



FOOD SAFETY RISK ASSESSMENT

For Assisted Living in Residential Units

Latest Revision	July 2016	Reviewer: H&S Mgr.
Next Revision	July 2017	
Compliance	Food Hygiene (England & Wales) Regulations 2006	
Associated Policies	All H&S Policies	
Contents	1. Introduction	1
	2. Assisted Living Environments	1
	3. Assisted Living Risk Categories	2
	App 1 Food Safety Risk Assessment Form	3

1. INTRODUCTION

It is the policy of Outcomes First Group that food safety is maintained to the highest standards throughout all Outcomes First Group establishments, and to ensure that all food production and service complies with current food safety regulations.

Outcomes First Group has a legal obligation to ensure good food safety practices are maintained and to ensure that catering activities comply with current food safety legislation, including Regulation (EC) No 853/2004 and the Food Hygiene (England & Wales) Regulations 2006.

2. ASSISTED LIVING ENVIRONMENTS

Due to the nature of our business, the degree of responsibility towards food safety will occasionally vary when placements are transitioning in to independent living.

All commercial kitchen units and educational kitchens have a responsibility to implement and maintain the food safety management system in full; therefore no risk assessment is necessary.

By default this same rule shall apply to all of our kitchens and catering facilities. All residents are automatically classed as requiring comprehensive support in food safety and therefore full implementation of the system.

However, to recognise the varied living requirements for our residents in assisted living conditions, a risk assessment has been created to determine the extent to which residents require staff support in their home environment, in regards to food safety. The assessment will indicate the degree to which residents manage food safety in their home environment and therefore the appropriate controls (if any) that should be in place.

The residential unit and/or independent flat may only apply for a different risk category when all of the residents achieve the same risk assessment. There must only be one level of control implemented within each unit. All changes to risk categories, from the default level 3 category, must be formally approved and authorised in writing by the relevant Registered Manager.

In the event that a residential unit is identified by staff as being suitable for a reduced level of control i.e. the residents are close to becoming fully independent, the following risk assessment can be carried out.

3. ASSISTED LIVING RISK CATEGORIES

3.1 Level 1 Risk: No Control - Advice only

Residents manage their own food safety to a significant degree, without the need for staff to assist in food preparation.

Staff will receive food safety training and will use their knowledge to advise and guide residents, respecting that they are in their own home and can make unwise choices and decisions.

Food safety audits will be maintained in line with general health & safety monitoring, on a weekly basis, to demonstrate due diligence and identify guidance requirements.

3.2 Level 2 Risk: Targeted Controls

Residents manage their food safety to a certain degree, requiring only an occasional supportive role by staff.

Staff will discuss with residents which areas of food safety that present risks and will agree support plans outlining how staff will support them to manage these risks. Staff will receive food safety training and will use their knowledge to advise and guide residents, respecting that they are in their own home and can make unwise choices and decisions, but in some instances action may be required by staff, in the best interests of food safety.

Daily monitoring of basic food safety standards, in line with resident support plans, will be documented to demonstrate due diligence.

3.3 Level 3 Risk: Significant Controls

Residents require a significant degree of support from staff to manage food safety. Staff will receive food safety training and will fully implement the FSMS, outlining and implementing all food safety procedures in the home and completion of daily documentation.

Appendices

The following template form, in Word format, can be found on the Outcomes First Group Resources Portal at http://www.optionsgroup.co.uk/resources/resources_downloadable_res.php under Catering Forms & Guidance (documents prefixed with 'CAT'). Please refer to the latest monthly update email for current log-on details for the Portal. Local Administration Teams can assist where required.

APPENDIX 1

FOOD SAFETY RISK ASSESSMENT FORM

Residential Unit: _____

Residents: _____

ASSISTED LIVING FOOD SAFETY RISK ASSESSMENT	LEVEL 1 All residents Self-manage (without prompting)	LEVEL 2 Residents require support (verbal prompts)	LEVEL 3 Residents unable to do this. (Staff do it for them)
Cross Contamination			
Aware of food allergies, checking of ingredients, and food preparation area.			
Stores cleaning chemicals separately from food.			
Identifies potential pest control and take appropriate action			
Use of appropriate food covering when items stored (e.g. opened food wrapped in fridge)			
Identifying when kitchen equipment needs replacement.			
Storage			
Checks use by and best before dates on food			
Knows when to dispose of open food			
Correctly stores raw and cooked foods separately			
Identifies fridge and freezers are operating at correct temperatures			
Aware of safe defrosting procedures			
Cooking			
Able to prepare raw and cooked foods separately			
Knows when food is cooked fully and safely			
Able to reheat food safely			
Able to cook food and serve it at safe temperatures			
Able to cool and store food safely, not required for immediate consumption			

ASSISTED LIVING FOOD SAFETY RISK ASSESSMENT	LEVEL 1 All residents Self-manage (without prompting)	LEVEL 2 Residents require support (verbal prompts)	LEVEL 3 Residents unable to do this. (Staff do it for them)
Cleaning			
Able to use chemicals safely, in line with instructions			
Frequently maintains clean surfaces and equipment			
Carries out appropriate cleaning practices on a daily basis, to keep a clean kitchen environment			
Able to hygienically handle and dispose of waste			
Personal Hygiene			
Regularly washes hands before food preparation and after handling raw foods, waste and cleaning			
Avoids unhygienic actions such as coughing/sneezing over food, failing to wash hands etc.			
Maintains stocks of hand washing materials			
Wears suitably clean clothing in the kitchen			
Regularly replaces used cloths and aprons			
Total Score			
(out of 25)			

(Points to be totalled and risk category based on overall score)

Level 1: score of 20 or more in ~~resident~~ self managesq

Level 2: score of 20 or more in ~~resident~~ requires supportqor ~~resident~~ self managesq

Level 3: score of 5 or more in ~~resident~~ unable to do thisq

N.B. Level 1 residents will only ever be individuals coming to the end of their 'assisted living' care and will be ready to move in to fully independent living conditions.

Risk Category Agreed: _____

Manager completing the assessment:

Name: _____

Signed: _____ Date: _____

Authorised by Head of Services:

Name: _____

Signed: _____ Date: _____

A new assessment must be carried out every six months, or when there has been a change of resident(s), or when there has been a significant breach to food safety.