

## 4. HOUSE RULES

### WASTE CONTROL

The House Rules Section contains 9 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 9 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 waste control in your business
- Once you have completed all your House Rules, remember to update your Action Plan

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

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



**RELEVANT HACCP CHARTS:** All HACCP Charts

## WASTE CONTROL HOUSE RULES

### Why is waste control important?

Waste control is important because the storage and disposal of waste needs to be controlled carefully since waste presents a risk of physical contamination to food and may attract pests. Additionally, food that is damaged, out of date or rotting may present a risk of microbiological cross contamination from harmful bacteria.

### How can waste be controlled?

Waste can be regarded as any item of food, ingredients, packaging materials or even soiled cleaning cloths which are not suitable for further use and which are intended to be discarded.

The following issues need to be considered when controlling waste :

#### Waste in Food Rooms

- Food waste should be placed in containers with suitably fitted lids and removed frequently from food handling areas where it is produced
- Sufficient containers should be provided and placed conveniently where the waste occurs. Containers must be of an appropriate construction, kept in sound condition, and be easy to clean and disinfect

#### Food Waste Awaiting Collection

- Refuse containers used for the storage of waste awaiting collection should have a suitably fitted lid 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 must be kept separate from food and must be stored in such a way as to not pose a risk of contamination to food
- Refuse stores must be designed and managed in such a way as to enable them to be kept clean, and protected against access by pests. Refuse stores should, ideally, be located away from food storage and handling areas and must not give rise to the risk of contamination of food or drinking water
- Food waste and other waste must be removed frequently from the food handling areas. Outdoor storage should be sited away from the main delivery entrance and must be kept clean and free from pests (refer to the **Pest Control House Rules** in this manual)

#### Sanitary Waste & Waste Disposal Units

- Sanitary waste and waste disposal units should to be dealt with by competent personnel who are responsible for their correct disposal. All disposal units should be regularly cleaned to prevent offensive odours

## WHAT YOU NEED TO DO NOW

To effectively manage the Waste Control 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 covering Waste Control for your business.

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

Waste Control House Rules	
Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Waste in Food Rooms	<ul style="list-style-type: none"> <li>- Food waste will be removed frequently from food handling areas</li> <li>- Waste containers will be cleaned and disinfected at the end of each working day</li> </ul>

## Monitoring

Food waste containers, refuse waste bins and all waste storage areas should be inspected and the outcomes of the inspection recorded on your Cleaning Schedule.

Once you have completed your House Rules for Waste Control, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record**. (refer to the **Records** Section in this manual)

## Corrective Action

If you find that your Waste Control House Rules are not being followed, you must make a record of the problem you have identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

The training given in Waste Control should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken 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 Waste Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.**

## WASTE CONTROL HOUSE RULES

Enter a statement of your **Waste Control House Rules** in the table below :

<b>Waste Control House Rules</b> Describe: <ul style="list-style-type: none"> <li>• Control Measures and Critical Limits (where applicable)</li> <li>• Monitoring including frequency</li> </ul>	
Waste in Food Rooms	
Food Waste Awaiting Collection	
Sanitary Waste/ Waste Disposal Units	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> <li>• Weekly Record</li> </ul>

Signed ..... Position in the business ..... Date .....

**The Waste Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**