> Safety point

<b>Section of SFBB</b>	<b>Where to find the change</b>
Expansion of text to include allergens as well as bacteria	First Side – 4 <sup>th</sup> Why?
Expansion of text to reflect why cloths should be dried thoroughly	First side – 4 <sup>th</sup> Why
Expansion of text on dirty–re-useable cloths and using again	Second side – Manage it – 1 <sup>st</sup> box
<b>Separating foods Safe method</b>	
Expansion of text to clarify keeping relevant labelling on outer packaging before throwing away.	First side – 1 <sup>st</sup> Safety point – 4 <sup>th</sup> para
Addition of text on why labelling may need to be kept	First side – 1 <sup>st</sup> Why? – 3 <sup>rd</sup> para
Expansion of text on covering food to include ‘raw’ foods’	First side – 2 <sup>nd</sup> Safety point – 2 <sup>nd</sup> para
Expansion of text to include allergens	Second side – 1 <sup>st</sup> Why? 1 <sup>st</sup> sentence
Expansion of text adding allergens and also ready to eat food to list of what could be contaminated if you wash raw meat or poultry	Second side – 2 <sup>nd</sup> Why?
New text with link to Campylobacter information	Second side – 2 <sup>nd</sup> How do you do this?
Expansion of and revised text on equipment with moving parts on how equipment would need to be cleaned – if it was – to reflect revised advice in <i>E Coli</i> guidance	Second side – Think twice!
Change of order of bullets	Second side – How to stop this happening again
<b>Food allergies Safe method</b>	
Expansion of text and link to ‘chef card’	First side – 1 <sup>st</sup> Safety point -3 <sup>rd</sup> para
Cross reference to new Allergens Safe method in Management section	First side – 1 <sup>st</sup> Why? 1 <sup>st</sup> para 2 <sup>nd</sup> sentence
Updated link for FSA Allergies information	First side – 1 <sup>st</sup> Why? 2 <sup>nd</sup> para
Expansion of text to include drink and importance of separating and labelling ingredients	First side – 2 <sup>nd</sup> Safety point
Order of Safety points changed. 4 <sup>th</sup> Safety point to now become 3 <sup>rd</sup>	First side – 3 <sup>rd</sup> and 4 <sup>th</sup> Safety points
Expansion of text to reinforce new need to provide Allergen information and link to further information	Second side – top box
Text expanded to specify different types of nuts	Second side – Think twice! Nuts section 1 <sup>st</sup> column
Text expanded to specify different types of cereals	Second side – Think twice! Cereal section 1 <sup>st</sup> column
Deletion of text ‘Such as wheat, rye and barley’ as now mentioned in left hand box	Second side – Think twice! Cereal section 2 <sup>nd</sup> column
Text expanded to specify quantity of Sulphur dioxide	Second side – Think twice! Sulphur dioxide section 1 <sup>st</sup>

Section of SFBB	Where to find the change
	column
New advice on customers and Epi pen	Second side – What to do if things go wrong section
Expansion of text on importance of ingredient information accurate and updated	Second side – How to stop this happening again section
<b>Physical and chemical contamination Safe method</b>	
Coloured waterproof dressing add to list of objects that could fall in food	Second side – What to do if things go wrong
Further advice on checking manufacturer instructions when using chemicals	Second side – Think twice!
<b>Pest control Safe method</b>	
Expansion of text on cleaning and disinfecting bins	First side – 3 <sup>rd</sup> Safety point
<b>Maintenance Safe method</b>	
Expansion of text on structural damage attracting dirt and bacteria	First side – 1 <sup>st</sup> Why?
<b>CLEANING SECTION</b>	
Revised Icon for Cleaning	Front of Divider and throughout Cleaning safe methods
Cleaning key points text re-located	Reverse of divider
Addition of Allergens to bacteria to why effective cleaning is necessary	Reverse of divider
<b>Handwashing Safe Method</b>	
Expansion of text to now say ‘handling’ and preparing food	First side - Top message box
New box with advice on washing hands before touching or handling any food	Second side – ‘When to wash your hands’ section – now top box
Addition to text to list of items to now include money	Second side - ‘When to wash your hands’ section – now 6th box
Clarification of text on when to change disposable gloves	Second side – Think twice! 3 <sup>rd</sup> bullet
<b>Cleaning effectively Safe method</b>	
Addition of text for rinsing after disinfection ‘if required’	First side – 1 <sup>st</sup> Safety point
Removal of 3 <sup>rd</sup> Safety point on cleaning pieces of equipment with moving parts to avoid confusion with advise on cleaning dual use equipment	Removed. First side – 3 <sup>rd</sup> Safety point and Why? High-priority cleaning
Expansion of text on using dishwasher advising not to overload and service regularly and why	First side – now 3 <sup>rd</sup> Safety point and Why? High-priority cleaning

<b>Section of SFBB</b>	<b>Where to find the change</b>
Expansion of text on removing allergens by using a dishwasher	First side – now 3 <sup>rd</sup> Why? High-priority cleaning
Expansion of text on why floors need to be kept clean to prevent pests and example of pests given	Second side – Why? Other cleaning
<b>Clear and clean as you go Safe method</b>	
New image of food packaging (box) added	First side – 1 <sup>st</sup> Why?
Expansion of text on taking care with packaging to include allergens as well as bacteria	First side – 2 <sup>nd</sup> Why?
Expansion of text on clearing and cleaning to include allergens as well as bacteria	First side – 3 <sup>rd</sup> Why?
Expansion of text on cleaning sinks to include allergens as well as bacteria	First side – 4 <sup>th</sup> Why?
Expansion of text on cleaning up spills to include allergens as well as bacteria	First side – 5 <sup>th</sup> Why?
Expansion of text on cleaning between tasks to include allergens as well as bacteria	First side – 6 <sup>th</sup> Why?
New section on Managing food waste 3 New Safety points on managing waste to include bins, strainers to prevent blockage of drains, storage and collection of waste	Second side – New 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Safety points and Whys?
New bullet on what to do if food waste is blocking sinks or not disposed of properly	Second side – What to do if things go wrong – 3 <sup>rd</sup> bullet
<b>Your cleaning schedule Safe method</b>	
Simplification of headings on items that need cleaning and disinfection	First side – How do you do this column
Simplification of previous BSEN standards numbers	Second side – Cleaning terms
<b>CHILLING SECTION</b>	
Revised Icon for chilling	Front of Divider and throughout Chilling safe methods
Chilling key points text re-located	Reverse of divider
Expansion of list of foods that need to be kept chilled, have added salad ingredients, soft cheeses and cooked meats	Chilling Divider text- reverse of divider
<b>Chilled storage and displaying chilled food Safe method</b>	
Expansion of text for ready to eat food to include cooked meats	First side – 1 <sup>st</sup> Safety point- 4 <sup>th</sup> bullet
Change of text to say Environmental Health ‘officer’ instead of ‘department’	First side – 2 <sup>nd</sup> Safety point – 3 <sup>rd</sup> para
Expansion of text to remind FBOs they should be aware how long food is out and check temperature regularly	Second side – Think twice! 1 <sup>st</sup> para
<b>Chilling down hot food Safe method</b>	

<b>Section of SFBB</b>	<b>Where to find the change</b>
Example of rice given for food that needs extra care when being chilled down	Second side – What to do if things go wrong 2 <sup>nd</sup> bullet
<b>Defrosting Safe method</b>	
New information – Safety point, Why? and How do you do this? on defrosting food - to clarify raw meat and poultry should not be defrosted under running water unless in a sealed container and link to more information on Campylobacter on FSA website	First side - New 3 <sup>rd</sup> Safety point and Why?
<b>Freezing Safe method</b>	
Additional text with advice on re-dating food if frozen with a 'use by' date. Also reference to Prove it section where there is related information on this.	Second side – 'Think twice!' section
<b>COOKING SECTION</b>	
Revised Icon for Cooking	Front of Divider and throughout Cooking safe methods
Cooking key points text re-located	Reverse of divider
Additional text to remind Allergens are not removed by cooking	Reverse of Divider – 3 <sup>rd</sup> para
<b>Cooking safely Safe method</b>	
New text on barbecuing – advising cooking poultry in the oven first	First side – 3 <sup>rd</sup> Safety point 2 <sup>nd</sup> para
New text on poultry being cooked thoroughly	First Side – 3 <sup>rd</sup> Why? 2 <sup>nd</sup> para
New text on using/cooking marinades	First side – 3 <sup>rd</sup> Safety point 3 <sup>rd</sup> para
New text on why marinades need to be cooked thoroughly	First side – 3 <sup>rd</sup> Why? 3 <sup>rd</sup> para
Expansion of text on why meat and poultry should be turned when cooking	First side – 6 <sup>th</sup> Why?
Gravy and stews added to the list of food that should simmer	First side – 7 <sup>th</sup> Safety point
Change of text on cooking whole birds 'through thoroughly'	Second side – Check it- 1 <sup>st</sup> left box
New text on cooking stuffing separately	Second side – Check it- 1 <sup>st</sup> right box
Image of uncooked and cooked burger changed to clearer image	Second side – Check it- 2 <sup>nd</sup> left box
Clarification of combination dishes (e.g. contains meat and vegetables)	Second side – Check it – 2 <sup>nd</sup> Right box
Order of bullets changed	Second side – How to stop this happening again
<b>Foods that need extra care Safe method</b>	
Additional advice on buying eggs from a reputable supplier and storing in a cool dry place	First side – 3 <sup>rd</sup> Safety point
Additional advice on keeping shellfish packaging for 60 days	Second side – 1 <sup>st</sup> Safety point

<b>Section of SFBB</b>	<b>Where to find the change</b>
Additional advice on legal requirement to keep labels for traceability	Second side – 1 <sup>st</sup> Why?
Scallops added to list of shellfish	Second side – 2 <sup>nd</sup> Safety point
Scallops added to list of shellfish	Second side – 2 <sup>nd</sup> How do you do this?
<b>Reheating Safe method</b>	
Piping hot reference changed to steaming	Second side – Check it
<b>Checking your menu Safe method</b>	
Change of text on cooking whole birds thoroughly	First side – 2 <sup>nd</sup> Check
Sauces and stews added to example of dishes that should bubble	First side – 5 <sup>th</sup> Check - Types of dish
Cod added to example of fish to be cooked thoroughly	First side – 6 <sup>th</sup> Check – Types of dish
Clarification of combination dishes (e.g. contains meat and vegetables) and reference 'piping' changed to steaming hot	Second side – 2 <sup>nd</sup> Check
Reference 'piping hot, steaming' changed to 'steaming hot'	Second side – Steaming hot section
<b>Hot holding Safe method</b>	
Reference 'piping hot, steaming' changed to 'steaming hot'	Second side – Check it
<b>Ready-to-eat food Safe method</b>	
Addition of allergens in top message	First side – Title top message
Cooked meats added to list of ready-to-eat food	First side – Top para
Change of text on preparing and handling food	First side - 1 <sup>st</sup> Safety point – 1 <sup>st</sup> line
New advice on using separate chopping boards and utensils	First side – 1 <sup>st</sup> Safety point -3 <sup>rd</sup> bullet
Sentence re-structured and new reference to allergens added	First side – 1 <sup>st</sup> Why?
Reference to allergens added	Second side – Think twice! Last para
<b>MANAGEMENT SECTION</b>	
Revised Icon for Management	Front of Divider and throughout Management safe methods
Management key points text re-located	Reverse of divider
<b>Opening and closing checks Safe method</b>	
No changes to this Safe method	



<b>Section of SFBB</b>	<b>Where to find the change</b>
<b>Extra checks Safe method</b>	
No changes to this Safe method	
<b>Prove it Safe method</b>	
New box on Freezing Safe method with extra information on the importance of dating food when freezing and freezing food with a 'use by' date	First side – 4 <sup>th</sup> box – 'What to do' and 'How to do it' sections
<b>Managing food allergen information</b>	
New Safe method with advice on Managing food allergen information with advice on customer information to provide, Labelling, storage and deliveries.	First side
Examples of tools and templates food business can use and link to where they can be found	Second side
<b>Training and supervision Safe method</b>	
There are no changes to this Safe method	
<b>Customers Safe method</b>	
Additional text on what to do if a customer complains of being ill	First side – 2 <sup>nd</sup> Why?
<b>Suppliers and contractors Safe method</b>	
New top message to advise businesses they are legally required to take reasonable precautions to protect customers	First side – new top box
Addition of word 'very' to stress importance of choosing suppliers carefully	First side – 1 <sup>st</sup> 'What to do'
Expansion of text to stress importance of choosing suppliers carefully	First side – 1 <sup>st</sup> 'Why?' and 'How do you do this?'
Addition of word 'reputable'	
Bullet point on certification changed position	First side – 4 <sup>th</sup> bullet - How do you do this?
Information on choosing contractors moved	First side – last box – 'Why?' and 'How do you do this?'
Expansion of text on how long to keep records	First side – 4 <sup>th</sup> 'Why?' 2 <sup>nd</sup> para
New text on being aware of possible fraudulent activity	First side – 'What to do if things go wrong' – 1 <sup>st</sup> para
<b>Stock control Safe method</b>	
Additional text on having a system of dating when freezing food	First side – 4 <sup>th</sup> 'What to do' - 2 <sup>nd</sup> para
New text on importance of why labelling should be clear	First side – 4 <sup>th</sup> Why? – 2 <sup>nd</sup> para

<b>Section of SFBB</b>	<b>Where to find the change</b>
Restructured text on why food after its 'use by' date should not be used.	First side – 1 <sup>st</sup> para
Expansion of text on carrying out stock control effectively and disposing of food past its 'use by' date	First side - How do you do this? 3 <sup>rd</sup> bullet
<b>Product Withdrawal and Recall Safe method</b>	
There are no changes to this Safe method	
<b>Safe method completion record</b>	
Re-structure of text in last title box for ticking	4 <sup>th</sup> column
New line added for Managing food allergen information Safe method	After Prove it
<b>DIARY SECTION</b>	
New Icon for diary section	Front
<b>Introduction</b>	
There are no changes to text	
<b>Opening and closing checks</b>	
There are no changes to text	
<b>Staff training record Safe method</b>	
Extra line added for new Managing food allergen information	Staff training record
<b>Suppliers list</b>	
There are no changes to text	
<b>Contacts list</b>	
Change of term from 'Environmental health service' to 'Environmental health department'	
<b>Cleaning Schedule</b>	
There are no changes to text	
<b>Prove it: Records</b>	
There are no changes to text	
<b>Diary pages</b>	
'Extra checks' box in Red to differentiate from week-days	Diary section

