

**1 – PURCHASE** of food products for consumption on board RYA Sailing Centre offshore training yachts

| <b>Hazard</b>                | <b>How could this happen?</b>  | <b>What could go wrong?</b>           | <b>Control measures</b>   | <b>Monitoring procedure</b>   | <b>Supporting information or material</b> |
|------------------------------|--|---------------------------------------|---|---|---|
| Bacterial growth             | Products purchased without sufficient shelf life   | Food poisoning                        | Do not accept any product out of life.  | Always purchase from a reputable supplier Check products are within “Use by” and “Best before” dates  | Purchase receipt                          |
| Foreign materiacontamination | Poor condition of packaging  | Risk of illness, injury or discomfort | Visually inspect packaging for damage   | Always reject any suspect packaging or containers   | Purchase receipt                          |
| Bacterial growth             | Domestically prepared chilled and frozen food made up without proper attention to basic food hygiene standards | Food poisoning                        | Check that products are properly frozen or chilled when delivered.<br>Frozen food:-<br>- 18° C<br>Chilled food:-<br>5° C or below | As necessary, periodically check domestic food preparation area for compliance to good food hygiene standards including the use of “in date” products | Purchase receipt<br>Temperature probe     |

**STEP 2 – DELIVERY and STORAGE** of food products to Sailing School food storage premises

| <b>Hazard</b>                                   | <b>How could this happen?</b>  | <b>What could go wrong?</b> | <b>Control measures</b>  | <b>Monitoring procedure</b>  | <b>Supporting information or material</b>                    |
|---|--|-----------------------------|--|--|--|
| Bacterial growth                                | Chilled and frozen products delivered to shore storage area at incorrect temperature | Food poisoning              | Use appropriate chiller/freezer bags to maintain purchase temperature during delivery. | Always return and unload products as quickly as possible after purchase and store in appropriate chiller or freezer.<br>Consider the greater use of non frozen pre prepared “pouch” meals with longer shelf life   | Insulated temperature retention bags                         |
| Cross contamination leading to bacterial growth | Bacteria passing from raw food to cooked food during storage                         | Food poisoning              | Correct separation and storage of raw/cooked/high risk foods                           | <ul style="list-style-type: none"> <li>▪ All food must be covered or wrapped</li> <li>▪ Separate raw and cooked food</li> <li>▪ Store High Risk and Cooked Food above raw food</li> <li>▪ Ensure all products are stored off the floor</li> </ul>                          | Appropriate use of freezer style bags and plastic containers |
| Bacterial growth                                | Excessive levels of bacterial in out of date stored products                         | Food poisoning              | Apply stock rotation FIFO<br>“First in First out”                                      | <ul style="list-style-type: none"> <li>▪ Store all food to ensure “old” products are used first</li> <li>▪ All products within shelf life</li> </ul>   | Visual inspection  |
| Bacterial growth                                | Chiller or freezer temperature too high leading to excessive bacterial growth        | Food poisoning              | Temperature control of storage equipment   | <ul style="list-style-type: none"> <li>▪ Daily chiller and freezer temperature check s</li> <li>▪ Target temperatures                             <ul style="list-style-type: none"> <li>○ Chiller 5° C or less</li> <li>○ Freezers - 18°C or lower</li> </ul> </li> </ul> | Fridge thermometer   |

### STEP 3 – TRANSFER and STORAGE of food products to offshore training yachts

| Hazard  | How could this happen?  | What could go wrong?                       | Control measures  | Monitoring procedure   | Supporting information or material                           |
|---|---|--|---|--|--|
| Bacterial growth                                | Chilled and frozen products delivered to yacht at incorrect temperature       | Food poisoning                             | Maintain stored temperature in transit to yacht.              | Transfer chilled and frozen products as quickly as possible in appropriate chiller/freezer bags  | Insulated temperature retention bags                         |
| Bacterial growth and physical contamination     | Galley work surfaces and cool box not cleared and cleaned prior to restocking | Risk of food poisoning, illness and injury | Implement “end of voyage” cleaning schedule before restocking | <ul style="list-style-type: none"> <li>Remove all food products and waste from work surfaces and chiller box. Clean with Sanitiser and dry with paper towel</li> <li>Check condition of work surfaces</li> </ul>   | Bactericidal cleaner, colour coded cloths and paper towels   |
| Cross contamination leading to bacterial growth | Bacteria passing from raw food to cooked food when stored on board            | Food poisoning                             | Correct separation and storage of raw/cooked/high risk foods  | <ul style="list-style-type: none"> <li>All food must be covered or wrapped – place cereals in plastic containers with lids</li> <li>Separate raw and cooked food</li> <li>Store High Risk and Cooked Food separately from raw food</li> <li>Ensure all products off the floor</li> </ul> | Appropriate use of freezer style bags and plastic containers |
| Bacterial growth                                | Galley cool box temperature too high leading to excessive bacterial growth    | Food poisoning                             | Temperature control   | <ul style="list-style-type: none"> <li>Use replenishable freezer ice blocks in the galley cool box</li> <li>Restrict use of high risk and frozen foods to first few days Of voyage</li> </ul>  | Fridge thermometer. Freezer Ice blocks                       |

**STEP 4 – FOOD PREPARATION** on board offshore training yachts – mostly carried out by sailing course trainees

| Hazard  | How could this happen?                         | What could go wrong? | Control measures   | Monitoring procedure   | Supporting information or material                                       |
|---|--|----------------------|--|--|--|
| Bacterial growth  | Using a product that has passed its shelf life | Food poisoning       | Implement stock rotation as appropriate                                  | <ul style="list-style-type: none"> <li>▪ Ensure all products are within shelf life before preparation</li> <li>▪ Disposal of dated stock</li> </ul>  | Numbered boxes as needed   |
| Cross contamination from human hair, hands and clothing leading to bacterial growth | Poor personal hygiene                          | Food poisoning       | Wash hands frequently and keep hair away from face whilst preparing food | <ul style="list-style-type: none"> <li>▪ Wash hands:-                             <ul style="list-style-type: none"> <li>○ Before food preparation</li> <li>○ Between handling raw and cooked food</li> <li>○ After visiting the heads</li> <li>○ After coughs &amp; sneezes</li> <li>○ After cleaning the galley</li> </ul> </li> <li>▪ Cover food &amp; avoid handling it</li> </ul> | Laminated card – “Top ten Food hygiene requirements” when preparing food |
| Bacterial growth  | Inadequate cooking or reheating                | Food poisoning       | Cook & reheat thoroughly to kill bacteria                                | <ul style="list-style-type: none"> <li>▪ Follow makers instructions</li> <li>▪ Preheat oven</li> <li>▪ Serve hot food immediately</li> <li>▪ Cool down quickly after use and place in iced cool box</li> </ul>   | Any “in house recipes or cooking instructions                            |
| Cross contamination leading to bacterial growth                                     | Bacteria passing from raw food to cooked food  | Food poisoning       | Correct separation and use of raw/cooked and high risk foods             | <ul style="list-style-type: none"> <li>▪ All food must be covered or wrapped after use</li> <li>▪ Use coloured preparation board for raw meats</li> <li>▪ Separate High Risk and cooked Food from raw food</li> </ul>  | Marked freezer bags, plastic containers and meat preparation board       |

**STEP 5 – HYGIENE, HOUSEKEEPING, CLEANING** on board offshore training yachts – mostly carried out by sailing course trainees

| Hazard   | How could this happen?   | What could go wrong?         | Control measures   | Monitoring procedure   | Supporting information or material   |
|--|--|------------------------------|--|--|--|
| Cross contamination from foreign material and dirt leading to bacterial growth | Inadequate cleaning or incorrect use of cleaning materials                               | Food poisoning and illness   | Implement cleaning routines                                      | <ul style="list-style-type: none"> <li>Adopt a “Clean as you go” practice</li> <li>All areas and equipment should be cleaned to documented standards</li> <li>Only use colour coded cleaning material – use separate cleaning kits for the heads, inside the boat and the galley area</li> </ul> | <p>“Top Ten boat cleaning standards for:-</p> <ul style="list-style-type: none"> <li>The galley</li> <li>The heads</li> <li>Below decks</li> </ul> |
| Bacterial growth   | Sailing course trainees working in the galley without appropriate Food Hygiene knowledge | Food poisoning and or injury | Provide trainees with appropriate basic food hygiene information | <ul style="list-style-type: none"> <li>Instructor to point out “Top Ten” laminated requirements as part of first day on board safety briefing</li> </ul>   | Laminated card – “Top ten Food preparation hygiene requirements”   |
| Foreign material contamination leading to bacterial growth                     | Flies and other food pests attracted by food   | Food poisoning and illness   | Keep food covered  | <ul style="list-style-type: none"> <li>All food must be covered or wrapped after use – keep cereals and other loose dry food in plastic containers</li> <li>“Clean as you go”</li> </ul>   | Appropriate use of marked freezer style bags and plastic containers  |

### **“Top Ten” boat cleaning standards for good food hygiene**

- Use separate cleaning sets for the galley, the heads and below decks
- Use a disinfectant cleaner in the heads, never in the galley
- Use a bactericidal cleaner in the galley and for all food and hand contact surfaces
- Always wash hands after visiting the heads, handling raw food, touching ready to eat food, cleaning the galley and heads, and before preparing food
- Clean as you go – clear away used equipment, spilt food etc. as you work and clean surfaces thoroughly
- Clean food areas and equipment between tasks, especially after handling raw food
- In the galley, dry the “washing up” cloth as well as your hands with paper kitchen towels
- Wash any cleaning cloths after use and leave them to dry in the air
- Store cleaning equipment away from food
- As soon as a rubbish bag is full, tie it securely and take it to a refuse container ashore, as soon as practical.

*Source – Adapted from Food Standards Agency publications*

### **“Top Ten” food hygiene requirements when preparing food**

- Always tell your instructor if you are suffering from any skin, nose, throat, stomach or bowel trouble or infected wounds
- Keep any long hair away from face
- Clean down food preparation surfaces and wash hands properly
- Cover any cuts and sores with a waterproof high visibility dressing
- Make sure raw meat is and kept and returned to the bottom of the fridge/chiller and stored in sealable containers
- Cover food and avoid handling it
- In preparation, separate raw meats and ready to eat food and use separate chopping boards or preparation surfaces
- Make sure food is cooked or reheated right through and is piping hot in the middle. Don't reheat it more than once, cool leftovers quickly.
- Do not prepare any food which has passed its “Use by” date
- Clean knives and utensils thoroughly after use with raw food

*Source – Adapted from Food Standards Agency publications*