

☞ The Runnymede Food Safety Award Scheme aims to reward food businesses which meet a high standard of Food Safety.

☞ Businesses will be awarded a certificate with the date and duration of the award displayed upon it.

☞ **CONDITIONS OF THE SCHEME**

- 1) The award scheme runs from 1st January to 30th December each year.
- 2) The premises to be included are:-
 - a) all catering premises (except domestic premises).
 - b) all retail premises where the sale of open food is the principal activity.
- 3) Where the premises change ownership or management during the year, there must be adequate evidence of consistency of food hygiene practices within the business.

4) The awards remain the property of the Council and **will be removed** if standards fall.

☞ **CRITERIA FOR AN AWARD**

- 1) All premises are expected to operate in accordance with the food safety and hygiene legislation. Award winners will have demonstrated a commitment to a quality significantly above this level.
- 2) The ability of the food business to maintain a high standard of working practices under all operating conditions.
- 3) The maintenance of the highest standards of cleanliness and structural conditions at all times.
- 4) High level of staff awareness and/or training on food safety issues. This could include attendance at approved food hygiene courses.

Premises will be nominated if these criteria are found to be met during routine inspections undertaken by the Council's Environmental Protection staff.

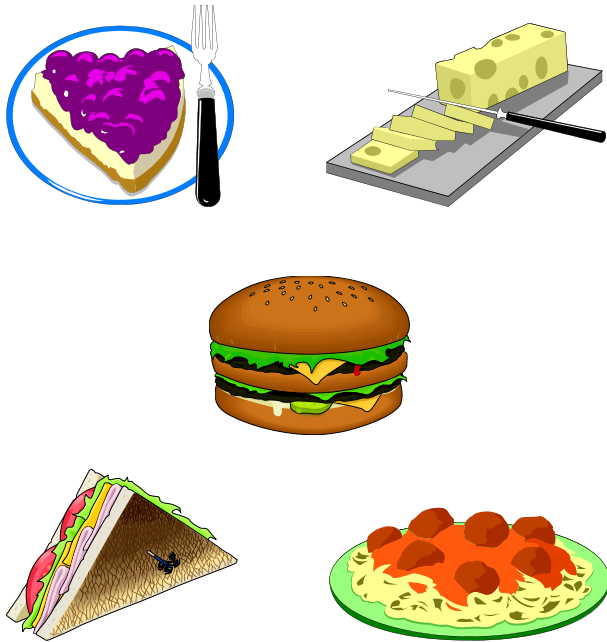
☞ **Premises WILL NOT be nominated for an award if:**

- a) in the view of the Inspecting Officers the standards are below award levels;
- b) if the operator of the business has been prosecuted under food hygiene or food safety legislation in the year of the award or the previous 12 month period.

☞ Food complaints resulting from matters directly outside the control of the operator of the food business, will not result in disqualification.

☞ Where justified complaints are received from the premises, disqualification will not automatically occur if, in the view of the Head of Environmental Protection, the number of complaints is reasonable having regard to the throughput of the business.

- ☞ To be fair in the judging process no officers will judge premises of which they are regular customers.
- ☞ Officers have been given detailed guidance on the consistent application of these criteria.



Should you wish to discuss any aspects of the scheme, please contact Mr P Burke, Principal Environmental Health Officer, on 01932 425734.

☞ **Assessing Food Safety**

- 1) List all the operations carried out within the business e.g. what foods are sold, are they hot or cold, how many are cooked, how many are prepacked.
- 2) List all the likely hazards e.g. where bacteria can grow or contamination occurs or where objects can fall into food.
- 3) Identify the controls which prevent and protect the food from contamination.
- 4) What methods are used to check the critical areas? Do you record these checks e.g. temperature?
- 5) Do you need to make any changes to the catering system after reviewing the previous stages, are any hazards not controlled.
- 6) Check the system on a regular basis to ensure that all the control stages are followed.
- 7) Review the system when menu's change or new foods are introduced.



Environmental Protection Division

