

Food Safety Hazard Analysis			
Unit Name			Unit Number
Unit Address			
Implementation	Date	Signed	
Year 1 Review	Date	Signed	
Year 2 Review	Date	Signed	
Year 3 Review	Date	Signed	
Year 4 Review	Date	Signed	

The Compass Group Food Safety Hazard Analysis is based upon the Codex Alimentarius 7 Principles of HACCP, 3rd edition 2003, which is a recognised food safety management system

The purpose of this document is to identify what specific food safety hazards are present at each process step of your catering operation and determine what controls are required to be in place to prevent or minimise food safety hazards from occurring

It is the responsibility of the Unit Manager or Head Chef to complete the Hazard Analysis for each catering premises

Hazard Analysis Review

The site specific Hazard Analysis pack is to be formally reviewed:

- Every 12 months, or
- Following a change of food operation (e.g. new cooking method / new equipment / additional food services)
- A new unit manager / head chef

To formally review the site specific Hazard Analysis document the unit manager or head chef should undertake the following steps

- Check the generic food flow diagram to ensure all stages of the food operation relevant to your unit have been identified correctly
- Ensure a Hazard Analysis chart is provided for each stage identified
- Read and satisfy yourself that all control measures listed within each Hazard Analysis chart are implemented correctly within your unit
- Re-date and sign

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Document Owner	Food Safety	Date of Issue	February 2022
Classification	Internal Use	Version No	03

Food Safety Hazard Analysis Record

1: Receipt & Delivery

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Inherent contamination - Bacterial growth - Cross contamination	Check the temperature of one product per chilled and frozen food delivery Chilled Foods +1°C to +5°C Frozen Foods -18°C Use a dedicated probe thermometer when checking the temperature of chilled and frozen deliveries, Place goods into chilled and frozen storage without delay Follow good personal hygiene rules and wash hands after handling delivery	Chilled foods = max +8°C (+5°C Healthcare & ROI) Frozen foods = -15°C to -18°C	Complete Food Delivery Record Check shelf life dates and condition of food Check separation of ready-to-eat and raw foods Check that only products from authorized suppliers are used Complete Country of Origin record – Ireland only	Reject Chilled Foods greater than +8°C Reject Frozen Foods less than -15°C Discard unauthorized food products Reject any product past its Use By date or if unsatisfactory quality & advise Foodbuy
Physical contamination	Carry out inspections of food deliveries for dented, split, damaged packaging / mould / odours / discolouration / pest activity		Check packaging for obvious signs of pest damage	Reject unsatisfactory products & advise Foodbuy (Commercial Team in Ireland)
Chemical contamination	Carry out inspections of food deliveries for signs of discolouration of packaging and chemical odours		Check packaging for obvious signs of damage	Reject unsatisfactory products & advise Foodbuy (Commercial Team in Ireland)
Allergens	Only purchase goods from authorised suppliers Check for potential cross contamination		Check packaging is intact and no obvious signs of damage	Reject unsatisfactory products & advise Foodbuy (Commercial Team in Ireland)

Site Specific Actions	
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The above control measures and monitoring procedures are implemented within my unit	
Name	Date

Also refer to the following Good Hygiene Practice guides for additional guidance: Training / Food Storage / Pest Control / Food Labelling & Shelf Life / Cross Contamination

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2: Food Storage

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Cross contamination	Maintain the temperature of all chilled and frozen foods: +1°C to +5°C -18°C - -23°C Use all foods within shelf life date In unit frozen food must be used within 6 months (3 months in Ireland). Use first in / first out, when storing chilled foods After opening, adequately label and store foods in accordance with manufacturers' instructions Separate raw foods, unwashed salads, fruit and vegetables	Chilled foods maximum storage temp = +8°C (max +5°C Ireland & Healthcare) Frozen foods minimum storage temp = -18°C Do not exceed use-by dates / discard on dates	Complete Opening and Closing Checklist Check refrigerator temperatures (minimum) twice daily and record on Refrigerator / Freezer Temperature record Check freezer temperatures once daily using between pack temperature readings and record on Refrigerator / Freezer Temperature record	If temperature exceeds critical limit, keep door closed and re-check after 1 hour. If still out of range, then follow Refrigerator and Freezer Breakdown section in GHP 6: Food Storage Request maintenance for defective equipment. Discard contaminated or date expired foods.
Physical contamination	Ensure all foods (including unit produced) are correctly labelled, wrapped and stored off the floor Maintain food stores, containers and equipment in a clean condition Keep all fridges, freezers and ambient shelving clean and in good condition Maintain premises free from pest infestation		Check premises are free from pest activity Check condition of catering equipment Complete Opening and Closing Checklist	If any evidence of pests, contact your pest control provider and follow the Pest Escalation Process in GHP 3: Pest Control Report any defective equipment and remove from use Discard any contaminated foods.
Chemical contamination	Use only approved chemical products for cleaning Store all cleaning chemicals away from food storage areas		Complete Opening and Closing Checklist	Discard any contaminated foods.
Allergens	Segregate items containing allergens once opened and store securely in lidded containers Complete an allergen risk assessment for the premises		Complete Opening and Closing Checklist	Discard any cross contaminated foods

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3: Food Preparation

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Cross contamination	All food handlers to wear suitable and clean uniform and employ effective handwashing techniques. Hair coverings to be worn where high risk food preparation is undertaken Hold high risk foods at ambient temperature for the shortest possible time Prepare raw / ready to eat foods separately or separate by time Use separate / designated equipment for raw and ready-to-eat (RTE) foods. Clean + sanitise surfaces, equipment and sinks between preparation of raw and RTE food Use separate complex equipment for preparation of either raw or RTE food Only use pasteurized egg in raw or lightly cooked foods Pre-chill ambient meat / fish / pulses for use in sandwiches	Keep ready-to-eat foods at ambient temperature for a single period not exceeding 2 hours	Complete Opening and Closing Checklist Check personal hygiene Check handwashing Check separation of raw and ready-to-eat food Check temperature control of food under refrigeration	Discard any contaminated food. Retrain food handlers Increase monitoring frequency
Physical contamination	Prevent exposure of food to physical contamination Check work surfaces and equipment for damage before food preparation		Check equipment before use for possible physical contamination Complete Opening and Closing Checklist	Discard any contaminated food. Report any defective equipment and remove from use
Chemical contamination	Wash salads, fruit and vegetables intended to be consumed without cooking. Store cleaning chemicals away from food prep areas		Check chemical storage Check food washing Complete Opening and Closing Checklist	Discard any contaminated food. Retrain food handlers Increase monitoring
Allergens	Adhere to authorised recipes and ingredients Avoid Allergen cross contamination Use separate equipment to prepare allergen free foods	Provide accurate allergen report for all menu items	Accurate allergen report to be made available for all menu items Check sources of allergenic contamination	Review menu and recipes for compliance

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4: Defrosting

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Cross contamination	Defrost In Refrigerator <ul style="list-style-type: none"> Defrost food in refrigerator operating between +1C to +5°C Once fully defrosted label with 72hrs shelf life or follow manufacturer's instructions (24 hours in Ireland) Defrost raw meat or poultry in the bottom of a refrigerator. Separate raw foods from cooked/ready-to-eat foods Defrost at Room Temperature <ul style="list-style-type: none"> Do not defrost high risk foods at room temperature unless manufacturers' instructions stipulate. Defrost foods in suitable food grade containers Cook and serve immediately upon defrost Defrost in Microwave <ul style="list-style-type: none"> Use a microwave oven only when the food is to be immediately cooked or served. Use suitable microwave container Never refreeze defrosted foods.	+1C to +5°C 72hrs (24 hours in Ireland) shelf life or manufacturers issued Use By date	Check foods are completely defrosted prior to cooking or service Complete defrosting HACCP record (Ireland Only)	Continue defrosting until foods are fully defrosted
Physical contamination	Defrost in a covered container Ensure when defrosting at room temperature the location is away from any physical or chemical contamination sources		Complete Opening and Closing Checklist	Destroy any food believed to be contaminated
Chemical contamination	Ensure when defrosting at room temperature the location is away from any physical or chemical contamination sources		Check chemical storage Complete Opening and Closing Checklist	Destroy any food believed to be contaminated
Allergens				

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Also refer to the following **Good Hygiene Practice** guides for additional guidance:
Defrosting / Cooling & Re-heating / Cross Contamination / Personal Hygiene

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5: Vac Packing

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Spore formation & toxin production - Bacterial survival - Cross contamination	Only persons trained and authorized in use of Vacuum Packers to use equipment Vacuum Packing machines are to be dedicated for use on raw or cooked/ready-to-eat food only. The use for both raw and cooked is prohibited. No cooked/ready to eat foods to come in contact with vacuum packing machine for raw foods. Each machine should be clearly marked "For Raw Food Only" or "For Ready-to-Eat Food Only" Clean and sanitise machine thoroughly before and after each use and according to the manufacturers' instructions sanitiser contact time with machine must be adequate and in accordance with manufacturers' instructions Maintain interior and exterior of equipment in clean condition. Operate 'clean as you go' routine Ensure Food is labelled once packed	Chilled in-unit produced - label and use up to 7 days from production (3 days in Ireland). Chilled bought in - label according to manufacturer's instructions Frozen Label and use within 6 months (3 months in Ireland), including day of preparation Do not exceed shelf life	Complete Cleaning Record daily and verify standards by visual inspection Briefing/ Training records Maintenance records Visually check condition of equipment Operate equipment in accordance with manufacturers specifications where applicable Supervision of use. Periodic checks on labelling standards	Clean and sanitise machine before use. Request maintenance for defective equipment Inform Manager if controls cannot be met.
Physical contamination	Machine to maintained with a Planned, Preventative and Reactive Maintenance contract in place			
Chemical contamination				
Allergens				

Site Specific Actions	
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6: Cooking				
Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Cross contamination	Cook to a core temperature of +75°C for 30 seconds Never undercook rolled, minced, pork or lamb. The outer surface of whole cuts of meat to be browned and sealed before serving Restrict joint size to 2.5 kg Certain fish dishes may be cooked to a lower temperature Use probe thermometer to check the core temperature of all protein items or visually check where appropriate, e.g. fried eggs Ensure the probe is sanitised between uses.	Core temperature of +75°C (unless dish-specified).	Check and record core cooking temperatures. Complete Food Production Temperature Record for all main protein dishes Always ensure you: <ul style="list-style-type: none"> Probe the thickest part of the meat. Check several batches where batch cooking is employed Highlight rare meat and fish cooked to lower temperature on Food Production Temperature Record Use visual cooking checks for items such as bacon, pizza and eggs	Continue to cook until +75°C achieved.
Physical contamination	Where appropriate cover foods during the cooking process Check equipment for signs of damage before commencing cooking process Do not use defective equipment. Take out of use and report defect.		Check cooking equipment before use for sources of physical contamination Check the cooking container used is in good condition Check protective clothing	Discard any contaminated food. Retrain food handlers Use alternative cooking methods if defective equipment found
Chemical contamination	Store cleaning chemicals away from food prep areas Follow cooking guidance in GHP 9 regarding Acrylamide prevention	Only cook starch-based foods to a golden yellow colour	Check chemical storage Complete Closing Checklist Visually check during cooking process	Discard any overcooked / brown / burnt foods
Allergens	Control exposure of food to allergenic cross contamination. Use separate equipment for known allergen free foods			

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Also refer to the following Good Hygiene Practice guides for additional guidance: [Cooking](#) / [Cross Contamination](#) / [Personal Hygiene](#) / [Allergens](#) / [Food Labelling & Shelf Life](#) / [Cleaning](#)

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Food Safety Hazard Analysis Record

8: Re-Heating

Food Safety Hazards	Control Measures	Critical Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Follow manufacturers' instructions where applicable for re-heating ready to eat foods Reheat foods rapidly Re-heat and serve foods immediately or hold above 63°C	Core temperature of +75°C (England, Wales Northern Ireland and Republic of Ireland) for 30 seconds Core temperature of +82°C in Scotland for 30 seconds Never reheat foods more than once	Check and record core temperature of all reheated foods on completion of reheating. Check several batches if batch cooking employed	Continue to reheat to +75°C (+82°C in Scotland)
Physical contamination	Where appropriate cover foods during the re-heating process Check equipment for signs of damage before commencing re-heating process Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination Check re-heat container used is in good condition	Discard any contaminated food. Retrain food handlers Use alternative cooking methods if defective equipment found
Chemical contamination	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage Complete Opening and Closing Checklist	Discard any contaminated food.
Allergens	Control exposure of food to allergen cross contamination.			

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Also refer to the following Good Hygiene Practice guides for additional guidance: Cooling & Re-heating / Cross Contamination / Personal Hygiene / Allergens

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Food Safety Hazard Analysis Record
9: Hot Holding

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter Hot food maybe kept at less than +63°C for a single period of no more than two hours. Do not add freshly cooked food (topping up) into existing food containers Closed pies & sausage rolls cooked in unit can be held at ambient for max of 1 day (does not apply Ireland)	Display / Hot Hold food at +63°C or hotter. Hold for maximum of 2 hours at temperature less than 63°C Maximum shelf life of 1 day. Discard any leftover stock at end of day (does not apply Ireland)	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes. Highlight rare cuts of meat on Food Service Temperature Record Complete Closing Checklist	Re-heat food to 75°C (82°C in Scotland) if not previously reheated Discard food not maintained above 63°C or that has been previously reheated
Physical contamination	Where appropriate cover foods during hot holding with lid or suitable food grade material Do not use glass food containers Check equipment for signs of damage Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination	Discard any contaminated food. Request maintenance for defective equipment
Chemical contamination	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage Complete Opening and Closing Checklist	Discard any contaminated food.
Allergens	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13 Ensure all allergen free or Medical diet meals are covered and correctly labelled	Allergen free or Medical Diet meals not served unless adequately labelled	Double Check Record sheet (Chartwells & Healthcare)	

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The above control measures and monitoring procedures are implemented within my unit

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Food Safety Hazard Analysis Record

10: Counter Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter Hot food may be kept at less than +63°C for a single period of no more than 2 hours Use a designated probe thermometer designated for use with cooked foods Ready-to-eat food above +8°C (5°C in Ireland): display limited to one period of 4 hours maximum. Provide appropriate and separate serving utensils Clean and sanitise surfaces, equipment between handling raw and ready-to-eat foods	Display / Hot Hold food at +63°C or hotter. Hold for maximum of 2 hours at temperature less than 63°C Display / Serve cold food at +8°C (5°C in Ireland) or colder Food above +8°C (5°C in Ireland) must be displayed for maximum of 4 hours	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot plate every 90 minutes, using the Food Service Temperature Record Check and record time and temperature cold buffet was displayed from, using the Food Service Temperature Record	Re-heat food to 75°C (82°C in Scotland) if not previously reheated Food displayed above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded. At end of service period, cool and refrigerate food within shelf life Discard food that has been previously reheated or exposed to risk of contamination Request maintenance for defective equipment
Physical contamination	Check display equipment for signs of damage before service Avoid use of glass containers and display in glass jars etc Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination Monitor for any breakages (e.g. heat lamps etc) during service periods Complete Opening and Closing Checklist	Discard any contaminated food. Request maintenance for defective equipment Discard all food on service counter in the event of glass breakage
Chemical contamination	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage Complete Closing Checklist	Discard any contaminated food.
Allergens	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13 Ensure all allergen free or Medical diet meals are covered and correctly labelled Allergen report to be made available for all menu offer	Allergen free or Medical Diet meals not served unless covered & labelled Conduct pre-service briefing to all FOH team	Double Check Record sheet (Chartwells & Healthcare) Complete Food Service Temperature Record – Pre Service Brief	Discard / do not serve any food believed to have been exposed to allergen cross contamination Refresher training for all staff

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Also refer to the following Good Hygiene Practice guides for additional guidance: Cross Contamination / Personal Hygiene / Allergens / Pest Control / Food Labelling & Shelf Life / Food Service & Display / Cleaning

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11: Hospitality Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Display / hot hold food at +63°C or hotter Hot food maybe kept at less than +63°C for a single period of no more than 2 hours Use a designated probe thermometer designated for use with cooked foods Ready-to-eat cold buffet food left above +8°C (5°C in Ireland): display limited to 4 hours maximum. Provide appropriate and separate serving utensils Clean and sanitise surfaces, equipment between handling raw and ready-to-eat foods	Display / Hot Hold food at +63°C or hotter. Hold for one period of a maximum of 2 hours at temperature less than 63°C Display / Serve cold food at +8°C (5°C in Ireland) or colder Food above +8°C (5°C in Ireland) must be displayed for one period only for a maximum of 4 hours Mixed hot and cold buffets displayed for a maximum of 2 hours	Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes, using the Food Service Temperature Record Check and record time and temperature cold buffet was displayed from, using the Food Service Temperature Record	Re-heat food to 75°C (82°C in Scotland) if not previously reheated Food displayed above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded. At end of service period, cool and refrigerate food within shelf life Discard food that has been previously reheated or exposed to risk of contamination Request maintenance for defective equipment
Physical contamination	Check display equipment for signs of damage before service Avoid use of glass containers and display in glass jars etc Do not use defective equipment. Take out of use and report defect.		Check equipment before use for sources of physical contamination Monitor for any breakages (e.g. heat lamps etc) during service periods Complete Opening and Closing Checklist	Discard any contaminated food. Request maintenance for defective equipment Discard all food on service counter in the event of glass breakage
Chemical contamination	Store cleaning chemicals and sources of physical contamination away from food handling areas		Check chemical storage Complete Closing Checklist	Discard any contaminated food.
Allergens	Control exposure to allergen cross contamination by adopting measures highlighted in GHP13 Provide accurate allergen report with all hospitality food Allergen free foods must be separately plated and labelled		Check that allergen reports reflect dishes on the menu Complete Opening Checklist	Remove any food from the counter without an allergen report or provide the correct report before service

Site Specific Actions	
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12: Bar Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Effective handwashing by all food handlers Clean + sanitise surfaces and equipment before & after use Only use pasteurized egg in cocktails Ensure beer lines are cleaned at regular intervals Clean and sanitise ice machines regularly Do not store scoop or tongs in the ice to minimise cross contamination from hands		Check personal hygiene Check handwashing Complete Opening and Closing Checklist	Retrain food handlers Increase monitoring frequency
Physical contamination	Prevent exposure of food to physical contamination Check work surfaces and equipment for signs of damage before commencing bar service		Check equipment before use for possible physical contamination Complete Opening and Closing Checklist	Discard any contaminated food. Report any defective equipment & remove from use
Chemical contamination	Wash salads, fruit and vegetables for use in drinks. Store cleaning chemicals and sources of physical contamination away from food preparation areas Ensure beer lines are thoroughly rinsed after line cleaning		Check chemical storage Check food washing Complete Opening and Closing Checklist	Discard any contaminated food. Retrain food handlers Increase monitoring frequency
Allergens	Adhere to authorised recipes and ingredients Use separate boards / knives and other equipment when preparing allergen free items Accurate allergen reports must be provided for customers Allergen free foods must be separately plated and labelled		Adhere to recipes and brand specifications where applicable Check sources of allergenic contamination	Review menu and recipes for compliance

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 **Also refer to the following *Good Hygiene Practice* guides for additional guidance: Food Service & Display / Cross Contamination / Personal Hygiene / Allergens / Cleaning**

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13: Food Transportation

(When food is prepared in a central kitchen and transported to outlying catering units)

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	High risk foods to be served at ambient temperature which is transported above +8°C (5°C in Ireland) should be held at ambient temperature for a maximum of 2 hours (including transit and display/service time) Separate food safe containers must be provided for the transport of raw and ready to eat foods	Transport cold food below +8°C (5°C in Ireland) Transport hot food above +63°C Ready to eat foods served cold which is transported above +8°C (5°C in Ireland) must be used/served within 2 hours	Check and record food temperatures before leaving production site and on arrival at service unit, using the Food Transportation Record Form	Food above +8°C (5°C in Ireland) (for a maximum period of 4 hours) must be discarded. Food below 63°C during service can be reheated to 75°C (82°C in Scotland) if not previously reheated. At end of service period, discard any leftover food.
Physical contamination	Transport all food in suitable containers, covering or wrapping the food, and transporting in a clean vehicle		Check condition and cleanliness of food containers before use Complete daily vehicle checklist	Discard any food found to be physically contaminated Request maintenance for defective equipment
Chemical contamination	Clean, food safe containers to be used for the transportation of all foods		Cleaning schedule to include all food transportation containers	Discard any contaminated food.
Allergens	Control exposure of food to cross contamination. Ensure all food items are correctly labelled		Check Allergen Reports are provided for all transported foods Complete Opening Checklist	

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Food Safety Hazard Analysis Record
14: Food Vending Service

Food Safety Hazards	Control Measures	Critical Control Limits	Monitoring	Corrective Actions
Microbiological growth - Bacterial growth - Bacterial survival - Cross contamination	Use food within shelf life For customer re-heating provide re-heating guidance and advise to re-heat once only Use dedicated probe thermometer to check the vending machine temperature during re-filling	Cold vending machines at +5°C or colder Do not exceed use by dates	Check and record temperature of high risk cold food vending machines daily All vending products checked whenever replenishing stock to ensure all food is in date	Request maintenance for defective equipment Remove products from defective cold food vending machines Discard food not maintained at or below +5°C
Physical contamination	Ensure vending machines are cleaned as per cleaning schedule and free from pests		Check location is clean and pest free whenever replenishing stock	
Chemical contamination	Ensure vending machines are cleaned as per cleaning schedule			
Allergens	Ensure all foods (including unit produced) are correctly labelled with full allergen information Label any in-unit made or prepared PPDS foods with a full ingredient and allergen label in accordance with GHP21: Natasha's Law		Check that allergen reports reflect items in the vending machine during re-fill Complete Opening Checklist	

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