

# RUNNYMEDE BOROUGH COUNCIL



## **Hazard Analysis Critical Control Point Information Booklet**

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## USEFUL DEFINITIONS

Best Before Date	a date code used on shelf stable foods such as dried goods, tins, frozen food etc. A "Best Before" date is an indication of food quality not food safety
Cleaning	the process of removing grease, dirt and food debris etc from surfaces and equipment
Control Point	a step which eliminates or reduces the effects of a hazard
Corrective Action	the point in the hazard analysis at which areas of concern (ie a rise in temperature or failure of a critical point) is put right
Critical Control Point	a step at which a control is crucial to the safety of the food
Cross Contamination	the transfer of bacteria from raw foods to ready to eat foods via hands, equipment, food contact surfaces, dirty cloths etc
Danger Zone	a temperature in the range from 8c to 63c at which pathogenic bacteria will easily grow, multiply and survive. The temperature at which bacteria grows best is 37c. High risk foods should not be stored within the danger zone
Disinfection	the process of reducing the number of bacteria present to a safe level. It can be by steam, hot water above 80c or chemicals. Can be used on surfaces and equipment
Hazard	anything which could cause harm
Hazard Analysis	a system used to identify hazards, the steps at which they could occur, and the introduction of measures to control them
High Risk Food	ready to eat foods and foods which support the growth of food poisoning bacteria eg sandwiches, cooked meats, soft cheese, cooked rice etc.
Monitoring	an important step in the hazard analysis where checks are made to ensure the process steps are working (ie temperature checks for chilled foods or hot foods)
Risk	the likelihood of a hazard occurring
Sanitiser	a sanitiser is a combined disinfectant/detergent that is safe to use on food contact surfaces
Use By Date	a date code used on all perishable foods. These foods must be stored below 8c. Once a use-by date code has expired the food has the potential to cause food poisoning if consumed. It is an offence to sell food after a use-by date
Food Temperature Probe Calibration Method (Basic)	<p>Boil a pan of water. Water boils at 100°C Place the metal (lance type) probe on the thermometer Place the lance into the boiling water for 30 seconds</p> <p>Record the result. A result of plus or minus .5 is acceptable</p> <p>If the result is outside of this the probe should be sent for calibration to the manufacturers</p> <p>Alternatively, place some crushed ice in cold water and leave for a few minutes. Stir. Place an ordinary thermometer in the ice water and place the tip of the probe next to it.</p> <p>The two readings should be the same</p>

# **HYGIENE AWARENESS INSTRUCTION**

## **THE IMPORTANCE OF HYGIENE**

Poor standards of food hygiene can cause serious illness and may result in court action and closure of business. It is important that food is sold from premises that are clean, and by people who know how to handle food safely.

To help you do this, the following notes will explain what can cause food poisoning and how to prevent it.

Remember that you have a responsibility to handle food correctly so that it is safe for customers to eat.

## **FOOD POISONING**

Food poisoning is an illness caused by eating contaminated food. Food can be contaminated by:

- i) bacteria
- ii) viruses
- iii) mould
- iv) metals
- v) chemicals

Natural poisons may also be present in fish and plants.

Food poisoning symptoms include diarrhoea, abdominal pain, vomiting and nausea. Symptoms usually start between 1-36 hours and can last for a few days.

Food poisoning is more commonly caused by eating food contaminated with bacteria. Sources of bacteria are:

- i) raw food
- ii) pests
- iii) people
- iv) dirt and dust
- v) refuse

Bacteria may already be present on food, especially raw food. Food might also become contaminated from one of the above sources. This is particularly important for food that is cooked or ready to eat.

Bacteria need food, warmth, moisture and time to grow. They will grow quickly at temperatures between 8°C and 63°C. It is therefore important that food is not left in a warm place for too long.

Bacteria may survive cooking if it is not carried out properly.

To help avoid food poisoning you must:

buy food from a good supplier

avoid contamination of food

control the temperature of food during delivery, storage, preparation and service

## **CROSS-CONTAMINATION**

Cross-contamination occurs when harmful bacteria are passed onto food that is cooked or ready to eat.

Bacteria can be passed from various sources:-

- i) raw food: meat, poultry, fish, eggs and vegetables
- ii) equipment: particularly equipment used for raw food, such as chopping boards and knives
- iii) cloths: particularly cloths used for wiping surfaces on which raw food has been placed
- iv) people: germs are found on hair, nose, skin, cuts and grazes and on clothing
- v) pests: flies, mice, rats and cockroaches
- vi) refuse: bacteria on rotting food, flies

Cross-contamination can be avoided by following these simple steps:

- i) keep raw foods apart from food which is cooked or ready to eat
- ii) use separate equipment and work surfaces for raw and cooked food and disinfect after use
- iii) use separate cloths for raw food areas and disinfect after use (disposable colour-coded cloths are recommended)
- iv) food handlers must wash their hands after using the toilet and after handling raw food and waste materials
- v) cover food placed on display

- vi) cover cuts and grazes
- vii) keep premises pest-free and store food in covered pest-proof containers.

## **FOOD STORAGE**

Food must be stored correctly to avoid contamination by bacteria, pests, foreign materials and chemicals. Checking date codes and stock rotation is important to avoid using food which is stale or unsafe to eat. Good stock rotation means that food should be used on the basis of "First in, First out". Care should be taken not to simply top up containers.

Food must be stored at the correct temperature to avoid spoilage and bacterial growth.

Storage requirement will vary depending on whether the food is fresh or processed and on how it is packaged, such as canned, chilled or frozen.

Food may be stored

- i) at room temperature
- ii) in a refrigerator
- iii) in a freezer

### **i) Room Temperature**

Dry foods, such as flour and rice, should be stored in rooms that are clean, dry and well ventilated. Food should be kept off the floor and placed in covered containers.

Fruit and vegetables should be kept in a cool room and stored off the floor. They should be stored away from food that is cooked or ready to eat to avoid contamination from soil and bacteria.

### **ii) Refrigerators**

Bacteria will grow readily in foods, such as meat, poultry, fish and dairy products. These foods must be kept cold and should be stored at a temperature of not more than 4°C. Fridges must not be over-stocked to allow cold air to circulate. The temperature of fridges should be checked twice daily and they should be serviced regularly.

Separate fridges should be used for storing raw and cooked food. If the same fridge is used, raw food must be stored on the bottom shelf to avoid contaminating food that is cooked or ready to eat. All food should be covered and fridges must be kept clean.

Refrigeration will not stop bacteria growing and food should only be stored for short periods.

### **iii) Freezers**

Frozen food will keep for longer periods as bacteria will not grow at very cold temperatures,. Freezing, however, does not kill bacteria. Freezers should operate at a temperature of at least -18°C.

Freezers will have a star rating to indicate how long food can safely be stored:

- \* 1 week
- \*\* 1 month
- \*\*\* 3 months
- \*\*\*\* 3 months or longer. Capable of freezing fresh foods

Frozen food should be placed in the freezer as soon as it is delivered. Date codes should be checked regularly and stock rotated. Fresh food that you freeze on your premises should be date-coded by you to make sure that it is used within a satisfactory time period. Storage times will vary depending on the type of food and on your particular freezer.

Freezers should be defrosted and cleaned on a regular basis.

## **PERSONAL HYGIENE**

Food handlers must have high standards of personal hygiene to protect food and help make sure that it is safe to eat.

People can spread bacteria onto food. Bacteria can be found on:-

- hands
- hair

- mouth, nose, ears
- skin
- spots, cuts, grazes

Food can also be contaminated by hair jewellery, nail varnish, buttons and fabric from clothing.

You can protect food by:-

- Washing hands often and always after
- visiting the toilet
- touching your face, especially your nose, mouth and ears
- handling raw food
- handling rubbish
- cleaning
- breaks away from the workplace
- Using clean towels to dry hands. Towels used by others should be avoided due to the risk of spreading germs. Disposable paper towels are recommended.
- Keeping cuts and grazes covered and avoiding touching spots.
- Tying long hair back and covering hair with a suitable head covering.
- Avoiding wearing jewellery, particularly rings and ear-rings with stones or jewels.
- Keeping nails short and clean. Nail varnish must not be worn.

Food handlers are required by law to report certain illnesses or conditions to the owner of the food business. If you are suffering from diarrhoea and / or vomiting, or if you have any infected skin wounds, you must tell the owner. You may be asked to leave work until you are well or you may be given another job which does not involve handling food or working in an area where food is stored. If your symptoms last for more than 24 hours, you should visit your doctor.

Your employer may ask you to complete a questionnaire about your health. If you have been ill, it is important that you follow the correct procedures to avoid the risk of spreading infection.

## **CLEANING AND DISINFECTION**

Food premises must be kept clean and tidy and it is important that equipment and surfaces are disinfected regularly. Cleaning needs to be effective. Hot water and detergent will help dissolve grease and dirt.

Disinfection will reduce bacteria to a safe level. This can be done by using very hot water, at about 82°C, or by using a suitable disinfectant. Disinfectants should be left in contact with surfaces for the length of time recommended on the instructions. Equipment and areas that require disinfection include utensils, chopping boards, containers and work surfaces and hand contact surfaces, such as fridge handles.

Cleaning and disinfection should be carried out in the following stages:

1. pre-clean to remove food residue
2. main clean with hot water and detergent
3. rinse to remove traces of detergent
4. disinfection to reduce bacteria
5. final rinse to remove traces of disinfectant
6. drying with disposable cloths or air drying

Disinfectants on their own will not kill germs on surfaces that are not physically clean.

A sanitiser is able to clean and disinfect. It is a chemical that contains a detergent and disinfectant and therefore combines stages 2, 3 and 4.

Chemicals must be stored away from food and be kept in labelled containers. Always follow safety instructions.

Further information on cleaning is available in this departments Food Safety Cleaning leaflet.

## **FOREIGN OBJECT CONTAMINATION**

Foreign bodies may be brought into the premises with raw materials or introduced during storage, preparation or display. Some may be unpleasant, such as hair and paper, whilst others may be harmful, such as glass and metal.

Examples of other foreign bodies that may be found in food include:

- i) nut and bolts
- ii) staples and plastic

- iii) paint and rust
- iv) insects and stones
- v) rodent droppings

Food must be bought from a good supplier and be stored in clean, covered containers. Fruit and vegetables must be thoroughly washed before use. Glass should be avoided where possible and equipment kept in good repair. The premises must be kept clean and free from pests.

## **WASTE DISPOSAL**

Effective waste disposal is important to protect food and to avoid attracting pests.

Waste bins should be easy to clean and disinfect and should have a close-fitting lid. Waste may be placed in polythene bags and removed when full and at the end of each day. Stands for these bags must be kept clean. Pedal operated bins are recommended to avoid touching lids.

The bags should be tied and stored outside the premise in a large bin or secure compound to prevent damage by dogs, cats and pests. The waste compound must be capable of being cleaned and should be washed down regularly. Waste bins should not be situated too close to windows and doors to encourage flies to enter food rooms.

## **PEST CONTROL**

Food pests spread bacteria and spoil food. They include rats, mice, flies, birds and insects. Food premises are attractive to pests because they provide a source of food in addition to warmth and shelter.

Signs of pests include:

- i) live or dead mice, insects, etc.
- ii) droppings
- iii) eggs/larvae (grubs)
- iv) smell/noise
- v) damage to food/packaging/property

You can help prevent pests by good housekeeping:-

keep premises pest-proof (e.g. self-closing external doors and fly-screens on windows opened for ventilation)  
remove food spillages and waste  
keep premises clean and tidy  
store food in pest-proof containers  
rotate stock

## **Food Hygiene Training**

Chapter X of the Food Safety (General Food Hygiene) Regulations 1995 states that "The proprietor of a food business shall ensure that food handlers engaged in the food business are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity".

Before any staff start work they should receive training in the essentials of food hygiene. It is advised that all food handlers are trained to level 1 within 3 months of starting work. Other staff such as kitchen porters, waiters and untrained food handlers etc should receive training in hygiene awareness within 4 weeks of starting work.

It is the responsibility of the proprietor of a food business to decide which members of staff require training to formal level 1 (ie basic food hygiene certificate standard) and which members of staff are supervised and instructed.

Staff can only be supervised if a trained member of staff is working alongside them at all times. It does NOT satisfy the regulations for supervision and instruction if a trained member of staff is working in an office and an untrained food handler is working alone in the kitchen.

The following section provides you with the information you need to train staff in the essentials of food hygiene prior to starting work. It also provides you with the information to train them in hygiene awareness within their first 4 weeks.

The training should be conducted by a member of staff who themselves are trained, to at least formal level 1, in order to explain in depth the sections covered.

The Food Safety Training leaflet from this department covers this requirement in more detail.

## **THE ESSENTIALS OF FOOD HYGIENE**

1. Keep yourself clean and wear clean clothing.
2. Always wash and dry your hands thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after each break, after blowing your nose.
3. Tell your supervisor before you handle food if you suffer from any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not. This is particularly important if returning to work following an illness.
4. If you have to visit the doctor please remember to say you are a food handler.
5. Tell your supervisor if anyone in your home is ill.
6. Make sure cuts and sores are covered with a waterproof dressing which can be easily seen e.g. blue.
7. Avoid unnecessary handling of food.
8. Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
9. If you see something wrong – tell your supervisor.
10. Do not prepare food too far in advance of service.
11. Keep perishable food either refrigerated or piping hot.
12. Keep the preparation of raw and cooked food strictly separate.
13. When reheating food ensure it gets piping hot.
14. Clean as you go. Keep all equipment and surfaces clean.
15. Follow any food safety instructions either on food packaging or from your supervisor.

## **INTRODUCTION TO HAZARD ANALYSIS**

Food Safety Regulations requires that you identify any steps in the activities of the food business which are critical to ensuring food safety and to ensure that adequate safety procedures are identified, implemented, maintained and reviewed on the basis of the following.

- a) Analyse potential food hazards.
- b) Identify the points where hazards may occur
- c) Decide which points are critical to ensuring food safety
- d) Implement effective control and monitoring of those points
- e) Review all the above when any operations change

A food hazard is anything that can cause harm to the consumer.

The main hazards are:

- a) Pathogenic bacteria (ie salmonella) and other micro-organisms that cause food poisoning
- b) Chemical contamination i.e. from cleaning materials
- c) Physical contamination such as Glass, Hair, Insects etc.

The analysis of potential hazards in your business should prevent food from becoming contaminated from any of these main hazards.

Every operation has different hazards depending on the produce and the method of preparation and cooking.

The greatest hazard related to a food business is pathogenic bacteria. Bacteria can contaminate and/or grow in food to harmful levels. This is dangerous in foods that will receive no further heat treatment prior to consumption. (High risk foods)

This document is designed to help you identify the main hazards in your business and the points which are critical to ensuring food safety and put into place controls in order to prevent the hazards actually causing harm or illness to consumers.

### **The Seven Principles of Hazard Analysis**

HACCP involves seven principles. These are:

1. Analyze hazards. Potential hazards associated with food and measures to control those hazards are identified. The hazards could be biological, such as microbes; chemical, such as toxins; or physical, such as glass, pins, hair and other non-food items.
2. Identify critical control points. These are points in a foods production from its raw state to the consumer at which the potential hazard can be controlled or eliminated. Examples are temperature control of food cooking, refrigerated storage, points where cross contamination can occur, reheating of food etc.
3. Establish preventative measures with critical limits for each control point. For a cooked food, for example, this might include setting the minimum cooking temperatures and times required to ensure the elimination of any harmful microbes.
4. Establish procedures to monitor the critical control points. Such procedures might include determining how and by whom cooking time and temperatures should be monitored.
5. Establish corrective actions to be taken when monitoring shows that a critical limit has not been met. For example reheating or disposing of hot food when the core temperature has not been met.
6. Establish procedures to verify that the system is working properly. For example auditing procedures, system reviews, product testing, frequency of these checks.
7. Establish effective record keeping to document the HACCP system. This would include records of hazards and their control methods, the monitoring of food safety requirements and action taken to control potential problems including the training and passing of information to staff, pest control procedures, cleaning schedules etc.

Each of these principals should be applied using sound food and food safety knowledge, food regulations and food publications.

## **CARRYING OUT HACCP**

First of all you need to identify the main areas where Hazards can exist. i.e.:-

Purchase  
Receipt  
Storage  
Preparation  
Cooking  
Serving\Hot Holding

There may well be other steps you identify such as storage after the preparation stage. Cooling, storing and reheating after the cooking or holding stage etc.

(It is recommended that, where possible, food is never reheated unless absolutely necessary and then, only once. In order to limit the amount of reheating it may be necessary to change the way you run the business such as cooking smaller quantities, cutting down on portion size etc.).

Food Hazards may occur at any or all of the steps in the following way:

- Food can become CONTAMINATED with pathogenic bacteria, chemicals or foreign objects.
- Pathogenic bacteria, if present, can GROW to a harmful level if food is stored at unsafe temperatures.
- Pathogenic bacteria can SURVIVE a process that should kill or reduce them to a safe level (ie inadequate temperature control or ineffective cleaning).

You should write down your analysis. It will make it easier to produce and help you to fully understand the possible dangers associated with your business. It will also show your commitment to complying with legislation and provide due diligence. Due diligence is a legal defence available under the Food Safety Act 1990. It means that you have taken all reasonable precautions to prevent any harm occurring to customers.

Your hazard analysis should encompass several documents/considerations (a food safety policy) in order to make it fully functional. i.e.

1. Identification of the main areas of concern (hazards) from purchase to serving of food (HACCP data sheets)
2. Staff training records including, refresher training (Basic\Intermediate\Advanced Food Hygiene Courses for chefs, Hygiene Awareness Instruction for other staff).
3. Accurate detailed cleaning schedules and chemical control. (COSHH)
4. Pest Control Records
5. Food complaints section
6. Temperature control records (Hot & Cold)
7. Internal / external audit reports.
8. Staff illness policy
9. Hygiene policies
10. Waste disposal contract etc.
11. HACCP review sheets

Each of the above areas should be filed in separate sections. This enables staff to be able to identify hazards within their own areas of responsibility. It also allows for easy reviewing, updating and amending. Other areas identified should also be in their own section but in one document. This document should remain on the premises in a suitable location that is easy to access by all staff, (not in a locked office or at home) for reference.

### **Production Step Considerations**

The following is a guide on the main areas of concern and what to look for. You should cover all areas of your business. You must assess your own hazards.

#### **Purchase**

1. Use only nominated, reputable suppliers.
2. List these suppliers.
3. If it is appropriate visit the suppliers to check for yourself.
4. Do you collect the food yourself in your car? If you do what can go wrong: i.e. contamination from petrol fumes, pet hairs etc. Temperature control in the summer. (Do I use cool boxes? Do I keep travel time to a minimum?)
5. Are temperatures for high risk food deliveries to your premises controlled. Do you check?

## Receipt

1. How are my goods delivered? Chilled, Frozen, Ambient?
2. What should I check for? Damage (to food or packaging), out of date food, is temperature above 8°C for chilled, -18°C for frozen food, is frozen food defrosting, can cross contamination occur from fresh meat or damaged packaging
3. How do I monitor the temperatures? Food probe, temperature record sheets, vehicles own temperature monitor.
4. What do I do if there is a problem (send it back)
5. Is food delivered before/after we open – how do I control this? (change delivery times)
6. Are trained staff on site to accept delivery

## Storage

1. Where do I store the following foods? Frozen, chilled, fresh/tinned.
2. Do I put them away immediately? Why? (Temperature control)
3. How do I store food in the refrigerator? (Cooked food above raw food if not separated) Is it covered? Is it date coded?
4. Is there temperature control in place? Are there records for fridges/freezers?
5. Can cross contamination occur? i.e. raw meat blood, handling raw meat then other foods, are there any open chemicals about? If so why?
6. If I break down food into smaller amounts is it re-coded with the original date code?
7. Do I use only food grade wrapping materials and containers?
8. Do I rotate my stock regularly – are storerooms cool?
9. Is there enough space in the fridges/freezers etc?
10. Have I checked for signs of pests?
11. Do I check food for spoilage organisms such as mould growth?

## Preparation

1. Have I avoided cross contamination and other forms of contamination. How can this occur?
  - a. Handling cooked, ready to eat foods and raw foods such as eggs, chicken, raw mince.
  - b. Ineffective hand-wash equipment or procedures for staff.
  - c. Cross-contamination from ineffective cleaning of work surfaces and equipment.
  - d. Cross-contamination from dirty cleaning cloths and equipment.
  - e. Staff illness including cuts/sores etc
  - f. Lack of clean, hygienic, protective clothing.
  - g. Coughing & sneezing etc.
  - h. Am I producing too much food? Have I the room to prepare it?
2. What controls do I put in place (and document) to prevent this?
  - a. Ensure staff wash hands thoroughly after handling raw high risk foods and ready to eat foods etc.
  - b. Are there sufficient hand-wash sinks/paper towels/anti-bacterial soap – are they used?
  - c. Is the cleaning schedule adhered to and monitored.
  - d. Is equipment clean and serviceable?
  - e. Do staff report illness?
  - f. Is there sufficient clean hygienic and protective clothing for staff – do they wear it?
  - g. Are staff aware of the dangers of coughing/sneezing near food?
  - h. Are staff adequately trained?
  - i. Are fridges correctly used/monitored?
3. How do I control these hazards – list the controls. Are there any other hazards? i.e. do I produce occasional sandwiches, are they correctly coded and temperature controlled?
4. Have I documented everything?
5. Have I informed staff?

## Cooking

Hazards: Pathogenic bacteria surviving and multiplying, physical contamination.

1. Have I identified a temperature that is safe for the food I am cooking (i.e. 75° core temperature for at least 2 minutes)  
Am I cooking food off too early?

2. Is the size of the food cooked relevant to my needs? (i.e. large joints or large pots of stews and sauces where only small amounts are required) What can go wrong here? Growth and survival of pathogenic bacteria. (from cool spots etc) Is food thoroughly defrosted before cooking?
3. What records do I keep (temperature, tolerances etc.)
4. Is the equipment available to check and record temperatures (ie a food probe). Is it disinfected after each use?
5. Can food become contaminated during cooking (i.e. flaking paint, cobwebs, pests, other food (cross contamination), chemicals.
6. Have I sufficient equipment and is it in good repair.
7. Are staff adequately trained in food hygiene?
8. Do I cut/portion cooked food (i.e. chicken etc.) before service – can it become contaminated (cross contamination from dirty work surfaces/knives/hands etc.)
9. Do I use Microwaves – what are their limits, can they cause problems during cooking?
10. How do I control them? (time/temperature tested)
11. Have I listed the controls?
12. Have I informed staff?

### **Serving\Hot Holding**

1. Is there prevention of cross contamination? How is this achieved? (is food covered)
2. Are food contact surfaces clean\disinfected?
3. How is the food itself protected? (ie sneeze screens/covers)
4. Is temperature monitoring in place (hot and cold)? What temperatures are achieved, (ie hot food above 63c and chilled food below 8c) are they recorded, can the equipment hold at this temperature, how long is the food on display?
5. Do food handlers/servery staff also handle money or other non-food items? Is this safe?
6. Is all the food on display or is some kept hot on the stove or in the hot plate for replenished as required?
7. Is the food that is to be kept hot really hot?
8. Are there sufficient hand-wash facilities?
9. Are staff trained?
10. Have I identified all the hazards?
11. Have I listed the controls?
12. Have I informed staff?

### **Other Areas of Consideration**

Only you know your system and requirements. Although the previously listed points cover a wide range there may still be other areas where you must identify the hazards and put in control measures:

For Example:

1. After the storage phase you may prepare food and then re-store it prior to cooking or serving.
2. After the preparation stage you may serve food directly (i.e. salads, sandwiches)
3. After the cooking stage you may chill, store and then reheat food. Food should never be reheated if at all possible. If it must be, then only reheat once ensuring the core temperature reaches above 75° C for 2mins.

You must be thorough in your identification of hazards. How quickly do you cool hot food to room temperature (not more than 90 minutes). If portions are too large to cool in time then reduce them to a smaller size (ie 2.5kg/5lbs)

Hot food should be decanted into clean containers and covered\date coded when cooled, prior to storage

As you can see the list is not exhaustive, however there are a lot of similarities i.e. they all cover:-

- Temperature control and recording during all stages
- Training of staff to the correct level
- Proper identification all hazards and controls
- Communication to staff (and supervision)
- Good cleaning procedures
- Good, effective hand-wash facilities
- The availability of resources to carry all this out
- The documentation of the system

### **Consider the layout and design of your premises**

Does raw food have to be kept\prepared etc. in the same place as other foods? Is there room to manoeuvre?

How does pathogenic bacteria spread\multiply? Take this into account when looking at your controls.

If you produce food which may contain ingredients that could cause allergic reaction (i.e. nuts) how do you inform the customer?

Train your cleaning staff in the correct use and storage of chemicals and materials – don't assume they know.

Have a system for monitoring and documenting.

### **Complaints**

Equipment faults and defects (including action taken).

Cleaning procedures (i.e. deep clean of upper surfaces, ventilation systems).

Internal accounts (auditing)

Most important: Seek advice from your local authority or other professional body to get the most from your system. Remember an effective, documented system that is correctly implemented, maintained and, in turn, reviewed regularly, will ensure safe food production, good compliance with legislation and a good relationship with your EHO

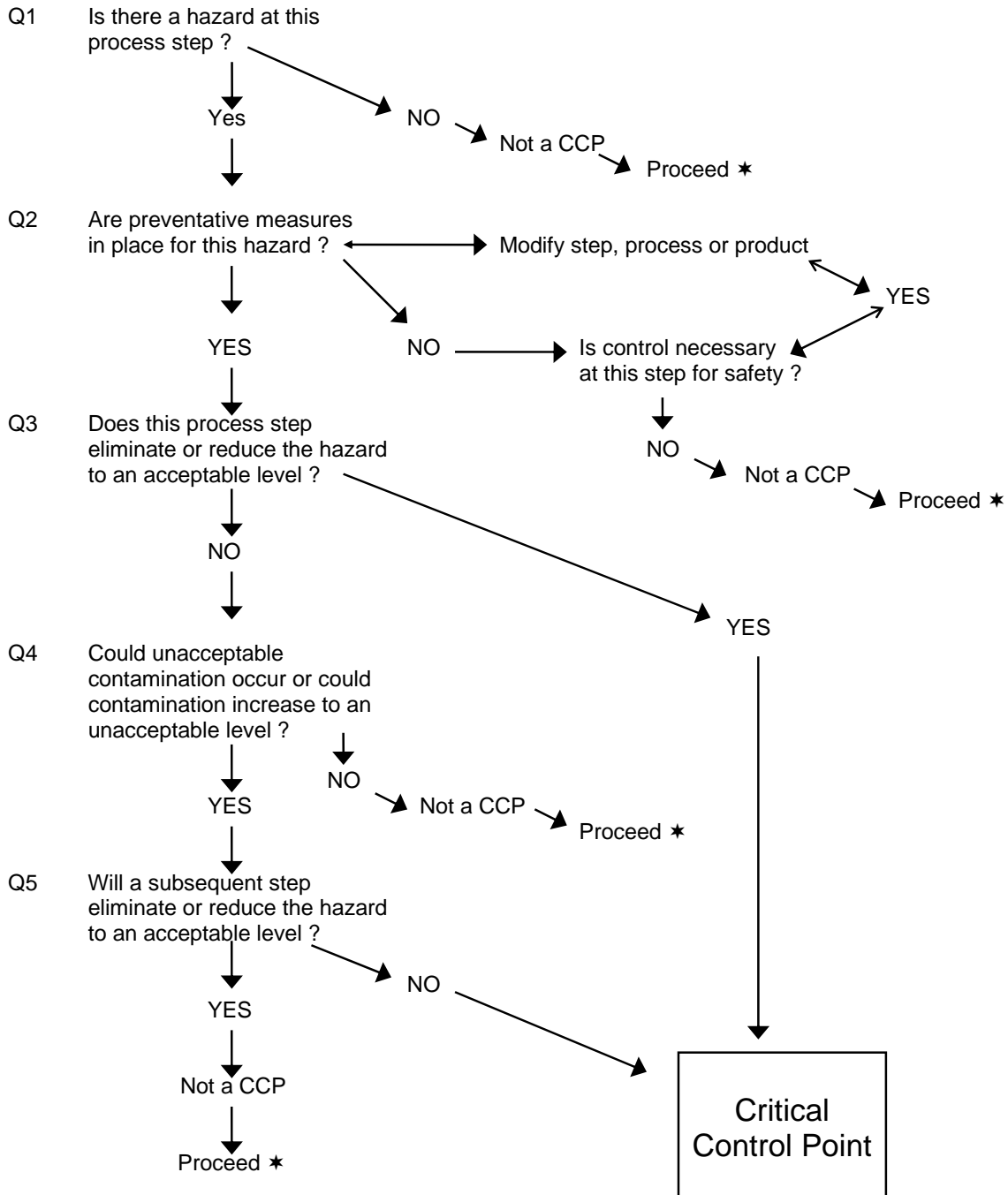
Remember. You are required to identify potential food hazards in your business and implement effective controls.

An example of a general HACCP plan is enclosed as is a blank plan for your use. (HACCP data sheet)

A list of the seven principles of HACCP is also enclosed.

Other records are also included which you may copy and use for your system.

## PROCESS STEP - DECISION TREE



\* Proceed: Proceed to the next hazard at the current process step or to the next process step.

## **FURTHER INFORMATION**

### **Industry Guides**

These are guides produced as a result of consultation with professional food industry and food hygiene bodies. They are the official guides to compliance with the Food Safety (General Food Hygiene) Regulations 1995 and also provide good practice advice.

They are available from Chadwick House Group Limited, on telephone 0207 827 5882 or fax 0207 827 9930. They cost approximately £3.50 each. The following titles are available to date:

The Catering Guide	ISBN 0-900103000
The Butchers Shop Licensing Supplement	ISBN 19022423828
The Bottled Water Guide	ISBN 1904306314
The Flour Milling Guide	ISBN 1902423208
The Vending and Dispensing Guide	ISBN 1902423003
The Fresh Produce Guide	ISBN 1902423194
The Baking Guide	ISBN 0-900103558
The Retail Guide	ISBN 0- 900103604
The Wholesale Distributors Guide	ISBN 0-900103655
The Markets and Fairs Guide	ISBN 0-902423003

### **Leaflets and Publications**

A Guide to the General Temperature Control Regulations  
Food Law Inspections and Your Business  
A Guide to the General Food Hygiene Regulations  
A Guide to Food Hazards and your Business  
Assured Safe Catering Booklet  
Assured Safe Catering Poster

These leaflets are available free of charge from Environmental Protection Division Tel 01932 838383 fax 01932 838384

## RECORDS AND DOCUMENTS

### HYGIENE INSPECTION CHECKLIST

Simple checks of the premises which should be carried out by the Proprietor or Manager each week.

DATE OF INSPECTION . . . . .

Hygiene of Food Rooms & Equipment	Satisfactory		Details of Action Taken
	Yes	No	
Are food rooms clean & tidy?			
Are all contact surfaces clean e.g. worktops, handles, etc?			
Is all equipment kept clean, e.g. fridges, slicers, mixers?			
<b>Food Storage</b>			
Are dried goods stored correctly? e.g. in covered containers.			
Are raw & cooked foods stored separately in refrigerators & freezers?			
Are chilled & frozen foods kept covered?			
Are high risk foods date coded?			
Is stock rotation satisfactory?			
Are freezers regularly defrosted?			
<b>Food Handling Practices</b>			
Are frozen foods defrosted in the fridge?			
Are raw & cooked foods prepared in separate areas?			
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?			
Are high risk foods returned to the fridge immediately after handling/prep?			
Are chemicals stored away from foods?			

Personal Hygiene	Satisfactory		Details of Action Taken
	Yes	No	
Are there wash hand basins provided for hand washing only?			
Do wash hand basins have hot water, soap & hygienic hand towels?			
Are staff using the wash hand basins?			
Are staff wearing protective clothing & headwear?			
Are staff toilets kept clean?			
<b>Pest Control</b>			
Are the premises free from any evidence of pests?			
Are premises fully pest proof?			
Are doors & windows in food rooms fly screened?			
Are insectocutors provided & working?			
<b>Waste Control</b>			
Is waste in food rooms stored correctly?			
Is external waste stored correctly & the area kept clean?			
<b>Record Keeping</b>			
Are all checks properly taken & recorded?			
Has appropriate corrective action been taken where necessary?			
Are record sheets checked & countersigned?			

Name .....

Position .....

Signed .....

**FOOD STORAGE TEMPERATURE MONITORING CHART** Month:.....

Date	Fridge	Fridge	Fridge	Fridge	Fridge	Freezer	Freezer	Freezer	Comments	Initials
	°C	°C	°C	°C	°C	°C	°C	°C		
1										
2										
3										
4										
5										
6										
7										
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Keep Refrigerated High Risk Foods Below 80°C (30°C - 50°C)

Keep Frozen Food Below -18°C

**HOT HOLDING RECORDS**

DATE	FOOD	CORE TEMP At service	CORE TEMP after 2 hrs	COMMENTS (action if unsatisfactory)	SIGNED

**Keep hot food above 63°C**









**FOOD COMPLAINTS RECEIVED**

Date	Nature of Complaint	Action	Comments

**QUARTERLY THERMOMETER CALIBRATION RECORDS**

Date	Unit Number/Type	Reference Temp.	Actual Temp.	Comments

### EXAMPLE OF A HACCP DATA SHEET

<b>Process Step</b>	<b>Hazards</b> (What can go wrong here)	<b>Control</b> (What can I do about it)	<b>Critical Control</b> (Is it critical to food safety) y/n	<b>Monitoring</b> (How can I check)	<b>Limits</b> (What time or temperature must be achieved)	<b>Corrective Actions</b> (What if its not right)	<b>Review</b> (How often should I review the system)
Purchase	Contamination of cooked or ready to eat food with food poisoning bacteria	Buy from a reputable source		If unsure visit the supplier		Change supplier	Annually or when suppliers change
Receipt	Bacterial growth due to out of date high risk food and/or chilled food above 8°C and frozen food above -18°C  Physical contamination due to damaged packaging Bacterial contamination from raw meat to other ready to eat foods due to damaged packaging	Temp Control  Visual checks of product dates  Packaging used is food grade/ Not damaged  Separation of cooked/raw  Staff Training	Y  Y	Check temps of food  Check date codes  Check packaging is intact  Check training records	Below 8°C or -18°C	Reject food that is above temp/out of date or with damaged packaging	Annually or when suppliers change
Storage	Pathogenic bacterial growth in high risk food due to prolonged or poor storage and/or storage above 8°C	Stock rotation  Visual checks  Temp control	y   y	Visual inspection  Temp records  Staff hygiene policy	Below 8°C or -18°C	Ensure sufficient wrapping materials and containers with lids	
	Chemical contamination from cleaning products or pest control chemicals	Store cleaning products away from food prep areas	y			Train staff	

Preparation	Physical contamination from a lack of effective cleaning of food contact surfaces and equipment	Cleaning schedule adhered to  Correct use of chemicals		Supervision  Ensure sufficient cleaning materials  Cleaning Schedule		Review cleaning schedule  Review training	
		Sufficient cleaning materials available  Store non food items away from prep areas					
	Contamination of food by pathogenic bacteria from a lack of effective hand washing	Ensure sufficient hot water and hand wash materials available		Check hand wash materials and hot water available at all times		Supply hand wash materials	
				Supervision		Call plumber if hot water fails	
	Physical/bacterial contamination from lack of hygienic or protective clothing	Supply hygienic or protective clothing not to be worn off the premises		Ensure hygienic and protective clothing is worn		Renew clothing as required	
	Bacterial growth and survival due to high risk food out of temperature control for long periods	Ensure food is out of temperature control for preparation times only		Supervision  Keep food below 8°C until required for use		Review training	

	Bacterial contamination from the preparation of cooked/raw food together (cross contam)	<p>Keep cooked and raw foods separate</p> <p>Use separate equipment for preparation (ie colour code)</p> <p>Clean surfaces and equipment between cooked/raw food prep</p>	<p>Supervision</p> <p>Cleaning schedule</p>		<p>Ensure sufficient equipment available</p> <p>Review training</p>		
<b>Cooking</b>	Physical contamination from non-food items stored above cooking areas	Remove non-food items from cooking & preparation areas		<p>Supervision</p> <p>Cleaning Schedule adhered to</p> <p>Cover food where possible</p>	Review cleaning schedule and training		
	<p>Survival of spores and Pathogenic bacteria in cool spots (sauces etc) and inadequate cooking of foods</p> <p>Transfer of Pathogenic bacteria from hands to cooked food</p>	<p>Cook / reheat food to above 85°C at core</p> <p>Stir food regularly</p> <p>Avoid handling cooked food.</p> <p>Wash hand after handling raw foods, food &amp; other waste, after using the WC.</p>		<p>Temperature monitoring</p> <p>Supervision</p> <p>Training</p> <p>Ensure sufficient hand wash materials and hot water available</p>	Cook to above 85° C		

<b>Cooling</b>	Growth and survival of Pathogenic bacteria/spores in food that is cooled too slowly	Cool food quickly after cooking (ie transfer to clean, large shallow trays) within 90 mins Do not leave in kitchen at ambient temp for long periods		Supervision Ensure sufficient trays available  Temperature monitoring			
		Keep joints etc to around 2.5 kg in size  Do not refrigerate food until it is cold  Do not cover food until it has cooled  Store food as per food storage process step		Temperature monitoring			
<b>Reheating</b>	Growth and survival of Pathogenic bacteria and spores in food	Do not reheat food unless absolutely necessary		Temperature monitoring Above 80°C		If in doubt throw it out	
		Only reheat food once then dispose of it					

<p><b>Serving</b></p>	<p>Transfer of Pathogenic bacteria from hands to food</p>	<p>Do not handle food after cooking. (ie use tongs serving spoons etc)</p> <p>If food MUST be handled then hands must be washed thoroughly first</p>		<p>Ensure sufficient utensils available</p> <p>Ensure sufficient hand wash materials and hot water available</p>			
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**HACCP DATA SHEET**

Process Step	Hazards (What can go wrong here)	Control (What can I do about it)	Critical Control (Is it critical to food safety)	Monitoring (How can I check)	Limits (What time or temperature must be achieved)	Corrective Actions (What if its not right)	Review (How often should I review the system)





