



**Better Business
for All**

HERTFORDSHIRE SAFE FOOD PACK

**A FOOD SAFETY MANAGEMENT
SYSTEM FOR BUSINESSES**



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1. Introduction

A Food Safety Management System (FSMS) is a systematic approach to controlling food safety hazards within a food business in order to ensure that food is safe to eat.

This comprehensive food safety pack gives a practical approach to food safety management.

- This will enable a food business to identify the key hazards within their operation and to establish the critical controls needed to ensure food is safe.
- It will enable businesses to comply with requirements imposed by legislation, approved codes of practice and relevant industry guidance.
- It will help businesses include the level of detail required taking into account the size of the business, the nature of the food operation and the key food safety risks.
- It is a legal requirement to demonstrate that critical controls relevant to the business are identified and effectively controlled (The principles of Hazard Analysis Critical Control Point-HACCP). This pack will include the key elements of 'validation' and 'verification' described in Article 5 EC 852/2004. Validation: assurance that the HACCP system will produce safe food. Verification: implementation of measures to determine compliance with the HACCP Plan.

The current *'record keeping section'* contains various forms which, when completed, will help the business to demonstrate that critical checks are being carried out and this will supplement the FSMS.

A comprehensive and implemented FSMS will help a business to comply with food hygiene regulations, achieve good hygiene ratings (under the FSA's Food Hygiene Rating System) and above all will ensure that all food produced/handled is safe to eat.

2. Instructions on how to use the pack

This pack is an interactive system which requires input from the food business operator (FBO). The FBO will need to look at the steps relevant to their business and decide which controls are critical. This pack will help identify those steps from the flow chart and HACCP control table then choose which controls are necessary. There are some basic definitions that need to be understood before using this pack.

HACCP

A recognised system for managing food safety based on a set of principles including the identification of hazards and implementation of critical controls.

Process Step

Any stage in the food operation, from purchase of ingredients through to serving the customer. Examples include receipt, chilled storage, preparation, cooking, cooling, hot and/or cold service.

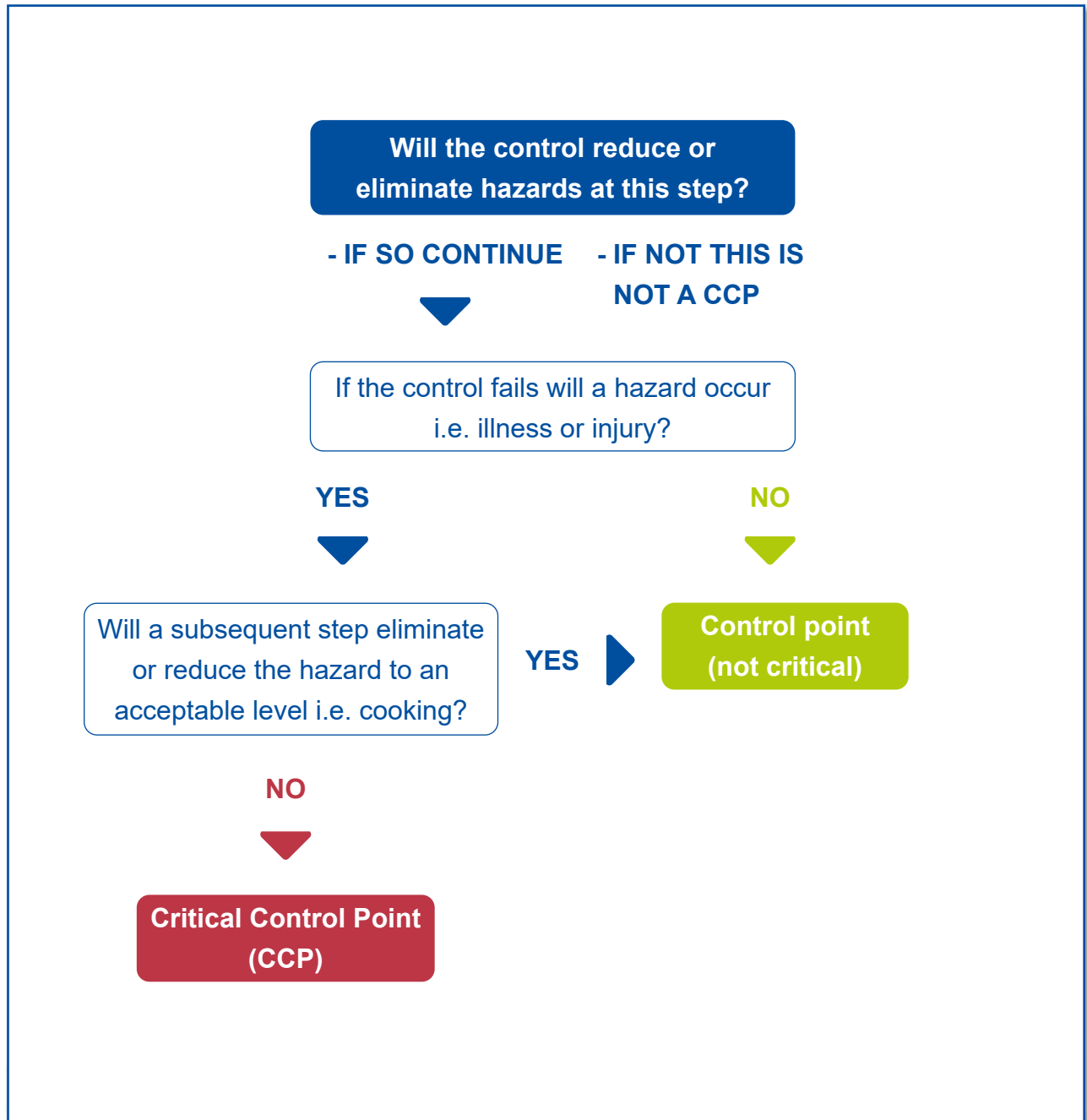
Hazard

Anything that may cause harm to your customers through eating your food – microbiological (e.g. bacteria, viruses), physical (e.g. glass), chemical (e.g. cleaning agent) or allergens (e.g. nuts).

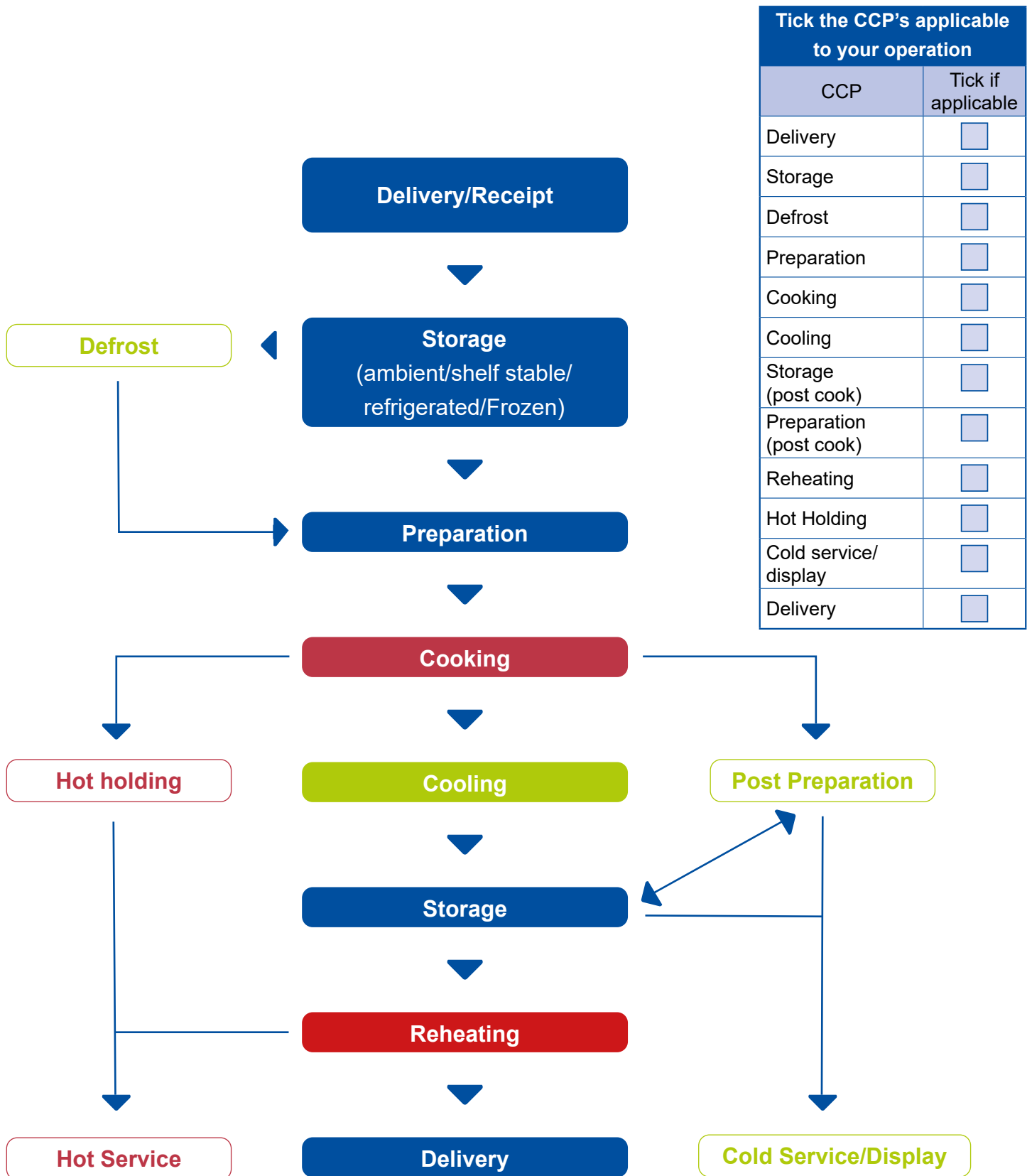
Critical Control Point (CCP)

A step at which control must be applied in order to prevent or eliminate a food safety hazard or reduce it to an acceptable level as it will not be removed at a later step. Examples include cooking to 75°C, the chilled storage of high-risk food, preparation after cooking.

3. Critical Controls Decision Tree (Key steps that will produce safe food)



4. Flow Chart (Process Steps)



5. HACCP Control Chart (Key steps & control measures)

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
1	Purchase & Receipt	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Chilled temperatures. 0-8°C.</p> <p>Correct stock rotation and in house traceability labelling.</p> <p>Supplier assurance.</p> <p>High risk food temperatures including meats, dairy products, fish etc 0-5°C.</p> <p>Visual inspection of foods for evidence of foreign body contamination, damage to packaging.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Supplier control, i.e routine checks on suppliers, supplier questionnaires/audits.</p> <p>Check approval number from suppliers where necessary i.e for meat, fish, dairy products.</p> <p>Quality Checks i.e. visual inspection and check pack integrity on arrival.</p> <p>Temperature monitored where appropriate.</p> <p><u>Corrective Actions:</u></p> <p>Reject delivery if temperature abuse or damaged packaging or out of date.</p> <p>Contact supplier to advise of issues.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
2	Storage (cold holding, frozen storage & dry goods)	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Ensure food is covered wrapped and labelled. Separation between raw/uncooked & RTE foods. All food stored within its use by date.</p> <p>Correct stock rotation and in house traceability labelling.</p> <p>Ensure raw and high risk food (ready-to-eat) is stored separately.</p> <p>Chilled storage temperatures. 0-5°C.</p> <p>Frozen storage -18 to -23°C.</p> <p>Ambient Store 12°C-22°C.</p> <p>Allow for defrost chill storage air temperature of up to 12°C for no more than 30 minutes in a 4 hour period.</p> <p>Storage containers clean and good condition.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Keep ingredients off the floor, strict stock rotation.</p> <p>Visual checks of stored products.</p> <p>Temperatures recorded twice a day</p> <p>Freezer temperature record</p> <p>Chilled temperature record</p> <p>Above 8°C use within 4 hours</p> <p><u>Corrective Actions:</u></p> <p>Discard or further process food not meeting requirements.</p> <p>Where frozen food has defrosted it may be used/cooked on the same day.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
3	Defrosting	Microbiological growth Physical contamination Chemical contamination Allergen contamination	Defrost in fridge/chiller. Chilled storage temperatures 0-8°C. Separation between raw/ uncooked & RTE foods. Protect food from risk of contamination.	CCP Y/N List Actions Taken:	Temperature Monitoring <u>Corrective Actions:</u> Discard or further processing of food not meeting requirements.

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
4	Preparation	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Separation of non RTE and RTE foods. (separate preparation areas/separate equipment).</p> <p>Dedicated utensils and chopping boards use colour coded equipment and dedicated sanitiser bottles.</p> <p>Restrict time high risk foods left at room temperature (max 45 mins).</p> <p>Thoroughly wash fruit, vegetables and salad items.</p> <p>Follow E.coli 0157 guidance to prevent risk of contamination.</p> <p>Cleaning between operations using approved sanitisers (2 stage clean using detergent then sanitiser).</p> <p>Observe manufacturers instructions, including dilution rates & contact times.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Visual monitoring of staff practices during preparation, personal hygiene.</p> <p>Cleanliness of equipment, worktops, utensils etc.</p> <p><u>Corrective Actions:</u> Discard or further process food that does not meet the requirement.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
5	Cooking	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Products must achieve a core temperature of 75°C</p> <p>Temperature monitoring with calibrated and sanitised probe thermometer. Probe inserted into core of food & temperatures recorded.</p> <p>Correctly sanitised equipment used throughout production.</p> <p>Use separate dedicated probe thermometers where possible.</p> <p>Probe thermometers sanitised before use.</p> <p>Regular maintenance checks on all cooking equipment & ensure correctly calibrated.</p> <p>Prior use of cooking oils - ensure no risk of allergen contamination.</p> <p>Consideration of acrylamide risks (extended cooking time at high temperatures).</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Record cooking temperatures (one product from each batch or random throughout the day).</p> <p>Cooking log sheet to be used to record times and core temperatures.</p> <p><u>Corrective Actions:</u> Any food that has not reached 75 °C should be cooked further until it reaches the required temperature.</p> <p>Where there is a risk of allergen contamination the contaminated products must be suitably labelled with updated ingredients.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
6	Cooling	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Temperature monitoring with calibrated and sanitised probe thermometer. Probe is inserted into core using a long probe to record temperatures and recorded on the cooking and cooling log sheet.</p> <p>Cool in small portions at room temperature or alternatively rapid cooling from cooking temperature to ambient temperature.</p> <p>If blast chillers used these may be fitted with automatic alarms which will signal when product has been cooled to the target temperature.</p> <p>Clean environment and food protected from risk of contamination.</p> <p>All food products to be cooled to room temperature within 90 minutes & stored in a fridge. Place under refrigeration as soon as possible.</p> <p>Visual checks.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Cooling log sheet to be used to record times and core temperatures.</p> <p><u>Corrective Actions:</u> Dispose of any food has been left out of appropriate temperature control for too long.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
7	Chilled storage	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Chilled storage temperatures. 0-5°C.</p> <p>Correct stock rotation and in house traceability labelling.</p> <p>Ambient Store 12°C-22°C.</p> <p>Protect food from risk of contamination during storage.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Keep ingredients off the floor, strict stock rotation.</p> <p>Visual quality checks.</p> <p>Temperature monitoring and recording.</p> <p><u>Corrective Actions:</u></p> <p>Dispose of any high risk food that has been left too long at ambient temperatures.</p> <p>Dispose of any food that may have been contaminated or gone out of date.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
8	Reheating	Microbiological growth Physical contamination Chemical contamination Allergen contamination	Fully cook foods to 75°C. Protect food from risk of contamination.	CCP Y/N List Actions Taken:	<u>Corrective Actions:</u> Any food that has not reached 75°C should be cooked further until it reaches the required temperature.

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
9	Service	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Ensure allergen information is correct/reference to allergen matrix and orders under management control.</p> <p>Consider screening/sneeze guards particularly where counters are buffet style or located near to customers.</p> <p>Ensure no risk of contamination from the environment. Do not top up. Replace with cleaned receptacle and fresh food. Use of separate tongs.</p> <p>Cold Display</p> <p>Display high risk food at below 8°C and ideally below 5°C.</p> <p>Where temperature control facilities are not available or cannot achieve target temperatures, apply a 2-hour rule (best practice) and in any case within 4 hours. Foods must be disposed of after this period.</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Record service temperatures during the display period.</p> <p><u>Corrective Actions:</u></p> <p>Dispose of any food has been left out of appropriate temperature control for too long.</p> <p>Dispose of any food that may have been contaminated.</p>

Step 9 continued on the next page

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
9	Service	<p>Microbiological growth</p> <p>Physical contamination</p> <p>Chemical contamination</p> <p>Allergen contamination</p>	<p>Hot Holding</p> <p>Any hot held food for service must maintain a temperature of 63°C or above.</p> <p>Hot held foods falling below 63°C during service must be disposed of after 2 hours or reheated and kept above 63°C.</p> <p>Preheat hot plates.</p> <p>Stir food regularly.</p> <p>Reference to allergen matrix</p>	<p>CCP Y/N</p> <p>List Actions Taken:</p>	<p>Record service temperatures during the display period.</p> <p><u>Corrective Actions:</u></p> <p>Dispose of any food has been left out of appropriate temperature control for too long.</p> <p>Dispose of any food that may have been contaminated.</p>

Step	Process Step	Hazards	Control Measures	Actions	Monitoring/Corrective actions
10	Delivery to customer	Microbiological growth Physical contamination Chemical contamination Allergen contamination	Refrigerated vehicle used to deliver food items if journey's more than an hour. Correct stacking of packed product. Use of cool boxes, ice packs. Journeys within 1 hour otherwise refrigerated vehicles used. Ensure vehicles are clean. Staff Training, Hygiene rules followed.	CCP Y/N List Actions Taken:	<u>Corrective Actions:</u> Dispose of any food has been left out of appropriate temperature control for too long. Dispose of any food that may have been contaminated. Monitor and record delivery temperatures.

6. INFORMATION SHEETS (Critical Controls-CCPs)

- 6.1 Purchase and Receipt
- 6.2 Storage (cold holding, frozen storage and dry goods)
- 6.3 Preparation
- 6.4 Cooking
- 6.5 Chilling
- 6.6 Storage (cold holding)
- 6.7 Post Preparation
- 6.8 Reheating
- 6.9 Service (including chilled/ambient holding/display)
- 6.10 Delivery

6.1 PURCHASE & RECEIPT

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens


Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Chilled temperatures. 0-8°C.</p> <p>Correct stock rotation and in house traceability labelling.</p> <p>Supplier assurance.</p> <p>High risk food temperatures including meats, dairy products, fish etc. 0-5°C.</p> <p>Visual inspection of foods for evidence of foreign body contamination, damage to packaging.</p>	<p>Record temperatures on log sheet.</p> <p>Supplier control, supplier audit. Ensure approved establishment numbers visible relating to any products of animal origin.</p> <p>Quality Checks i.e. visual inspection and check pack integrity on arrival. Temperature monitored where appropriate.</p>
<p><u>Contamination:</u> Ensure separation of Non RTE and RTE foods on delivery.</p>	<p>Visual monitoring</p> <p>Reject contaminated RTE foods</p>
<p><u>Allergen control:</u> Check allergen ingredients and cross reference with allergen matrix.</p> <p>Keep products/ingredients containing allergens away from other products (stored in separate area, enclosed receptacles/lidded containers).</p>	<p>Visual monitoring to ensure no cross contamination between ingredients.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.2 STORAGE (cold holding, frozen storage and dry goods)

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens



Controls	Monitoring/Corrective action
<p><u>Temperature and Stock Control:</u> Correct stock rotation and in house traceability labelling.</p> <p>Planned maintenance of chiller.</p> <p>Allow for defrost chill storage air temperature of up to 12°C for no more than 30 minutes in a 4 hour period.</p> <p>Chilled storage temperatures. 0-5°C. Frozen storage -18 to -23°C. Ambient Store 12°C- to 22°C.</p> <p>Food grade chemicals used to clean units.</p>	<p>Quality checks. Chilled food temperatures recorded twice a day on Chilled temperature record.</p> <p>Above 8°C use within 4 hours or discard.</p> <p>Temperature monitoring and recording (see chiller and freezer record sheet).</p> <p>Where cleaning deficiencies noted – areas to be re-cleaned and disinfected where necessary.</p> <p>Cover food and label foods with use by /discard dates.</p>

Controls	Monitoring/Corrective action
<p><u>Contamination:</u> Raw and ready-to-eat foods should be stored in separate fridges or with effective segregation. Placed away from environmental sources of contamination. Keep ingredients off the floor, strict stock rotation.</p>	<p>Visual monitoring. Where Ready-to-eat foods have been contaminated they will be either re-processed or discarded. Defrosting should be carried out under controlled conditions such as in a fridge/chiller. It must not be carried out at ambient temperature or in hot water.</p>
<p><u>Allergen control:</u> Check allergen ingredients and cross-reference with allergen matrix. Allergen ingredients segregated from other foods. Placed in dedicated area. Cleanliness of equipment/receptacles in contact with food.</p>	<p>Visual monitoring.</p>  <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.3 PREPARATION

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens




Controls	Monitoring/Corrective action
<p><u>Temperature and Stock Control:</u> Preparation should be completed as quickly as possible and in any case aim to restrict time, high risk foods are left at ambient temperature during preparation (i.e max 45 mins).</p>	<p>After 1 hours use or dispose of food.</p>
<p><u>Contamination:</u> Separation of non RTE and RTE foods Separate preparation areas/separate equipment. Consider separate raw meat section.</p>  <p>Dedicated utensils and chopping boards (coloured equipment)</p> <p>Thoroughly wash fruit, vegetables and salad items. Use of colander.</p> <p>Thoroughly clean and disinfect sinks and adjoining areas before and after operations.</p>	<p>Visual monitoring of staff practices during preparation, personal hygiene.</p> <p>Visual monitoring regarding cleanliness of equipment, worktops, utensils.</p> <p>Any contaminated food disposed or safely reprocessed.</p> <p>Ensuring separate areas/equipment</p> 


Controls	Monitoring/Corrective action
<p><u>Follow Cross Contamination guidance to prevent risk of contamination.</u></p> <p>Cleaning before and between operations using approved sanitisers (2 stage clean using detergent then sanitiser).</p> <p>Glass policy.</p> <p>Cleaning schedules.</p> <p>E.coli policy.</p> <p>Sanitiser BS 1276/13697</p> <p>Adequate supplies of sanitiser BS 1276/13697</p> <p>Dedicated aprons, cleaning cloths, disinfectant/sanitiser spray bottles, vacuum packers, mixer/mincer etc.</p>	 <p>Regular washing hands</p> 
<p><u>Allergen control:</u></p> <p>Ensure allergen information is correct/ reference to allergen matrix and orders under management control.</p> <p>Allergen ingredients segregated from other foods. Preparation of food in dedicated area. Area cleared- equipment and surfaces cleaned beforehand.</p> <p>Food protected from risk of contamination and not prepared in the vicinity of allergen ingredients.</p> <p>Cleanliness of equipment in contact with food.</p> <p>If it is not possible to guarantee control of cross contamination, do not offer allergen free foods to customers.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p> <p>Keep foods with allergens separate in dedicated containers</p> 

6.4 COOKING

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Products must achieve a target temperature of 75°C.</p> <p>Temperature monitoring with calibrated, sanitised probe thermometer into core of food and temperature recorded.</p> <p>Ideally cooked food / finished product kept in separate area from non-RTE items.</p> <p>Correctly sanitised tools and equipment used throughout production.</p> <p>Preheat any ovens and check programme controls.</p> <p>Regular maintenance checks on all cooking equipment /monitoring controls.</p> 	<p>Record temperatures on form /log sheet.</p> <p>Daily records signed off by supervisor/kitchen manager/head chef.</p> <p>Temperature probes sanitised before use.</p>  <p>Cook until target temperature achieved.</p> <p>Any food that has not reached 75 °C should be cooked further until it reaches the required temperature.</p> 

Controls	Monitoring/Corrective action
<p>Staff training.</p> <p>Check all equipment and tools, gloves for damage before and during use.</p> <p>Regular maintenance checks on all equipment.</p> <p>Consideration of acrylamide risks (extended cooking time at high temperatures).</p>	<p>Level 2 training minimum for staff and level 3 for managers /supervisors/FBO.</p> <p>Keep records of equipment checks, defects and remedial action.</p>
<p><u>Contamination:</u></p> <p>Separate utensils & designated areas for raw & cooked/RTE product.</p> <p>Colour coded equipment including chopping boards.</p> <p>Separate spatulas/tongs for raw/cooked foods i.e burgers, chicken etc.</p> 	<p>Any contaminated food disposed or safely reprocessed.</p>
<p><u>Allergen control:</u></p> <p>Upon notification of allergen free meal clear/clean surface, use newly cleaned equipment and/or dedicated equipment.</p> <p>Wash hands before and after handling food.</p> <p>Keep allergens away from cooked finished product (stored in separate area, enclosed receptacles/lidded containers).</p> <p>Cleanliness of cooking equipment, ovens, griddles, pans etc.</p> <p>Use of separate/dedicated equipment i.e spatulas.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.5 COOLING

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Products to be cooled to room temperature within 90 minutes & placed in a fridge immediately.</p> <p>Visual checks.</p> <p>Probe inserted into core of food & record temperatures recorded on the cooking and cooling log sheet.</p> <p>Cool in small portions at room temperature or alternatively rapid cooling from cooking temperature to ambient temperature.</p> <p>Clean environment. No open windows unless fly screens in place.</p> <p>If blast chillers used these may be fitted with automatic alarms which will signal when product has been cooled to the target temperature.</p>	<p>Record cooling temperatures on temperature log.</p> <p>If not cooled correctly dispose of food unless it can be reprocessed safely i.e reheated or consumed immediately.</p>
<p><u>Contamination:</u> Store in location free from risk of contamination.</p> <p>After cooling ensure food is covered and labelled with a use by date.</p>	<p>Any contaminated food disposed or safely reprocessed.</p>

Controls	Monitoring/Corrective action
<p><u>Allergen control:</u> Allergen ingredients are segregated from other foods. Cooling of food in dedicated area.</p> <p>Area cleared- equipment and surfaces cleaned beforehand.</p> <p>Food protected from risk of contamination and not cooled in the vicinity of allergen ingredients.</p> <p>Cleanliness of equipment/receptacles in contact with food.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.6 STORAGE (Cold Holding)

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p>Correct stock rotation and in house traceability labelling.</p> <p>Planned Maintenance of chiller.</p> <p>Allow for defrost chill storage air temperature of up to 12°C for no more than 30 minutes in a 4 hour period.</p> <p>Chilled storage temperatures. 0-5°C.</p> <p>Food grade chemicals used to clean units.</p>	<p>Quality checks.</p> <p>Chilled food temperatures recorded twice a day on chilled temperature record.</p> <p>Temperature monitoring and recording (see chiller and freezer record sheet)</p> <p>Record discarded produce on recording sheet.</p>
<p><u>Contamination:</u></p> <p>Raw and ready-to-eat foods stored in separate refrigerators or effectively segregated.</p> <p>Placed away from environmental sources of contamination.</p> <p>Keep stored food off floor.</p>	<p>Visual monitoring.</p>

Controls	Monitoring/Corrective action
<p><u>Allergen control:</u> Check allergen ingredients and cross-reference with allergen matrix.</p> <p>Allergen ingredients segregated from other foods or placed in dedicated area.</p> <p>Cleanliness of equipment/receptacles in contact with food.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.7 POST PREPARATION (Further preparation after cooking)

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Preparation should be completed as quickly as possible and in any case aim to restrict time high risk foods are left at ambient temperature during preparation (i.e max 45 mins).</p>	<p>After 1 hours use or dispose of food.</p>
<p><u>Contamination:</u> Separation of non RTE and RTE foods. (separate preparation areas/separate equipment). Dedicated utensils and chopping boards used (coloured equipment). Thoroughly wash fruit, vegetables and salad items. Follow Cross Contamination guidance to prevent risk of contamination. Cleaning before and between operations using approved sanitisers (2 stage clean using detergent then sanitiser). Glass policy. Cleaning schedules. E.coli policy. Sanitiser BS 1276 / 13697.</p>	<p>Visual monitoring of staff practices during preparation, personal hygiene. Visual monitoring re cleanliness of equipment, worktops, utensils. Any contaminated food disposed or safely reprocessed.</p>

Controls	Monitoring/Corrective action
<p><u>Allergen control:</u> Ensure allergen information is correct/ reference to allergen matrix and orders under management control.</p> <p>Allergen ingredients segregated from other foods. Preparation of food in dedicated area. Area cleared- equipment and surfaces cleaned beforehand.</p> <p>Food protected from risk of contamination and not prepared in the vicinity of allergen ingredients.</p> <p>Cleanliness of equipment in contact with food.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.8 REHEATING

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Products must achieve a target temperature of 75°C.</p> <p>Temperature monitoring with calibrated and sanitised probe thermometer. Probe is inserted into core.</p> <p>Cleaning Schedules followed.</p> <p>Personal hygiene rules followed</p> <p>Staff training, wash hands.</p> <p>Check all equipment and tools, gloves for damage before and during use.</p> <p>Regular maintenance checks on all equipment.</p>	<p>Record temperatures on log sheet.</p> <p>Reheat until specified temperature achieved.</p>
<p><u>Contamination:</u> Keep away from potential sources of contamination.</p>	<p>Visual monitoring.</p> <p>Any contaminated food to be safely re-processed or disposed of.</p>
<p><u>Allergen control:</u> Allergen ingredients segregated from other foods. Placed in dedicated area.</p> <p>Cleanliness of equipment/receptacles in contact with food.</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.9 SERVICE (including chilled/ambient holding/display, hot holding.)

HAZARDS

- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> Chilled products to be held 8°C or below. If this cannot be achieved then hold for two hours then discard.</p> <p>High risk food kept below 8°C. Where temperature control facilities are not available or cannot achieve target temperatures, apply a 2-hour rule (best practice) and in any case within 4 hours. Foods must be disposed of after this period.</p> <p><u>Hot Holding:</u> Any hot held food for service must maintain a temperature of 63°C or above. Hot held foods falling below 63°C during service must be disposed of after 2 hours. Preheat hot plates. Stir food regularly. Do not top up. Replenish with clean container of fresh food.</p>	<p>Record temperatures on form.</p> <p>2 hour rule monitored and recorded where equipment does not maintain product below 8°C.</p> <p>Dispose of product not maintaining specified temperatures.</p> <p>Hot food must be kept at 63°C or above, except for certain exceptions. If it is not possible i.e hot holding equipment is not available or is not capable of keeping food above this temperature then the food can be held below 63°C but only for a maximum of two hours, but this can only be done once.</p>

Controls	Monitoring/Corrective action
<p><u>Contamination:</u> Store in location free from risk of contamination.</p> <p>Food protected where possible. Consider screening/sneeze guards particularly where counters are buffet style or located near to customers.</p> <p>Clean equipment.</p>	<p>Visual monitoring.</p> <p>Any contaminated food to be safely re-processed or disposed of.</p>
<p><u>Allergen control:</u> Ensure allergen information is correct/ reference to allergen matrix and orders under management control.</p> <p>Allergen ingredients segregated from other foods.</p> <p>Food protected from risk of contamination.</p> <p>Final check on allergens before serving-if necessary consult allergen matrix.</p> <p>Cleanliness of equipment in contact with food.</p> <p>Designated tongs replaced on a regular basis.</p> <p>Allergen labelling for foods pre packed for direct sale (PPDS).</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>

6.10 DELIVERY


HAZARDS


- Presence of pathogens (bacteria, viruses and moulds) multiplication, toxin formation
- Physical contamination
- Chemical contamination
- Cross-contamination
- Presence of allergens

Controls	Monitoring/Corrective action
<p><u>Temperature:</u> High risk food should be kept below 8°C.</p> <p>Refrigerated vehicle used to deliver food items if journeys more than an hour otherwise use cool boxes/ice packs.</p> <p>Refrigerated vehicle temperatures below 8°C. Hot deliveries kept above 63°C.</p>	<p>Carry out temperature checks for journeys over 1 hour.</p>
<p><u>Contamination:</u> Non RTE and RTE foods are stored in separate refrigerators or with effective segregation.</p> <p>Correct stacking of packed product.</p> <p>Visual inspection of vehicle.</p> <p>Cleaning Schedule for despatch vehicle followed.</p> <p>Planned Maintenance of vehicles.</p> <p>Company Hygiene and housekeeping Policy/ Cleaning Schedule followed/Pest Control/ Site glass and brittle material policies.</p> <p>Food grade chemicals used in vehicle only Vehicle has no strong taints or odours.</p>	<p>Visual monitoring.</p> <p>Keep foods off the floor, strict stock rotation.</p>


Controls	Monitoring/Corrective action
<p><u>Allergen control:</u> Check allergen ingredients and cross-reference with allergen matrix.</p> <p>Allergen ingredients segregated from other foods.</p> <p>Allergen labelling required (Food delivery platforms, takeaway deliveries & customer collections).</p>	<p>Visual monitoring.</p> <p>Where cross contamination has occurred (eg due to spillages etc) any contaminated ingredients to be re-labelled or discarded if they cannot be used safely.</p>


7 Food Safety Pre-Requisites (Basic safety/hygiene requirements)


Prerequisite	Requirements & Action Taken
<p>Suitability of premises and provision of services.</p> 	<p>Premises is 'fit for purpose', has sufficient space to carry out operations, the layout supports safe practices, surfaces are impervious and able to be effectively cleaned. Sufficient wash hand basins, sinks, preparation surfaces. (Plan of premises). Sufficient ventilation (natural or mechanical) with flow from clean to dirty zones. Effective pest proofing measures in place.</p> <p>The structure including floors and walls should be smooth , impervious and readily cleansable. Preparation tables/counters ideally made of stainless steel or a hardwearing food grade laminate.</p> <p>Sufficient lighting to enable hygienic operations.</p> <p>Supply of potable water and suitable drainage.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
<p>Wash hand basins (WHB)</p> 	<p>Suitable number of wash hand basins should be installed with at least one in the food preparation area. The basin or sink must have hot and cold water (or mixed at a suitable temperature) and soap (preferably liquid or spray soap). You need to provide something to dry hands with, ideally paper towels, which are used once and then thrown away. In larger kitchens where there are more complex operations there should be dedicated WHB's in each area i.e Butchery, raw veg prep, RTE prep .</p> <p>Toilets should have their own dedicated WHB(s).</p> <p>WHB(s) should be non-hand operated.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
<p>Washing food and equipment</p>	<p>Ideally use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly.</p> <p>If you do not have a dishwasher, wash plates, equipment, etc, in hot soapy water using detergent and rinse.</p> <p>Separate sinks should be used for washing equipment.</p> <p>There should be dedicated sinks for washing food (use a colander wash salads).</p> <p>If you have to use the same sink for all activities, the water must be changed and the sink (including all taps/fittings) must be thoroughly cleaned and disinfected using a two stage clean between uses.</p> <p>Rinse thoroughly after washing with hot water to remove detergent.</p> <p>Ensure you wash anything contaminated with raw meat/soil separately.</p> <p>Anything contaminated with raw meat, soil etc including containers, equipment, chopping boards must be washed separately and disinfected. Contaminated work surfaces and hand contact points such as fridge door handles must also be cleaned and disinfected.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
<p>Personal Hygiene</p> 	<p>To keep food safe, every person working in a food-handling area must maintain a high level of personal hygiene.</p> <p>They must wear clothing that is:</p> <ul style="list-style-type: none"> • suitable • clean • protective <p>When preparing or handling food they should:</p> <ul style="list-style-type: none"> • keep hair tied back and wear a suitable head covering, e.g. hat or hair net • not wear watches or jewellery (except a wedding band) • not touch their face and hair, smoke, spit, sneeze, eat or chew gum <p>Handwashing</p> <p>Effective handwashing is extremely important to help prevent harmful bacteria from spreading from peoples' hands. All staff that work with food must wash their hands:</p> <ul style="list-style-type: none"> • when in the kitchen or preparation area • before preparing food • after touching raw food • after handling food waste or emptying a bin • after cleaning • after blowing their nose • after touching phones, light switches, door handles and cash registers <p>Staff should dry their hands on a disposable towel. This is because harmful bacteria can spread on wet or damp hands. Use a disposable towel to turn off the tap.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
<p>Equipment suitability</p>	<p>The surfaces of equipment in contact with food should be smooth, impervious and readily cleansable. The equipment facilitates cleaning, disinfection and maintenance. Food contact surfaces do not affect or affected by the cleaning system.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>Details of Action Taken</p>	
<p>Calibration</p>	<p>Equipment used for measuring and monitoring i.e. temperature probes sufficiently accurate and reliable to provide confidence in results.</p>
<p>Details of Action Taken</p>	
<p>Stores/Warehousing</p>	<p>Storage facilities for raw materials, including packaging, in-process product, and finished products is fit for purpose and do not pose any contamination risk.</p>
<p>Details of Action Taken</p>	
<p>Pest Control</p> 	<p>Pest control programme in place to minimise risk of infestation. Effective pest proofing. Daily checks / appropriate treatments in place. Consider preventative pest control contract. Effective cleaning and hygiene practices. Staff trained to identify pest activity.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
<p>Control of Refuse</p>	<p>Ensure food waste and other refuse is effectively disposed of. Lids closed and bins regularly emptied. Waste transfer notes kept on site details of Action Taken</p> <div data-bbox="555 510 1497 887">  </div>
<p>Details of Action Taken</p>	
<p>Preventative maintenance</p>	<p>Maintenance programmes in place for plant / equipment especially critical equipment (fridges, freezers, cooking equipment), essential services such as gas, electricity and water. Activities prevent contamination and reduce potential for breakdowns.</p>
<p>Details of Action Taken</p>	

Prerequisite	Requirements & Action Taken
Contract services (i.e. waste/laundry)	Contract services meet the requirements of business, prevent contamination of products or production areas.
Details of Action Taken	
Glass and plastic management	Glass / brittle materials excluded where possible. Where they are present action taken to protect against breakage.
Details of Action Taken	
Distribution	Vehicles / containers used to transport products do not present a risk to the safety / quality of the products. Vehicles clean. Non-RTE and RTE foods separated. Ensure food is held at the correct temperature and/or journeys time limited.
Details of Action Taken	
Measures to prevent cross-contamination	<p>Systems in place to prevent, control and detect contamination (i.e. physical, chemical, allergen and microbiological). Colour coded equipment, dedicated equipment, separate areas for raw and RTE food.</p> <p>Hand Washing before and during handling and preparation of foods.</p> <p>Bought in items such as sauces, spices and menu items checked for allergenic ingredients.</p>
Details of Action Taken	
Cleaning and sanitising	Cleaning schedules in place, clean as you go policies implemented. Systems in place to monitor suitability and effectiveness of cleaning and sanitising. 2 stage cleaning to prevent E coli 0157 Risks, correct disinfectants / sanitisers used (BS EN 1276 and/or 13697). (COSHH risk assessments). Follow manufacturers instructions.
Details of Action Taken	
Supplier assurance	All suppliers identified (including those for packaging) and checked to ensure they supply safe food.
Details of Action Taken	

Prerequisite	Requirements & Action Taken
Receipt	Packaging fit for purpose, storage of packaging should be considered to lower the risk of contamination and deterioration. Correct labelling (use by dates, ingredients & allergens). Ensure temperature control of high risk foods.
Details of Action Taken	
Traceability	Systems in place to trace all raw material product lots (including packaging) from the supplier through all stages of processing and despatch to the customer and the reverse (i.e. traceability from the customer back to the suppliers of the raw materials).
Details of Action Taken	
Product recall and withdrawal	System in place to identify, locate and withdraw unsafe food from the market/customer.
Details of Action Taken	
Personnel hygiene and employee facilities	Good hygiene practices followed. Staff understand the risk of cross contamination to food products and take appropriate actions to minimise risk. All personnel, visitors and contractors comply with personal hygiene requirements.
Details of Action Taken	
Return to work after illness	Action taken to minimise the risk of product becoming contaminated by personnel returning to work. No return to work until 48 hours after last symptoms or until medical exclusion complete/clearance received.
Details of Action Taken	
Training	Food handlers and managers competent for their role. Evidence of this demonstrable through training, work experience or qualification i.e. Level 2 Food Safety (Level 3 for Managers & Supervisors). Allergen training to be included.
Details of Action Taken	

Prerequisite	Requirements & Action Taken
Standard Operating Procedures (SOPs)	Operate to documented procedures / instructions ensuring production of consistently safe food in compliance with the HACCP. See guidance for vacuum packing, Sushi, low temperature cooking, allergens at the end of the pack.
Details of Action Taken	
Document control	System in place to ensure that only the most recent versions of documents and forms are available and in use. Food safety management system reviewed on a regular basis and when there are any changes to the operation.
Details of Action Taken	
Customer complaints	Customer complaints effectively addressed and analysed. Information gathered used to identify cause of complaint to enable cause to be remedied.
Details of Action Taken	
Product information/ consumer awareness	Information presented to consumers in accordance with the Food Information Regulations and HACCP requirements.
Details of Action Taken	

8 RECORD SHEETS

The 'All in one record' at the back of this section covers the majority of critical checks for smaller operations but businesses that are more complex may wish to use the more detailed recording forms.

The level of detail required when completing sections will be dependent on the size of the business and the food safety risks.

It is a legal requirement to demonstrate that critical controls relevant to your business are being monitored. These 'prove it' records contained within this section give enhanced assurance that checks are being carried out.

The '*Record Keeping Section*' contains various forms which, when completed, will help the business to demonstrate that critical checks are being carried out.

Example Record Sheets:

1. Delivery Record
2. Cold Food Record
3. Hot Temperature Record
4. Allergen Matrix
5. Allergen Management House Rules
6. All in one Record

8.1 DELIVERY RECORD

Decide how many food items you will probe or check per delivery

Best before date	Temp	Corrective Action	Initials

Have the corrective actions been carried out?	Date checked by Manager/Supervisor	Initials
Yes / No / Not Applicable (delete as applicable)		

Please note:

High risk chilled food delivered below 8°C (ideally 5°C or below)

All food protected from risk of contamination

8.2 COLD FOOD RECORD

Temperature of Refrigerator/Chill/Cold Display - RECOMMENDED TWICE PER DAY Function/Temperature of Freezer - RECOMMENDED ONCE PER DAY										Month:	
UNIT											
DATE											
1st											
2nd											
3rd											
4th											
5th											
6th											
7th											
8th											
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26th											
27th											
28th											
29th											
30th											
31st											

Write your Critical Limits here:

	Critical Limit	Notes	Corrective Action Examples:	
Refrigerator(s)			<ul style="list-style-type: none"> • Recheck temperature • Consider if food is safe to use • Dispose of food which may be contaminated • Review staff training • Call the engineer 	
Chill(s)				
Cold Display(s)				
Freezer(s)				
Have the corrective actions been carried out?		Date checked by Manager/Supervisor:		Initials
Yes / No / Not Applicable (delete as applicable)				

Fridges below 5°C (legal limit below 8°C). Take corrective action if above critical temperatures.

Freezers -18°C

8.3 HOT TEMPERATURE FOOD RECORD

Decide which food items you check per day. NB Foods cooked to a core temperature of 75°C/Cooled within 90 minutes















		COOKING			COOLING		REHEATING	CORRECTIVE ACTION	
Date	Food Items Core	Time Started Cooking	Time Finished Cooking	Core Temp	Time Started Cooling	Time Finished Cooling	Core Temperature	Action Taken	Initials

Write your Critical Limits here:

	Critical Limit	Notes	Corrective Action Examples:
Cooking			<ul style="list-style-type: none"> • Continue cooking until your specified temperature is achieved • Consider if food is safe to use/dispose of food which may be contaminated
Cooling			<ul style="list-style-type: none"> • Consider if food is safe to use/dispose of food which may be contaminated • Revise cooling procedure/review staff training
Reheating			<ul style="list-style-type: none"> • Continue reheating until your specified temperature is achieved • Review staff training
Have the corrective actions been carried out?	Date checked by Manager/Supervisor		Initials
Yes / No / Not Applicable (delete as applicable)			

8.4 ALLERGEN MATRIX

Write a list of the food used in your business which contains these allergens

Dishes														
	Celery	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts [†]	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
Tuna Salad [example]	✓			✓	✓		✓		✓					

Dishes and their allergen content

(Note – Please state the name of the cereal(s) containing gluten* and/or the name of the nut(s)[†])

Review date:

Reviewed by:

You can find this template, including more information at www.food.gov.uk/allergy-guidance

8.5 ALLERGEN MANAGEMENT HOUSE RULES

Enter a statement of your Allergen Management House Rules in the table below:

Describe your Control Measures and Critical Limits and the Monitoring including frequency	
Deliveries and labels	
Storage	
Preparing dishes	
Staff Training	
Communicating with your customers	
What to do in the event of an emergency	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly Record

Name: <i>(Print)</i>	Signature:	Job Title:	Date

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

8.6 ALL-IN-ONE RECORD

<p>To be completed daily and used as an alternative to the individual records: 'Delivery Record', 'Cold Food Record', 'Hot Temperature Record', 'Hot Holding Record' and 'Off Site Temperature Record'</p>			
<p>DELIVERIES – You decide how many food items should be probed in each delivery</p>			
Supplier's name			
Details of food items			
Van condition • Cleanliness • Separation of Raw and Cooked / Ready-to-eat food			
Food temperature • Critical Limit - Chilled: • Critical Limit – Frozen:			
Food condition • Packaging/Contamination			
Within date codes • 'Use-by' or 'Best-before'			
Corrective Actions • Reject Food • Review supplier • Review staff training			

ALL-IN-ONE RECORD (contd)

COLD FOOD RECORD								
Refrigerators/Chill/Cold Display • Critical Limit	Unit		Unit		Unit		Unit	
Temperature checks (Recommended twice daily)	AM	PM	AM	PM	AM	PM	AM	PM
Freezers • Critical Limit	Unit		Unit		Unit		Unit	
Function checks (Recommended once daily)								
Corrective Actions • Recheck Temperature • Move food to alternative and suitable chilled storage • Consider if food safe to use or discard • Review staff training								
HOT TEMPERATURE RECORD – NB Foods cooked to a core temperature of 75°C/Cooled within 90 minutes								
Write Your Critical Limit for Cooking here:								
Write Your Critical Limit for Cooling here:								
Write Your Critical Limit for Reheating here:								
Food Item	COOKING			COOLING		REHEATING		
	Time Started Cooking	Time Finished Cooking	Core Temp	Time Started Cooling	Time Finished Cooling	Core Temperature		

ALL-IN-ONE RECORD (contd)

<p>Corrective Actions:</p> <p>Cooking:</p> <ul style="list-style-type: none"> • Continue cooking until 75oC is achieved • Consider if food is safe to use/dispose of food which may be contaminated <p>Cooling:</p> <ul style="list-style-type: none"> • Consider if food is safe to use/dispose of food which may be contaminated • Revise cooling procedure/review staff training <p>Reheating</p> <ul style="list-style-type: none"> • Review staff training 	<p>Notes:</p>
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HOT HOLDING RECORD AND/OR OFF SITE TEMPERATURE RECORD

You determine the monitoring frequency in your Temperature Control House Rules

Write Your Critical Limit for Hot Holding and/or Off Site Temperatures:

Food Item	Core Temp	Time of Check

<p>Corrective Actions:</p> <ul style="list-style-type: none"> • Consider if food is safe to use 	<p>Notes:</p>
<p>Manager/Proprietor's Signature:</p>	<p>Date</p>