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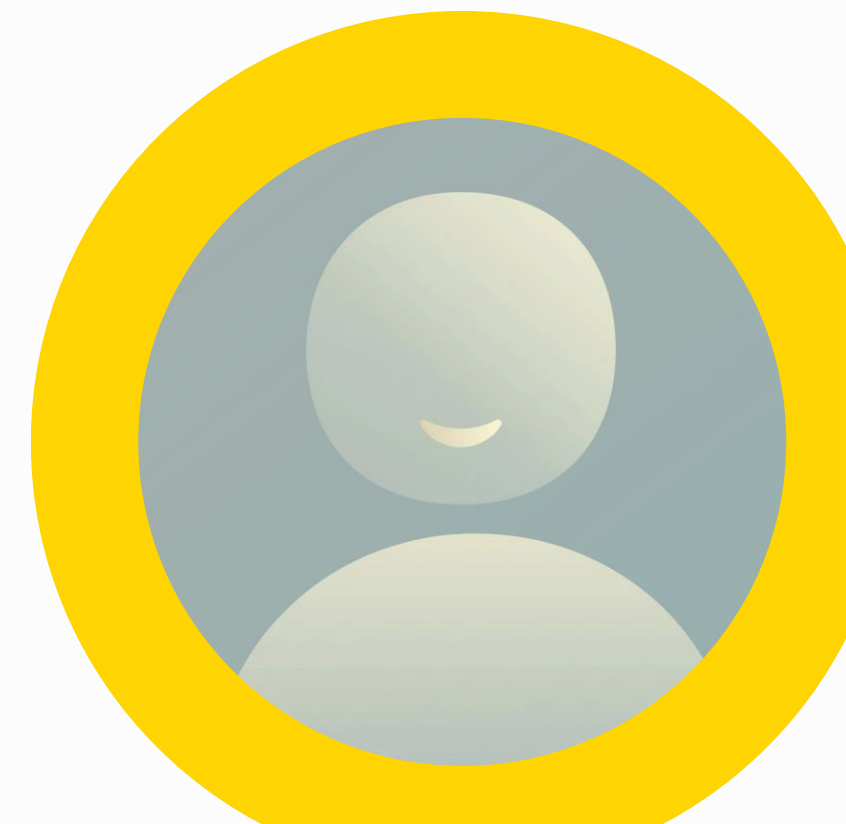
# LEVY SAFETY IN 30 MINUTES

## Foreign Bodies

# AGENDA



- **WHY IS IT IMPORTANT**
- **WHAT TYPE OF FOREIGN BODIES**
- **HOW CAN WE PREVENT THEM**
- **DO'S & DON'TS**
- **CALL TO ACTION**





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# WHY IS IT IMPORTANT





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**39%**  
**PLASTIC**



## TOP 5 FOREIGN BODIES

There are a range of Foreign Bodies seen across our business, most avoidable. These foreign bodies are classed as in unit foreign bodies and are where our actions have contributed to the foreign body contaminating food, so what are the top 5 types of foreign body currently?

**11%**  
**Insects / Bugs**



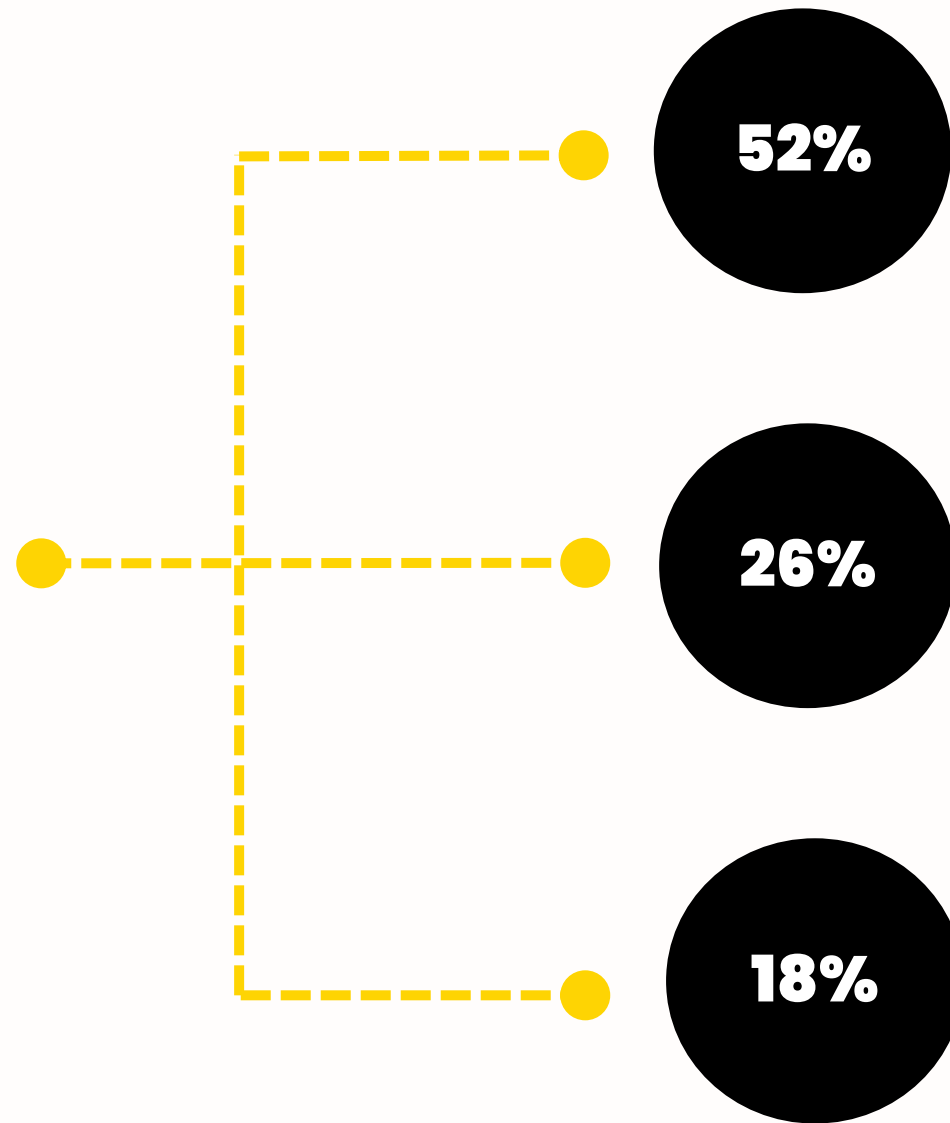
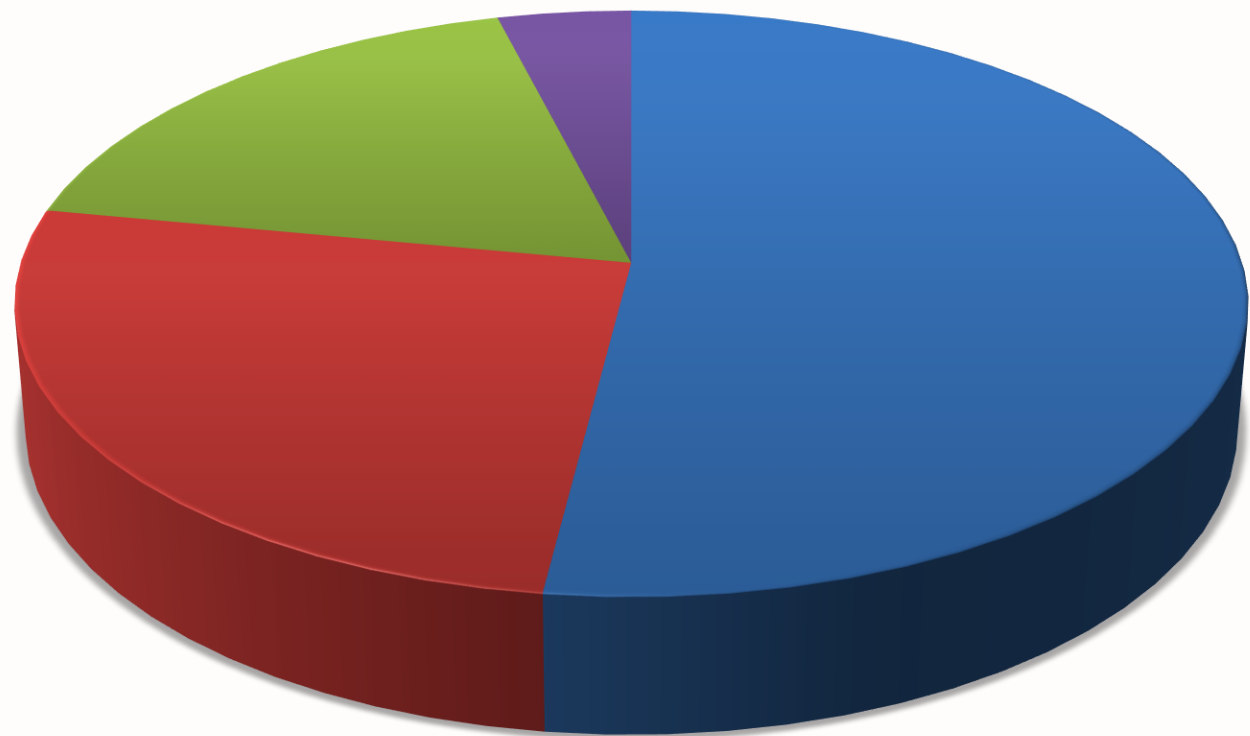
**10%**  
**Metal**

**10%**  
**Unidentified**

**9%**  
**Packaging**



# TOP 3 ROOT CAUSES



## **Lack of Attention**

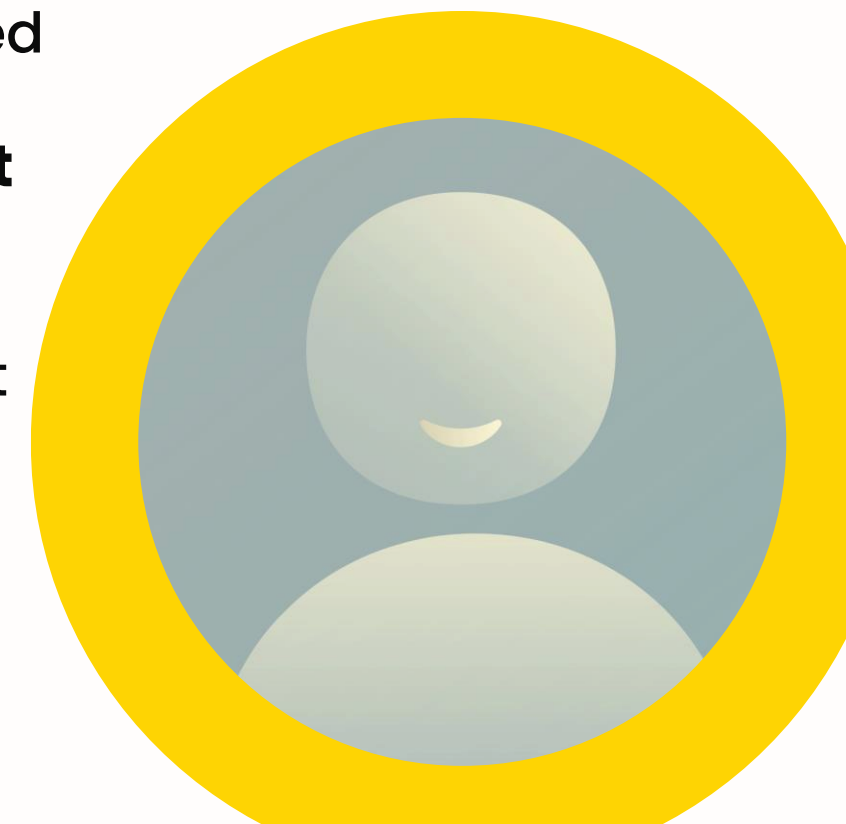
Where packing or items have been found in food it has been traced to lack of attention when handling and not being mindful

## **Poor House Keeping**

Excess of items or storage of glass in kitchens due to poor house keeping has contributed

## **Defective Equipment**

Damage to utensils and service equipment has contributed



# HOW CAN WE PREVENT THEM



## Good Personal Hygiene and Uniform Standards

- Carry out visual checks on uniform to ensure all buttons are intact and not missing
- Ensure that those preparing food are wearing hair covering, hats, skull caps or hairnets and FOH teams have hair tied back

## Careful Opening and Disposal of Packaging

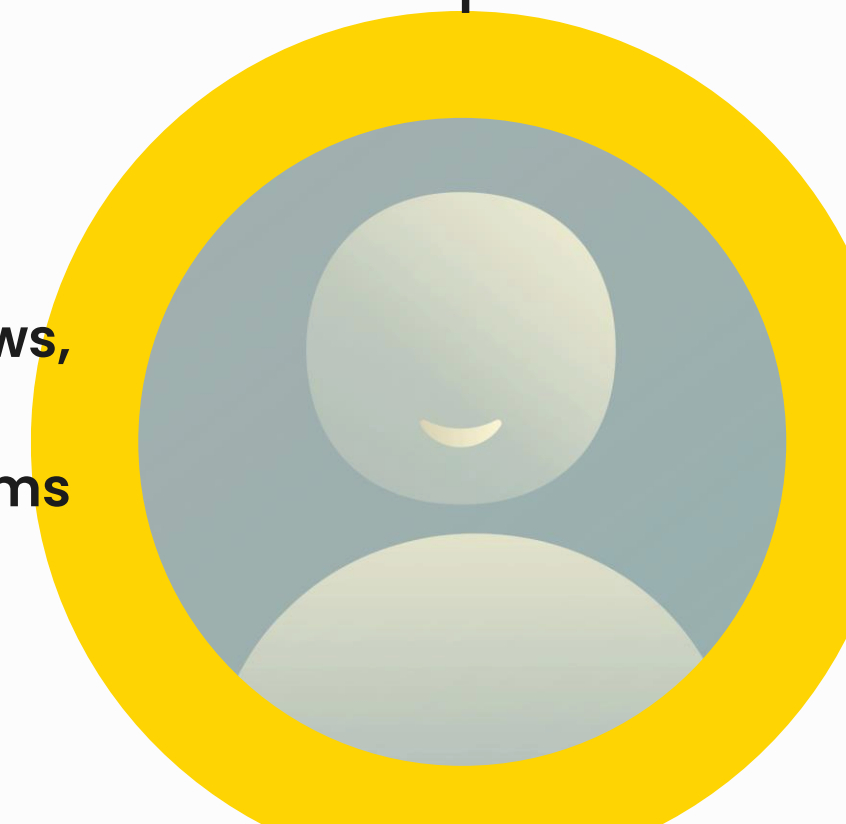
- Carefully open packaging with the appropriate tools, away from open food, to avoid contamination from torn or broken plastic.
- Immediately dispose of packaging materials in designated bins, away from food preparation areas.
- Ensure there are adequate number of scissors, box cutters and bins in place around.

## Thorough Washing of Food

- Ensure all fruit, vegetables and salad items are thoroughly washed.
- Washing salad leaf in smaller batches and ensuring it is agitated to ensure no small insects/ bugs get missed.
- Ensure that the sink and any equipment used whilst washing any foods are cleaned and any debris from the process is disposed of.

## Visual Inspection of Equipment

- Before using any equipment, visually inspect them for any signs of damage or missing parts.
- This is also relevant to front of house in servery areas and servery equipment. Check for loose screws, bolts and ensure anything damaged is reported and removed from service until suitably repaired.
- This includes crockery and glassware, pre and post service checks and removal of damaged items into the correct waste streams.



# REPORTING FOREIGN BODIES



All foreign bodies are to be reported using the designated form before logging onto the AIR3 system, the completed form must be uploaded to AIR3 once logged. Page 3 provides a shaded square with ruler to place the foreign body on to take a photo representing the size of the object.

**SAFE FOOD** served with you in mind | Compass Group UK & Ireland  
**Alleged Foreign Body Reporting Form**

Use this initial reporting form to gather and record information about the incident when you are speaking to the individual and the team about the incident. Once completed this should be used to complete the AIR3 Online Reporting Form and should be retained for 6 months with all appropriate evidence and supporting information. Please **DO NOT** send the foreign body in the post until you are advised by the Vendor Assurance team of where to post it. Instead, please store the foreign body in the freezer labelled with the AIR reference and mark **'NOT FOR CONSUMPTION'**.

**WHERE & WHEN**

Unit Name:		Unit Number:	
Date Reported:		Date of Incident:	
Exact Location of Incident:		Time of Incident:	
Your First Name:		Your Surname:	
Your Job Title:		Telephone No.:	
Your Email Address:			
RM/OD/ED Email Address:			

**INCIDENT DETAILS**

What Did They Eat?  
 Was it Made in Unit? Yes  No  If No, skip the Ingredients section below  
 Incident Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INGREDIENTS (MADE IN UNIT ONLY)**

Name of Product:			
Ingredient 1	Ingredient 2	Ingredient 3	Ingredient 4
Ingredient Name:		Ingredient Name:	
Batch Code:		Batch Code:	
Use By / Best Before:		Use By / Best Before:	

**BOUGHT IN PRODUCTS ONLY**

(VMC) (Purchasing)	Batch Code
Date:	Invoice or Delivery Note Number:
	Delivery Date:
	Vendor / Distributor Depot:

**AND EVIDENCE CHECKLIST**

Witness Surname: \_\_\_\_\_  
 AIR3  Invoices   
 Photographs

SPACE BELOW TO TAKE A PHOTO OF FOREIGN BODY ONLY

Date: \_\_\_\_\_

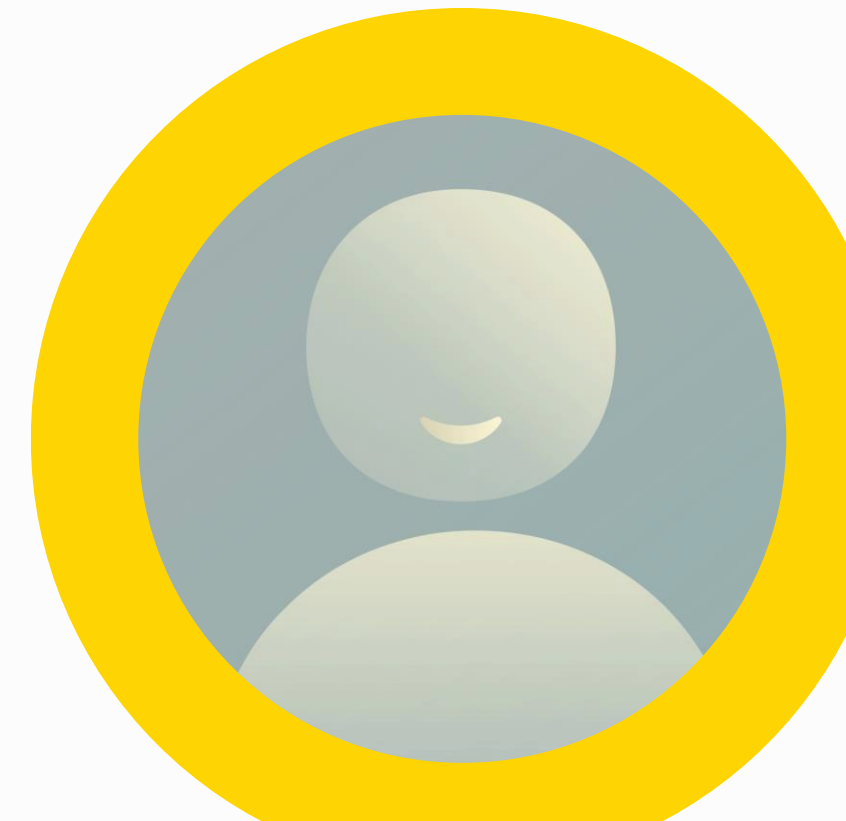
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Remember to ensure that you report any incidents to your line manager and follow the applicable escalation process. All Food Safety Incident must be reported on the AIR3 System as soon as possible, access is via Compass Connect or by using the QR Code provided.

FS.F.037.04 | SERVED WITH YOU IN MIND | 1

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# DO'S



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**Ensure all food handlers are wearing appropriate hair coverings**



**Reduce glass stored in food preparation areas**



**Fully remove plastic seals from packaging and bin it**



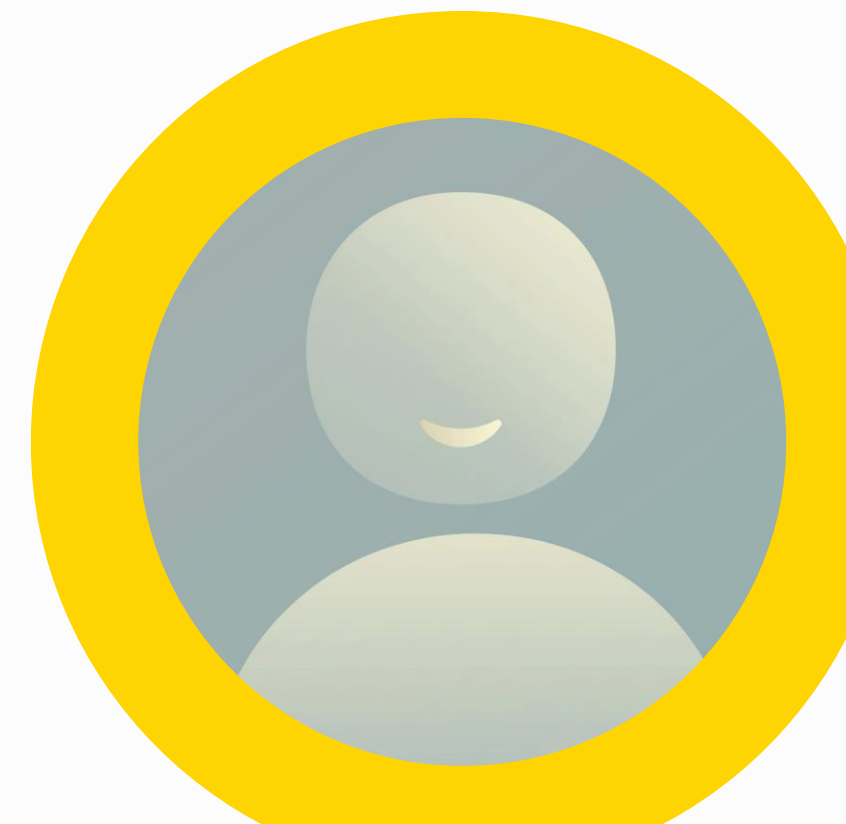
**Discard packaging and clingfilm from products and dispose of it immediately**



**Remove and dispose of any damaged storage containers or food preparation equipment**



**Report structural damage to your manager and ensure open foods are covered in these areas**

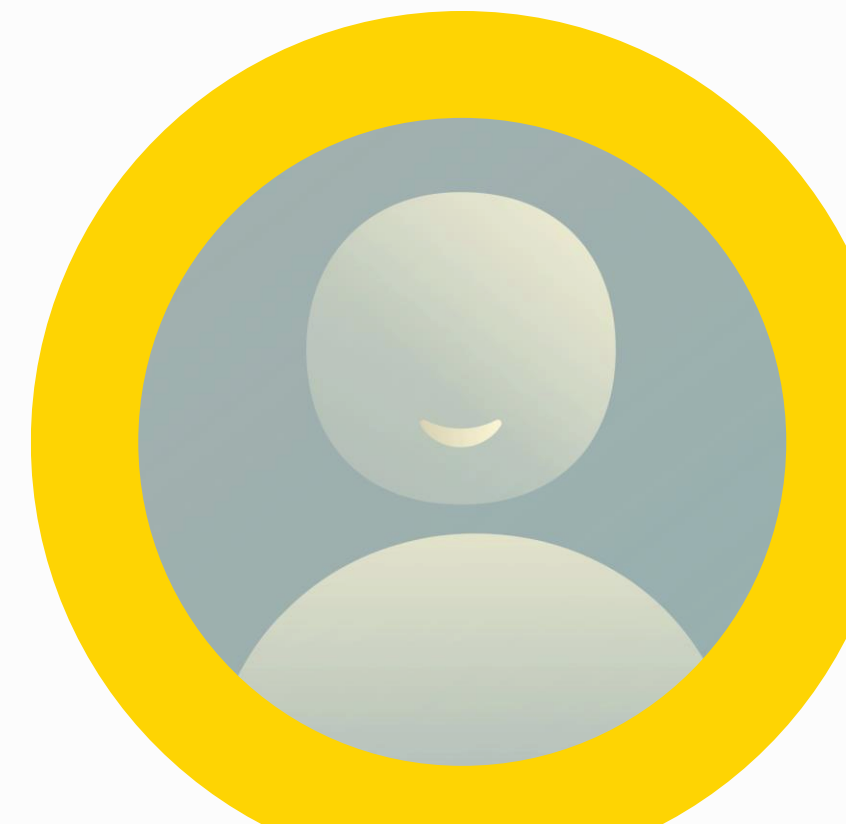




# DON'TS



- ✘ **Store glass on high shelves above food preparation shelves**
- ✘ **Cut plastic packaging including vacuum and piping bags over open food**
- ✘ **Use damaged storage containers or equipment**





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# CALL TO ACTION



**Conduct A Check**



**Personal Hygiene & Uniform**



**Coaching**



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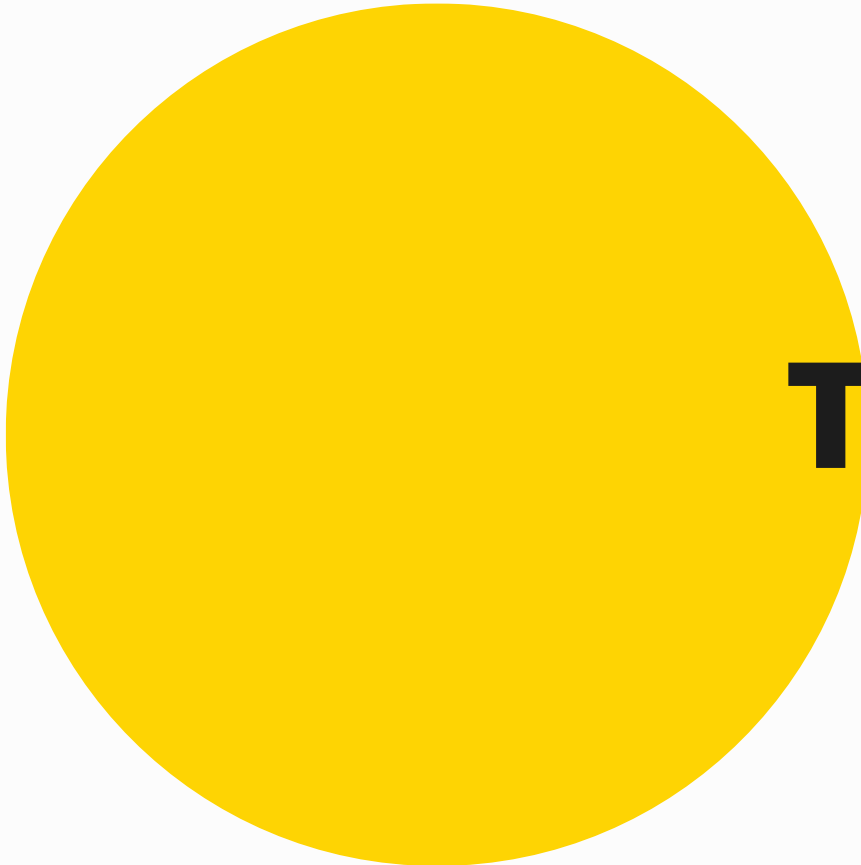


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# THANK YOU

Foreign Bodies

