FOOD SAFETY PLAN

Safer Food, Better Business

Clean Hands
Food safety in your language

A free pack from the FSA to help small businesses keep food safe.

1 WHO FOR

Small businesses

- Restaurants, cafés and takeaways
- Retailers, such as small shops
- Childminders and care homes

Why? It is written for small businesses that do not have a food safety expert.

2 METHODS

Safe methods

- Cross-contamination and cleaning
- Chilling and cooking
- Management

Why? Each safe method tells you what to do and why it matters.

3 DIARY

Daily diary

- Do opening and closing checks every day
- Write down any problem and what you did
- Do a review every 4 weeks

Why? The diary is how you prove that you follow your safe methods.

4 RECORDS

Keep records

- Keep diary pages until the next inspection
- Paper or electronic records are both fine
- Update the pack when your menu changes

Why? The officer will ask to see your records at the inspection.

GET IT — **Download it free from GOV.UK.** There are packs for caterers, retailers, childminders and care homes.

USE IT — **Make it fit your business.** Change the pack to match what you do. Keep it in the kitchen.

食品安全计划

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英国食品标准局（FSA）提供的一套免费资料包，旨在帮助小型企业确保食品安全。

1 面向谁

小型企业

- 餐厅、咖啡馆和外卖店
- 零售商，例如小商店
- 托儿服务提供者和养老院

Why? 本指南专为没有食品安全专家的小型企业编写。

2 方法

安全的方法

- 交叉污染与清洁
- 冷藏与烹饪
- 管理

Why? 每种安全方法都会告诉你该怎么做，以及为什么这样做很重要。

3 日记

每日日记

- 每天都要进行开盘和收盘核对
- 把遇到的问题以及你采取的措施都写下来
- 每4周进行一次复查

Why? 日记是你证明自己遵循安全方法的依据。

4 记录

做好记录

- 请将日记页保留至下次检查时
- 纸质或电子记录均可
- 当菜单发生变化时，请更新该包

Why? 检查时，警官会要求查看您的记录。

获取 — **请从 GOV.UK 免费下载。** 我们为餐饮服务商、零售商、托儿服务提供者和养老院提供了相应的套餐。

使用它 — **让它适应您的业务需求。** 根据你的使用情况更换包装。把它放在厨房里。