

# HOUSE RULES

## HOUSEKEEPING

The House Rules Section contains 6 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 6 food safety subject areas covered in this manual.

### WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage housekeeping in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the housekeeping practices that you already have in place. It is possible that you will simply have to write these down to produce your Housekeeping House Rules.

**THE HOUSEKEEPING HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES**

# HOUSE RULES HOUSEKEEPING

**This sub-section will give guidance on Housekeeping, which covers Maintenance, Pest Control and Waste Control. At the end of the sub-section you will be asked to write your own House Rules to show how you manage Housekeeping in your business.**

## HOUSEKEEPING – MAINTENANCE

### What needs to be maintained?

The premises structure and equipment need to be maintained and kept in a good state of repair.

### HAZARDS (What can go wrong)

The hazards associated with lack of adequate maintenance of the premises structure, equipment, fixtures, fittings and utensils can result in the physical contamination of food. It can also cause equipment breakdowns, loss of water supply and electricity which can compromise food safety.

### CONTROLS (How you can prevent or eliminate the hazard)

Keeping premises and equipment clean and in a good state of repair will minimise the risk of physical contamination. The following should be considered:

#### Premises

- Food preparation areas including all internal surfaces such as walls, floors and ceilings must be smooth, impervious, easy to clean and in a good state of repair.
- Drains should be kept free of leaks and blockages.

#### Equipment

- All food contact surfaces and equipment must be maintained in good condition to enable effective cleaning and disinfection, and to prevent the build up of debris.
- Broken or defective light bulbs, tubes and fittings should be replaced promptly.
- Make sure refrigeration and cooking equipment is well maintained and working properly.

## HOUSEKEEPING – PEST CONTROL

### What are Pests?

Pests are animals, birds or insects that contaminate food either directly or indirectly.

### HAZARDS (What can go wrong)

The Hazards associated with lack of adequate pest control are:

- **Microbiological Contamination** – Pests carry harmful bacteria that can contaminate food and cause illness.
- **Physical Contamination** – The harmful bacteria which pests can carry can also be passed to food by contact with their hair, droppings and urine. Pests can also cause serious damage to the structure and fabric of food premises.

### CONTROLS (How you can prevent or eliminate the hazard)

Microbiological and Physical Contamination caused by pests can be controlled by the following:

#### Pest Proofing of the Premises

Keep pests out of your premises. Keep the building in good condition and repair to restrict pest access and prevent potential breeding sites. This can be done by:

- Checking incoming dry goods.
- Fitting fly screens.
- Sealing holes, and fitting drain covers.
- Keeping the floors, walls, roof, doors and window openings in a good state of repair with no gaps or spaces and by keeping foodstuffs in pest proof containers.

#### Electronic Fly-Killing Devices

Flying insects can be destroyed using an electronic fly-killing device. Follow the manufacturer's advice on the equipment location, cleaning and maintenance.

### Checking and Inspection

- All areas of the food premises should be checked regularly for signs of pests such as rodent droppings, smear marks, insect egg cases and either live or dead insects.
- Staff should know what to look for and what action they must take should they discover pests or signs of pests.
- Management must take immediate and appropriate action to deal with contaminated food and remove any infestation of pests identified on their premises.

Some businesses may decide to employ a Pest Control Contractor. If this is the case, the Contractor should:

- Check for the presence of all pests.
- Monitor the pest proofing of the premises and eradicate any infestations (if found).
- Advise on housekeeping and storage arrangements to prevent access by pests.
- Provide 24 hour emergency cover and a written report after each visit. It is recommended that this report is kept as part of your HACCP documentation.

**Note:** do not allow pest control baits/chemicals to come into contact with food surfaces, packaging or equipment.

## HOUSEKEEPING – WASTE CONTROL

### What is waste?

Waste is any item of food, ingredients, packaging materials or even soiled cleaning cloths which are not suitable for further use and should be thrown away.

### HAZARDS (What can go wrong)

The hazards associated with lack of adequate waste control are:

- **Microbiological Contamination** – Damaged packaging, out-of-date or rotting food may present a risk of microbiological contamination from harmful bacteria.
- **Physical Contamination** – The storage and disposal of waste presents a risk of physical contamination to food and may also attract pests.

### CONTROLS (How you can prevent or eliminate the hazard)

Microbiological and Physical Contamination caused by waste can be controlled by the following:

#### General Waste

- Waste should be placed in containers with suitably fitted lids and removed frequently from food handling areas where it is produced. Make sure that the lid of the container does not become a source of contamination.
- Waste bins must be kept in good condition and be easy to clean and disinfect.

**Good Practice:** It is good practice to use pedal bins.

#### Waste Awaiting Collection

- Refuse stores should ideally be located away from food storage and food handling areas and not risk contaminating food.
- Refuse containers used for the storage of waste should have suitable fitted lids and be made of a durable material which is easy to clean and disinfect.
- Other waste such as cardboard and paper need not be placed in a sealed container but should be kept separate from food and not pose a risk of contamination to food or allow pests harbourage.

#### Animal By-Product Waste

Animal-by-products are animal carcasses, parts of carcasses or products of animal origin **not intended for human consumption** e.g. bones, blood, gristle, feathers, trimmings. They can present a risk to human and animal health if not used or disposed of safely and are controlled by EU Regulations.

## WHAT YOU NEED TO DO NOW

To effectively manage your Housekeeping part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of House Rules to reflect how you manage Housekeeping in your business.

Here is an example of how you could write your House Rules:

Describe:	
<ul style="list-style-type: none"> <li>Control Measures and Critical Limits (where applicable)</li> <li>Monitoring including frequency</li> </ul>	
Pest Proofing of premises	- <i>Weekly walk round of premises and visual check of the state of repair of the walls, roof, drains, doors, floors and window openings to ensure no entry or harbourage of pests. To be recorded in the Supervisor Checks.</i>

## Monitoring and Recording

You must carry out suitable monitoring to ensure that your Housekeeping House Rules are implemented at all times and keep appropriate records to demonstrate this. Any failure to adhere to your Housekeeping House Rule should be considered **a very serious matter** and must trigger prompt Corrective Action to prevent the supply of unsafe food.

### Corrective Action (What to do if things go wrong)

Corrective Action should be predetermined and written into your House Rules.

Examples include:

- Prevent the supply of potentially hazardous food.
- Call an appropriate contractor.
- Ensure the affected area is cleaned down again.
- Review the problem and prevent it happening again.

Corrective Actions should be written down in the **Supervisor Checks record**. This will help you to ensure that any failure is not repeated and demonstrate that no unsafe food was supplied.

*Records of Monitoring, including Pest Control Contractor reports (if applicable) and Corrective Actions taken, should be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.*

## Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

**The Housekeeping House Rules are an essential component of you HACCP based system and must be reviewed and kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business.**

# HOUSEKEEPING HOUSE RULES

Write your House Rules in the table below:

Describe:	
<ul style="list-style-type: none"> <li>Control Measures and Critical Limits (where applicable)</li> <li>Monitoring including frequency</li> </ul>	
<b>Maintenance</b>	
Premises	
Equipment	
<b>Pest Control</b>	
Pest proofing of premises	
Electronic fly-killing devices	
Checking and inspection	
Pest Control Contractor Information (if applicable)	
<b>Waste Control</b>	
General waste	
Waste for collection	
Animal By-Product waste	
Monitoring and recording all Housekeeping Rules	

My Corrective Actions

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**Your Housekeeping House Rules are an essential component of your HACCP based system and must be kept up to date at all times**